

Randlay Primary School & Nursery

Local Centre,
Randlay, Telford,
Shropshire TF3 2LR

Head Teacher:
Mrs Lynda Stolic Bed(Hons), NPQH, MaST



Telephone: 01952 386986
Email: a2172@taw.org.uk

Website: randlayprimaryschool.co.uk

Dear Parents and Carers,

Ref: Randlay Honeybees Afterschool Club

Honeybees Wraparound Club offers extended afterschool provision for families. Honeybees is open from **3.15pm- 5.30pm, Monday to Friday**.

Places are limited, therefore a prebooking form and enrolment form are required before your child/ren can attend the club. These are available from the school office or on our website.

Honeybees will be run by staff employed by Randlay Primary School and will offer a safe and secure place for children to stay and play afterschool. A light snack and drink will be provided and there will be a wide selection of toys, craft activities and board games for children to choose from. Music or a film is also played to entertain children and they will be able to access outdoor play.

Honeybees will be based in the **school hall** and children will be taken from their class base by an adult. Parents and Carers will collect their child/ren from the Blue double doors by the hall.

We offer a two-tiered payment option payable via ParentPay and **payments must be made in advance** of attendance.

3.15pm to 4.30pm	£7.00
3.15pm to 5.30pm	£8.50

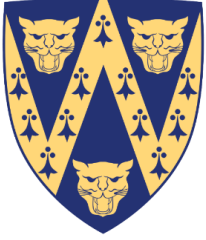
All children must be collected promptly by 5.30pm

We will accept childcare vouchers, please call the school office for further information.

Honeybees Afterschool Club is open for term time only.

The emergency contact number for Honeybees Wraparound Club is **07340 714904**. This number will be in use from 3pm to 5.30pm Monday to Friday.





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This contact number will provide you direct access to a member of the Honeybees team. Please only use this number in the event of an emergency and we would strongly advise you to store this contact into your mobile phone for safe keeping.

Please be reminded that Honeybees Wraparound Club finishes at 5.30pm and prompt collection is much appreciated. Should an unforeseen circumstance arise, and you are running late please call the mobile number highlighted above to inform one of the staff members. Unfortunately, regular late collection could mean that the place at the Honeybees club is withdrawn.

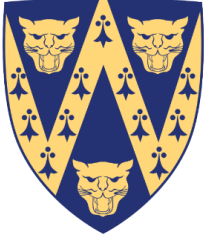
Please note we do impose a £5.00 late collection fee as outlined in the terms and conditions of the Honeybees Wraparound Club.

Please find our full terms and conditions attached to this letter below. Should you have any questions please contact the school office on 01952 386986.

Kind regards,

Lynda Stolic
Headteacher





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(Please sign and return one copy to the School Office before your child attends)

TERMS & CONDITIONS

Please read the terms and conditions carefully

Please help us to provide the highest quality care for your child by reading and adhering to the following terms and conditions.

Opening Hours

Opening hours are 3.15pm-5.30pm Monday to Friday. If parents arrive late for their booked times, they will be charged an extra £5.00 for every 15 minutes.

Bookings

Please fill in a booking form to tell us which regular sessions you would like your child to attend Randlay Primary School & Nursery afterschool club on a weekly basis (there is no requirement to complete a weekly booking form each week if you pre-book sessions for the full academic year or termly bookings) After selecting the sessions that you would like your child to attend each week, we will try to accommodate your needs. The Afterschool club has a limited no. of places, and these are issued on a first come first served basis. **Please allow two weeks' notice when requesting to change or cancel your sessions.** However, we will always try to be flexible and cater for your individual needs if we can, so if we have a space available then we may be able to accommodate an extra booking at short notice. Sessions must be booked and confirmed via the office in advance of your child starting at the Afterschool Club. An enrolment form must be completed before your child can attend the club. The Enrolment form and booking form are available from the school office or downloadable via the school website (extended provision).

Sickness (See Sick Children Policy)

It is in the best interests of all children in the Afterschool Club that we try to keep the spread of infection to a minimum. Parents are requested not to send their child to Afterschool Club if they are suffering from any infectious disease or if they are feeling poorly. Our policy clearly states 48 hours symptom free for sickness and diarrhoea before returning to the Afterschool Club. Other guidelines for absence are clearly stated in our policy. Please speak to a member of staff. We understand the difficulties for working parents but for the well-being of all the children in our care, we reserve the right to ask you to collect your child from Afterschool Club if they are unwell. Please inform us if your child has been poorly at home. **Please be aware that you will still be charged for this period that your child is away from Afterschool Club.**

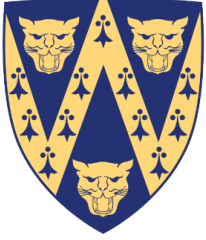
Holidays

The Afterschool Club is open term time only.

Fees

- All payments will be made via ParentPay and must be made in advance of your child's attendance.
- Any additional bookings made at short notice need to be paid for in advance.
- **Once care has been booked and confirmed at Randlay Primary School & Nursery After School Club, the agreed payment must be met in full. Please note that any outstanding fees will result in your child's care agreement being terminated without the need for further notice. The debt will then be passed to Telford & Wrekin Council debt collection.**
- Payments can be made via ParentPay, childcare vouchers or Government Gateway we are unable to except cash or cheque payments.
- **Late payments after the last day of each month will incur an additional £25 penalty charge added to the existing bill. Existing terms apply until then.**
- **The notice period of 2 weeks should be given in writing.**
- **Fees will be periodically reviewed. If the fees are to be increased, we will give one months' notice.**





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Personal Property

Please label all their clothing, as we know from experience that families often buy similar items. Your satisfaction is very important to us. If you have any concerns, please speak to Afterschool Club Manager. If this is not resolved please speak with the Headteacher, as detailed in our Complaints Policy. N.B. policies are available for parents / carers to look at.

Please sign both copies of this agreement confirming that you fully understand and will abide by the above then return one copy to After School Club and keep one copy for your records.

Failure to agree to Terms & Conditions will result in a loss of your child's place.

I have read and agreed to the above -

Signed (Parent/Carer) _____

Date _____

Print _____

