

Pikemere School

Pikemere Road, Alsager, ST7 2SW

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Pikemere School Out of School Club Terms and Conditions 2026-27

THE STANDARD TERMS AND CONDITIONS OF PIKEMERE OUT OF SCHOOL CLUB ARE SET OUT BELOW AND, ONCE SIGNED BY YOU, CREATE A LEGALLY BINDING AGREEMENT. PLEASE READ THE TERMS AND CONDITIONS CAREFULLY BEFORE ENTERING INTO A CHILDCARE ARRANGEMENT WITH US. PLEASE RETAIN A COPY OF THESE TERMS FOR YOUR FUTURE REFERENCE.

These Terms & Conditions

1. Until terminated in accordance with these conditions, we will provide childcare facilities from the date stipulated overleaf.
2. YOUR STATUTORY RIGHTS ARE NOT AFFECTED BY THESE TERMS AND CONDITIONS.
3. We may change these terms and conditions on **8 weeks' notice to you**. If you do not want to accept the changes then you may end your agreement with us by giving **4 weeks written notice**.

Calculation of Our Charges

4. You are liable for childcare fees for all confirmed sessions booked with us at the rates in force at the date of your signature below. Block bookings of non-weekly patterns of attendance will be accepted subject to availability. These sessions will be honored half termly. In the event these sessions are requested by another client as part of a regular weekly booking, first refusal of the regular weekly place will be offered to the client with a non-weekly booking ahead of the regular weekly place being offered to the new client.
5. It is not possible to 'swap' confirmed sessions for alternative sessions on a temporary basis, however subject to availability extra sessions may be booked in addition to regular confirmed sessions.
6. You must pay our charges even if you do not use the confirmed booked session because, for example, your child is sick or on holiday. This clause is equally applicable to regular weekly sessions and non-weekly/extra confirmed sessions.
7. Fee increases will be advised at least 8 weeks in advance. If you do not want to accept the revised charges then you may end your agreement with us by giving 4 weeks written notice.
8. Late pickups (after 6pm) will be charged at a rate of £10 per half hour where pickups are perpetually late. All late pickups will be recorded and charges levied at the academy's discretion.
9. If you are late picking up from the short session (after 4.30pm) that session will be charged at the full afterschool club rate.

Deposit, Charges & Payment Terms

10. Invoices are sent out on the last working Friday of each month. Invoices are payable by the 7th calendar day of the following month. e.g. an invoice issued on 20th December would be payable by the 7th January.
11. Our preferred methods of payment are via BACS directly into the school account (see invoice for details) and childcare vouchers.
12. Please note that nonpayment or late payment will constitute a breach of this contract and we reserve the right to take action to recover all fees due and our reasonable costs incurred in taking such action.

13. Any unpaid fees requiring 2 reminder notifications will automatically incur a £12 late payment fee if payment is not received within 3 working days of the reminder letter. A final demand letter will then be sent. If payment is still not received within 3 working days of the final demand letter, then court action may be taken. If any court action is taken, then parents are responsible for the payment of the legal fees in full.

Our Cancellation of Bookings

14. If Pikemere Out of School club is unable to provide a session for which you have a reservation due to circumstances beyond our reasonable control a full refund will be made by us to you although Pikemere School will not be liable for any of your other costs or expenses or for any inconvenience caused.

Your Changes to Reservations and Your Ending of this Agreement/Notice Period

15. Please inform our Wraparound Manager as soon as possible if your child is unable to attend a confirmed booked session.
16. You must give us 4 weeks' notice in writing if you wish to delay the start of any childcare arrangements.
17. If you delay your start date, the place may be offered to the next person on the waiting list, and you may then be placed on the waiting list.
18. Subject to availability, regular sessions may be increased without notice. You must give us 4 weeks' notice in writing if you wish to decrease your childcare arrangements with us. For example, changes in the number of sessions. This requirement applies both before and after we have begun providing childcare services.
19. If you do not give us the required notice of any change or withdrawal then you will be required to pay in full for each session for which notice has not been given and which we are not able otherwise to fill.
20. Your committed sessions will transfer from term to term whilst your child is eligible for the service booked unless you give us the required notice to terminate your place. For example, it will be assumed that you wish to keep your child's place at after school club from autumn to spring term.

