



Skool's Out Terms & Conditions 2025

Please keep for future reference

Introduction

Skool's Out at Sheerhatch Primary School is an autonomous club run on school premises by dedicated staff under the control of the Board of Governors. It operates independently of the school's teaching staff and curriculum, but follows the school's Safeguarding policy.

Skool's Out falls under the school's Ofsted registration, with the Governing Body acting as the Registered Provider, committed to offering high-quality out-of-school care.

To ensure safeguarding, it is vital to keep your child's registration information up to date. Inform the Play Leader promptly about any changes. Skool's Out cannot be held responsible for failure to notify us of changes that may affect your child.

Notify us as early as possible about changes in attendance, delays in arrival or collection, or other relevant circumstances.

Children will not be accepted without a completed and signed Registration Form. We reserve the right to refuse any registration.

General Information

Skool's Out operates during term time, Monday to Friday.

Cople site hours: 7:50–8:30am and 3:30–5:10pm.

All sessions are fee-paying, as they occur outside normal school hours. Fee details are available on the Registration Form.

Skool's Out operates at the Cople site. Children from Willington will be transported via

school minibus. The club has access to open plan indoor areas, kitchen, library, toilets, and outdoor playgrounds.

Skool's Out is intended to be self-financing. Any surplus funds will benefit Skool's Out and the children attending.

Children are supervised at all times by qualified staff who are DBS-checked and operate within Ofsted guidelines and approved policies.

All accidents and incidents are recorded and shown to parents for signature.

Eligibility

Skool's Out is available to children attending Sheerhatch Primary School.

Parents must complete the Registration Form and pay the appropriate fee for their child to attend.

Attendance is limited according to Ofsted's child care standards. Staff-to-child ratios are strictly maintained.

Children are not the responsibility of general school staff during club hours unless agreed otherwise between the Head Teacher and Play Leader.

Skool's Out takes no responsibility for children or possessions if the child is not registered with the club.

Booking Requirements, Fees, and Non-Payment Penalties

Bookings must be submitted via Google Form and paid for in advance on a half-term basis. Ad hoc bookings are accepted at £7 per session, subject to availability and registration.

In emergencies, parents may book through the school office, subject to space. Priority is given to regular bookers.

Only parents/carers with parental responsibility and who signed the Registration Form may book. Early booking is advised.

Payment for last-minute bookings must be made at booking or on the same day.

Payment is accepted via BACS. Childcare vouchers are also accepted – contact the School Finance Officer for details.

Staff are contracted until 5:15pm. Late collection is not permitted. Repeated non-

collection will not be tolerated.

Parents must notify Skool's Out of any collection delays. If arrangements break down, alternative plans must be made to avoid late fines or escalation to Social Services.

Refunds are not issued for unplanned absences like illness. Requests must be submitted in writing and are at the discretion of the Governors and Play Leader.

Cancellation

Cancellations are non-refundable.

Arrival and Collection Arrangements

Children remain in the care of parents until signed in by staff at 7:50am. Skool's Out accepts no responsibility for children left before this time.

Attendance is registered upon arrival and departure.

Parents should inform Skool's Out as early as possible if their child will not be attending.

Children must be collected promptly via the side gate at Cople. Unknown adults must provide a password before a child is released. Any permanent or regular changes to collection arrangements must be communicated in writing.

Failure to collect without notification will trigger safeguarding procedures.

Medication and Illness

Medical conditions must be disclosed at registration or as soon as they become known. Skool's Out is not responsible for undeclared conditions.

Children who are ill should not attend. If a child becomes unwell, the parent will be contacted to collect them promptly.

Children absent from school are not eligible to attend that day.

Requests for medication to be administered must be submitted using a Medication Consent Form.

The Registration Form includes permission for emergency medical treatment. If you do not consent, provide clear written instructions. Failure to complete this section will result

in refusal of registration.

Equal Opportunities

Children with special needs are welcome. Support from the Local Authority can be arranged. Inclusion depends on necessary arrangements being in place before the first session.

Activities

Activities are varied and engaging, including crafts, toys, physical play, and outdoor activities. Quiet reading space is also available. Skool's Out emphasises fun, not academic continuation. Homework is the responsibility of parent and child.

Refreshments

Snacks are provided at all sessions, with a variety of foods and drinks freely available.

Disciplinary Matters

Children are expected to:

- Follow rules and show respect to staff and peers
- Respect property and facilities
- Behave cooperatively and considerately
- Respond appropriately to staff instructions

Parents must make their children aware of these expectations. Rules are displayed on the Skool's Out noticeboard.

Disciplinary issues are addressed with parents. If unresolved, they may be escalated to the Head Teacher or Governors. Persistent disruptive behaviour will not be tolerated.

Skool's Out reserves the right to refuse registration of any child.