



**BHPs
Xtra**



TERMS & CONDITIONS

1. I consent to my child attending BHPs Xtra and understand that Biggin Hill Primary School (BHPs) manage this club in accordance with policies in place within the school and on the school website.
2. I understand that BHPs Xtra is a wraparound care service and that BHPs will be responsible for my child whilst in attendance. If my child attends an after school club or activity, the leader of that club will have responsibility for my child during their attendance and until they are taken to BHPs After School Club by their staff.
3. Places must be booked in advance, via Arbor, to ensure a space is available for my child. Bookings can be made during term time for the following sessions with associated cut off times.

Children will not be admitted without prior booking.

DAYS (MON - FRI)	TIMES	CUT OFF TIME FOR BOOKINGS
Breakfast Club (breakfast included)	07.30 - 08.30	07.00 each morning
After School Mini (snack included)	15.15 - 16.30	13.15 each day
After School Late (tea included)	16.30 - 18.00	08.30 each morning
After School Full (snack and tea included)	15.15 - 18.00	07.15 each morning

4. The Arbor XTRA Account must be in credit at the time of booking any session and payment is deducted on confirmation.
5. Due to staff ratios, there is a maximum of 5 pre-school children permitted at any one BHPs XTRA Session. Children must be aged 3 and above.
6. Children with an EHCP must be discussed with the SENCo before a booking is made to ascertain if the correct provision can be provided

DAILY PROCEDURES

7. Children should be dropped off at the Biggin Hill Primary School KS2 Hall by the parent/carer to ensure they arrive safely. Y6 children, if agreed with the parent/carer, may arrive independently and register with the member of staff at the breakfast club. The morning session starts at 7.30am and all children must be pre-booked and appear on the register on arrival.
8. KS1 children attending BHPs Xtra in the morning will be escorted directly to their classroom and KS2 children will be dismissed from the KS2 hall and directed to their classrooms to ensure they start the school day promptly.
9. After school the KS1 children (Pre School, Year R, 1 and 2) will be accompanied to BHPs After School Club by staff and the KS2 children (Y3 to 6) will make their way independently.
10. On arrival the children will be offered a drink and a snack, unless parents have requested otherwise. The children will also have access to drinking water as and when required.
Full and Late After School Club bookings include a hot tea which has been pre prepared by the kitchen staff. The meal will be served by the After School Club staff. If you would like to provide your own packed tea, please contact the school office. (NB there will be no reduction in cost)
11. If a child attends an after school activity, their staff can, with notification upon booking, arrange to deliver the child and collect them once the club has finished. KS2 children can make their way independently to and from the activity with the exception of activities not on school premises e.g.sporting activity off site

12. Parents collecting their children should arrive at the school promptly by 6.00pm or by 4.30pm if attending the Mini club and ensure their child is signed out on departure. Penalty fees will be charged for late arrivals. (see finance & booking)

FINANCE & BOOKING

13. Payments and bookings will be made online using Arbor. The school will be able to accept childcare vouchers and has registered with a number of childcare voucher providers as listed on the website. Please contact the school office if you would like to use your childcare vouchers. If your provider is not listed please advise by sending an email to xtra@bigginhillps.com
14. Where possible, I agree to notify the school in advance if my child will not be attending a session that has been previously booked. All sessions booked but not attended must be paid for in full unless 72 hours prior notice is given to the school office. Monies for cancelled bookings with 72 hours notice will be credited to the Xtra account on Arbor for use for a future booking. If your child is unwell and not attending school as a result, a refund can be requested via the school office.
15. BHPS Xtra aims to be accessible to all children and families but is dependent on staffing and space available. Admission is approved by the BHPS XTRA leader and a waiting list system will be used when the need arises. The waiting list will be operated on a first come-first served basis depending on availability of sessions requested, with the exception of siblings who will have priority for the same days as a sibling.
16. I understand my child will NOT be allowed to leave the premises without my permission. I understand that the adult collecting my child will need the password in order to take my child home. I understand that the password the school holds on file will be the same password held by class teachers for end of day dismissal.
17. BHPS XTRA end of session collection
- Children booked into the Mini club can be collected from the KS2 carpark door by 4.30pm at the latest.
 - Children booked into the Late or Full Club can be collected from the KS2 carpark door before 4.30pm, the KS2 hall between 4.30pm and 5.00pm and the KS2 carpark door by 6pm at the latest. This means that parents and carers should arrive at the KS2 hall door by no later than 6pm.
 - Late collections will be charged at £1 per minute, after your session end time. Mini Club can be extended to Full with prior notification to avoid a late charge.
 - If we have been unable to make contact with a parent or carer by 6.30pm, social care will be contacted for advice.

GENERAL

18. The school reserves the right to revoke membership on the grounds of anti-social behaviour or any repeated behaviour affecting the wellbeing of BHPS Xtra in general.
19. I will supply any additional information, which may be significant in caring for my child eg. Allergies, medical or behavioural conditions or specific care plans.
20. I have read the school's Behaviour Policy and understand that the staff working within BHPS Xtra will adopt the main principles held within it. Children are expected to show good behaviour to staff and other children. I understand that if staff have concerns regarding my child's behaviour they will notify me the same day.
21. In line with school policy, BHPS Xtra cannot accept responsibility for valuables.
22. The School Governing Body reserves the right to withdraw any child if their account falls into arrears.
23. Information held by BHPS Xtra regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the Safeguarding Officer has a legal duty to pass certain information onto external agencies including; Local Authority Designated Officer for Safeguarding and Social Care in line with the school's Safeguarding policy.
24. To contact BHPS Xtra please email xtra@bigginhillps.com or call the school office on 01959 575 846 outside of school hours BHPS Xtra can be contacted on 01959 575 846 option to transfer to the After School Club.

I confirm that, by making a booking, I have read and understood the conditions above