



Terms & Conditions

- A booking is deemed to have been accepted when the required places are confirmed by the School. This will be taken as a permanent booking until two weeks' notice has been given. In all cases, acceptance of places will be subject to availability. The Zone opening times are 7.45am – 8.50am and 3.15pm – 6pm (3pm for our pre-school children). You can pre-book a session from 7.30am (subject to availability), however main paths will not have been gritted if dropping off children between 7.30-7.45am, so please take extra care.
- In the event of days being fully booked at The Zone, a waiting list is in operation. The following criteria will be applied:
 1. Parents who already have a sibling attending the club will be given first choice of available space.
 2. Parents who require regular morning/afternoon sessions each week.
- School reserves the right to decline an application or to withdraw places
 - where payments are in arrears
 - in the event of persistent late pick-ups.
 - in the event of repeated or inappropriate behaviour
- If The Zone is unable to meet the needs of a child, they have the right to review the place allocated.
- The Zone invoice represents fees for use of the club one month in advance and payment should be made as detailed on the invoice. Any invoice not paid within 10 days after the date shown on the invoice will be subject to a £20 late payment fee.
- Any invoice not paid by the end of the month in which they are due, may jeopardise the child's place until the debt is cleared in full. This place will be offered to another child if there is a waiting list for any/all of the sessions.
- Extra dates booked will be allocated subject to availability and invoiced at the end of that month. We will not swap these extra dates against a permanent booking.
- Payment may be made
 - online using www.schoolmoney.co.uk
 - by using the voucher scheme
 - by cheque (made payable to Offley Primary Academy)
- Places are payable even if not attended due to illness or holidays. They will also be payable if your child is chosen to represent school for an after school activity as a place will remain available should the event be cancelled.

- An additional charge will be made in the event of late pick-ups from After School sessions. Late pick-ups will be charged at £5 per quarter hour after 6pm, per child.
- Where a child has not been collected by 6.30pm and attempts to contact the parent or nominated carer have failed, the school will implement Safeguarding Procedures. At this point the After School Club will contact the Police and report the non-collection to the Duty Social Services contact.
- Parents/carers agree to keep their personal details held with school up-to-date.
- Any changes to pick up arrangements must be made in advance by phone (School office 8.30-4pm 01270 449560) or The Zone on 07572 238739 or in writing/e-mail and must be made by a parent/carers. (This is to ensure legal safeguarding requirements are met).
- Two weeks cancellation notice is required to cancel a place at The Zone or to make changes to the booking requirements. Sessions not used during this duration will be chargeable. Once notice has been given sessions will be released and offered to children on the waiting list.

No signature is required.