



Albyn School

AFTER SCHOOL CLUB - TERMS AND CONDITIONS

These terms and conditions apply to the After School Club provided by Albyn School. By registering your child(ren) for attendance at the After School Club, parents and carers confirm that they accept the terms and conditions. The terms and conditions may be updated from time to time and the most recent version will apply.

1. Registration and Booking

- 1.1 All registrations and bookings must be completed through Pembee.
- 1.2 Before making any bookings, parents and carers must complete the short registration form through Pembee.
- 1.3 Once registration has been completed, parents and carers may book as many sessions as required or book a whole Term, subject to availability.
- 1.4 The Pembee system allows parents and carers to plan ahead and book sessions in advance.
- 1.5 A child's place is only confirmed once the booking has been completed through Pembee and payment has been made and received, where applicable. Confirmation of a booking remains subject to clause 11.2
- 1.6 A non-refundable annual registration fee of £10 will be added to the first booking.

2. Payments

- 2.1 Payment must be made in accordance with the payment options available through Pembee or as otherwise agreed by the school.
- 2.2 Childcare vouchers and other approved childcare payment schemes, including Tax-Free Childcare where applicable, may be used in line with the school's payment arrangements.
- 2.3 Any outstanding fees must be settled promptly. The school reserves the right to refuse future bookings where fees remain unpaid.

3. Changes, Cancellations and Absence

- 3.1 Once the booking has been made, it is non refundable.



- 3.2 If parents or carers wish to change a booked session to another date, they should contact the After School Club as soon as possible. Change may be accommodated subject to availability.
- 3.3 Parents and carers must inform the club if their child will not attend a booked session.
- 3.4 If a child is absent from school, it remains the responsibility of the parent or carer to inform the After School Club directly if the child will not be attending.

4. Session Information

- 4.1 Session times, available dates and any relevant booking information will be shown on Pembee.
- 4.2 The club will take all reasonable steps to provide the published service. However, activities, staffing arrangements, room use, or routines may occasionally need to change.
- 4.3 Where significant changes are necessary, parents and carers will be informed as soon as reasonably possible.

5. Collection and Late Collection

- 5.1 All children must be collected by the published closing time.
- 5.2 Collection arrangements must be kept up to date on the child's registration record.
- 5.3 If a different adult is collecting a child, the club must be informed in advance.
- 5.4 Late collection charges may apply in line with the published After School Club fee schedule.
- 5.5 Persistent late collection may result in a review of a child's place at the club.

6. Medical, Additional Support and Emergency Information

- 6.1 Parents and carers must provide accurate and up-to-date information about medical conditions, allergies, medication, dietary needs, and any additional support needs when completing registration.
- 6.2 Any changes to medical or emergency information must be updated as soon as possible.
- 6.3 Where required, the school may request updated care plans, medication forms, consents, or risk assessments before a child attends.
- 6.4 In the event of illness or accident, first aid will be administered by an appropriately trained member of staff and emergency services will be contacted if necessary.

7. Behaviour and Conduct

- 7.1 Child(ren) are expected to follow the school's Positive Behaviour Policy and the reasonable instructions of staff at all times.

- 7.2 Bullying, aggressive behaviour, unsafe behaviour, and inappropriate language will not be tolerated.
- 7.3 Where a child's behaviour places themselves or others at risk, or seriously affects the safe and positive running of the club, the school reserves the right to contact parents and carers, require early collection, or review the child's place.

8. Personal Property

- 8.1 Personal belongings should be clearly labelled with the child's name.
- 8.2 The school cannot accept responsibility for loss of or damage to personal items brought to the club.
- 8.3 Children should not bring valuable items to the club unless this has been agreed in advance.

9. Food, Clothing and Personal Care

- 9.1 If children require any specific personal items, these should be provided by the parent or carer and clearly labelled.
- 9.2 Any information regarding snacks, refreshments, or special arrangements will be communicated by the club.

10. Data Protection

- 10.1 To process registrations and bookings, the school needs to collect personal information about parents, carers, and children.
- 10.2 All personal information will be handled in accordance with the School's Privacy Notice and Data Protection Policy.

11. General

- 11.1 The After School Club operates in line with the school's safeguarding responsibilities and relevant expectations for registered childcare services.
- 11.2 The school reserves the right to refuse or cancel a booking where registration information is incomplete, fees are unpaid, required documentation has not been provided, or the school is unable to safely meet a child's needs after reasonable consideration of available staffing, facilities and resources.
- 11.3 These terms and conditions should be read alongside any related After School Club guidance, parent information, and school policies.

12. Force Majeure

12.1 If the After School Club cannot operate due to circumstances beyond its reasonable control, including severe weather, building issues, staff shortage, public health concerns, or official school closure, parents and carers will be informed as soon as possible.

12.2 In such circumstances, the club will take all reasonable steps to communicate any closure, cancellation, or change to the service.

12.3 Any refund or credit offered in these circumstances will be at the discretion of the school.

13. Complaints

13.1 Any concerns or complaints should be raised initially with the After School Club Manager and thereafter in accordance with the school's Complaints Procedure.

