

Beadies Before and After School Care Terms and Conditions

Beadies is the before and after school care, which is operated by the school, solely for the use of children attending our school.

These terms and conditions automatically apply to any users who book any number of sessions for our before and after school club.

Terms and Conditions – Please read carefully

- Bookings are to be made by parent/guardians via the Arbor Parent Portal app. Please contact the school office for access to the Parent Portal.
- The deadline for bookings online are 7:00am for mornings and 2:45pm for afternoons for the same day.
- If you have not booked online but your child attends the club, there will be an admin charge of £5 to cover the admin time spent adding your child's booking to Arbor.
- Cancellations cannot be completed via the portal and must be submitted in writing by letter or email to the office. There will be a £5 admin charge for any bookings cancelled with less than 5 days' notice.
- If your child has been invited to an extracurricular after-school club, please be mindful that these sessions are run by staff volunteers and there may be times when these clubs are cancelled. In this event, if you require after school care, you must then book via the parent portal before 2:45pm or there will be a £5 admin fee to book your child's place.
- If you arrive late to collect your child, we will follow our Late Collection Policy which includes a £10 late fee and suspension. (Please see Late Collection of a Child Policy on our website)
- Misbehaviour of pupils will not be tolerated and our Behaviour Policy will be followed for all pupils. Any misbehaviour may result in permanent suspension of Beadies.

Payments

- Payments must be made in advance per month for bookings within that month.
- If any debts are not paid by the end of each month, your child's place will be suspended and any future bookings will be cancelled. We will consider reinstating sessions on payment of the full outstanding balance.
- If arrears or fees persistently occur your place will cease immediately.

Beadies sessions and prices:

Morning	7:30am – 8:50am	£5.00 per session
Afternoon [1]	3:15pm – 4:15pm	£4.00 per session
Afternoon [2]	4:15pm – 5:15pm	£4.00 per session
Afternoon [3]	5:15pm – 5:45pm	£4.00 per session
Adhoc Sessions without prior booking	The stated cost of the session above plus a £5 admin fee.	

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