



Mission Grove Primary School - Holiday Club

Terms and Conditions – Easter 2024

Provision

The Holiday Club will run Monday to Friday 7.45am to 5.45pm (Extended Day) and 8.45am to 4.45pm (Standard Day) on the North Site (Buxton Road, Walthamstow, London, E17 7EJ) in the Victorian Building. Entry is through the car park gate on Mission Grove.

We aim to provide a high quality service which meets the needs of both Parents / Carers and Children. For Parents / Carers, this means knowing that your child is safe and happy in a Holiday Club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy. Parents / Carers are expected to give their support and encouragement to the aim of Mission Grove Primary School Holiday Club and to uphold and promote its good name. Mission Grove Primary School will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Registration

Only children for whom an online Registration Form has been completed, place confirmed (via email) and payment made in advance may attend Mission Grove Holiday Club. All sessions must be pre-booked and received within the booking period, detailed below.

Booking

The booking period for the Easter Holiday Club will run from Monday 4th March 2024 to Friday 15th March 2024. **Bookings will not be taken after this time.**

On receipt of the online Registration Form you will receive confirmation if there is availability and pricing confirmation. Please note that once a space is confirmed by the Holiday Club you will be entering into an agreement with Mission Grove Primary School whereby you agree to pay for the sessions booked. Unless notification of the space no longer being required is provided during the booking period, the Parent / Carer will still be liable for the sessions booked. Please note in cancelling the place, charges may still apply (see below).

Please note if spaces are booked and your child does not attend you will still be liable for charges.

If no space is available, then the Parent / Carer will be notified that their child is on a waiting list. Places are offered on a first come first served basis.

Once payment has been received, confirmation of your place will be made via email. You will only receive confirmation of a place on receipt of payment.

Ad hoc sessions:

Unfortunately, we will not be able to offer ad hoc sessions for the Easter 2024 Holiday Club. All places must be pre-booked.

Payment Information

The cost is dependent upon the hours you wish your child to attend. Pricing details are on the registration form. All payments need to be made in advance of your child attending the Holiday Club and before the booking period ends on Friday 15th March 2024.

Payment:

Payments can be made via Parent Pay (if your child attends Mission Grove), childcare vouchers, bacs payment, cash, cheque or debit card payment (this type of payment can be made over the telephone). Payment needs to be made in advance, we can no longer take payment on the first day your child attends. Payment needs to be made when booking confirmation is received. Mission Grove Primary School reserves the right to exclude children if fees remain unpaid from any child's previous attendance and parents are advised to contact the school in case of any difficulties with payments. No refunds will be given for non attendance due to sickness or any other absence or for sessions only part attended. No refunds will be given for cancellations made outside of the booking period. Consideration to a refund will be given in exceptional circumstances and at the authorisation of the Headteacher. If any fees are outstanding from previous attendance of a Holiday Club, or any other payment item provided by Mission Grove Primary School, the school will reserve the right to refuse your child a place for future Holiday Clubs until all outstanding debt is cleared. Charges will be made for the booked sessions within the notice period whether or not the child attends. Charges are based on a whole session being attended. No reductions in price will be made for part sessions attended.

Mission Grove Primary School requires one week written notice if you no longer require a place for your child at or wish to make any changes to the days attended. All changes will be subject to agreement by Mission Grove Primary School and will be subject to availability and will attract a £10 administration charge per change.

Trips

Trips are now booked as part of the booking procedure. Trips carry a maximum of twenty spaces and these are offered on a first come first served basis. Cost is dependent upon what the trip entails. Details will be made available on the website when completing the online booking form. Trips booked to the cinema will be to see a film that carries a U certificate. However, we cannot guarantee that a film with this certificate is available. If this is the case, a film with a PG certificate will be chosen. Details of the film will be provided (including the rating certificate) once booked. All children need to be at least five years old to be booked on any trip. Should your child not attend a trip already booked, no refund will be made.

Lunches / Snacks

Children will be offered the choice of bringing a packed lunch or having a cooked school lunch at a cost of £2.50 per day. Snacks and drinks for throughout the day will still need to be provided by the parent. Please advise the school on the booking form of any special dietary requirements due to allergic reaction, cultural or religious beliefs. If your child is having a cooked school lunch, please note all meat served is Halal.

General Conditions

It is the responsibility of the Parent / Carer to sign their child in by bringing their child to the registration area where the Holiday Club is being held.

Medical Conditions

It is the responsibility of the Parent / Carer to inform staff via the booking form if their child has any medical conditions. Should any child require medication to be administered, a consent form needs to be completed.

Please note if the appropriate paperwork is not completed, Holiday Club staff will be unable to administer any medication.

All accidents, that staff are made aware of, are documented in an accident book. Should the need arise, the Parents / Carers hereby give their consent for first aid to be administered and / or the emergency services to be contacted. The emergency contact details will be those held on the Registration Form and normal school procedures for notifying parents in the event of an accident will be followed.

Personal Items

Mission Grove Primary School Holiday Club will not be liable for loss of property brought onto the premises by Parent / Carer or Child.

Ideally, mobile phones are not to be brought to the Holiday Club, however If they are brought to the scheme, they will need to be handed in at the beginning of the session and collected at the end. All mobile phones handed in will be recorded and signed for on collection.

The Parent / Carer hereby confirm that they accept the authority of the Holiday Club Leader and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Mission Grove Primary School community. Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Holiday Club Leader that the continued presence of the child is incompatible with the interests of Mission Grove Primary School Holiday Club. There would be no refund of fees in these circumstances.