Medical Conditions

21. Prior to commencement of the service as provided under these terms and conditions you will provide us with full and correct details of any PRESCRIBED medication that your child requires and complete a medication form including:
 - a. Name of medication;
 - b. Dosage to be taken;
 - c. Frequency of medication to be taken;
 - d. The reason for the medication.
22. In order for a place at Out of School Club to be facilitated you will be required to complete a school registration form if not already done so. You must disclose details of any relevant medical conditions affecting your child. Any relevant changes in your child's medical condition should be notified to us in writing. Relevant details include:
 - a. Any infectious or contagious disease regardless of any potential sensitivities
 - b. Any special diet;
 - c. Any allergies, sensitivities etc.; and
 - d. Any additional needs your child may have e.g. physical problems or learning difficulties.
25. We will do our utmost to meet children's individual medical needs, but these will be discussed on an individual basis.

Data Protection

26. We are committed to ensuring that you and your child's privacy is protected, and that we have put in place safeguards to ensure that such information and data is protected. However, such information, from time to time may be passed and shared between with other agencies where there is a demonstrable need to do so.
27. We are registered under the Data Protection Act 2018. The registration number can be provided by the main school office if required.

Policies and Procedures

28. Pikemere School policies and procedures will be made available to you through our website
29. By accepting these terms and conditions you are agreeing to the use of and to abide by the approved policies and procedures within Pikemere School.

Collection of Your Child

30. If your child is to be collected from the out of school club by someone other than their parent, that person should either carry a letter of authority signed by you and some form of photographic identification or be registered with us and knowledgeable of your password to collect your child if the arrangement is to be on a regular basis.
31. In the event of parental separation, it is the responsibility of the parent that the child resides with to inform Wraparound Manager of any restrictions regarding rights of access to the child. This needs to be supported by legal documentation.
32. If a child is not collected after a session and all contact cannot be established with any provided contacts, then our Uncollected Child Policy procedures will be followed.

Notices

33. All notices to be given under this agreement shall be given in writing and shall either be delivered personally to the Wraparound Manager by email to wraparound@pikemere.cheshire.sch.uk or sent by first class mail to the following address: Pikemere Road, Alsager, Cheshire, ST7 2SW.

Change of Details

34. If at any time during the course of this agreement, there is any change to your address or telephone numbers, you shall at the earliest opportunity notify us at the address provided with this agreement.
35. The above clause applies equally to all additional contact details you have registered with us such as grandparents and friends.

Liability

36. We will not be liable under this agreement for any loss or damage caused by us or our staff in circumstances where:
 - b. We do not breach a legal duty of care to you or your child; or
 - c. Such loss or damage is not a reasonably foreseeable result of any such breach; or
 - d. Any increase in loss or damage results from breach by you of any term of this agreement or your failure to act reasonably.
37. We will use all reasonable endeavors to provide the agreed childcare services but do not accept responsibility for any failure or delay caused by circumstances beyond our control (including, but not limited to, staff industrial action, failure of public or utility services and acts of God).

Our Suspension or Ending of this Agreement

38. If you fail to pay our charges within the allocated due period, we reserve the right to end this agreement immediately and cease providing childcare services.
39. Subject to these terms and conditions, your child may attend our childcare facility for specified services until:
 - b. They attain an age no longer appropriate to the specified service; or
 - c. We give not less than 4 weeks' notice in writing ending this agreement; or

- d. We request the withdrawal of your child from the facility on a temporary or permanent basis because:
- i. They require special medical care or attention which is not available from Pikemere Out of School Club or which is refused by the parent; or
 - ii. We have reasonable cause to believe that they may be suffering from a contagious or infectious illness and there remains a risk that other children or staff at the Out of School Club could contract such illness; or
 - iii. We consider our childcare facility to be an inappropriate to their needs.
40. If we permanently withdraw a childcare place, we will not require any payment in lieu of notice by you.
41. In the event of repeated late collection of the child at the end of the day, we reserve the right to end this agreement and/or charge an additional fee to cover our additional costs or retaining staff beyond their stipulated hours.

I / We agree to the Terms & Conditions set out above Child's Name:

Child's Name

Date:

Parent/Guardian 1
Name:

Signed:

Parent/Guardian 2
Name:

Signed:

Please note that any change in marital or relationship circumstances will not affect the responsibility for fees of the person(s) signing this agreement, who are jointly and severally responsible for complying with its terms.

Fees and Charges

The following fees and charges are valid from 1st September 2025

Out of School Clubs

Breakfast Club	07:30 - 08:50	£6
After School Club (short session)	15:30 -16:30	£6
After School Club (long session)	15:30 -18:00	£12.00
After School Club (late session)	16:30 -18:00	£7.00

Confirmation that the **Terms and Conditions** in respect of Pikemere School's Out of School Club have been discussed and approved by the Governing Body 11/02/2026, to **take effect from 11/02/2026**. To be reviewed annually.