

Tetherdown Extracurricular (enrichment) Clubs Terms and Conditions

By registering you are agreeing that you have read and understood the information below. Any changes to Terms and Conditions are at the discretion of the Club Co-ordinator/school.

Administration Fee

Administration fees will be applied to facilitate the following below (this is not an exhaustive list)

- Payment and communication processing
- Register preparation, updates and distribution
- Facility organisation/logistics
- Health & Safety with Site Manager
- Anything else that we may need to carry out within the School in order for the club to run accordingly.

The fees: £5 per pupil to be applied on top of all club charges.

Core Details

1. The school will not be accepting any changes to registrations, after the specified date in our email communications.
2. All clubs have a specific limit on available places and can range from a minimum of 10 places to maximum of 30 places.
3. All clubs run weekly on the day advertised starting at 3:30pm and ending at 4:30pm UNLESS otherwise described OR notified via ParentPay. No clubs run on INSET days when the school is closed or during half term.

Registration and Payment

1. The school operate a **first come first served** registration and payment policy.
2. Payment is required at point of registration via ParentPay.
3. Payment serves as confirmation of your place. There will be no other email confirmation.
4. **Only** on-line registration via ParentPay is accepted. Email registration or otherwise will **not** be considered.
5. Please note the extracurricular clubs' details (day, time etc) which are also available on our website under the [Parents/Clubs & Activities](#).

Spaces and Waiting lists

1. Parents and carers will be notified of any club spaces via ParentPay.
2. Waiting lists are only valid for the term in which the club is running.

Late Fees

There is a late payment fee of £20 for the first 15 minutes and then £10 for every 5 minutes thereafter. Parents will be issued with a warning as follows:

- 1st occasion late – You will receive a **YELLOW** warning and a fine equivalent to the amount as outlined above.
- 2nd occasion late – You will receive an **ORANGE** warning stating that your child's place is at risk of being withdrawn on the next late occasion and a fine equivalent to the amount as outlined above.
- 3rd occasion late – You will receive a **RED** warning and your child's/ren's place may be withdrawn and a fine equivalent to the amount as outlined above.

Refunds

Our Wraparound Care and Extra-Curricular Clubs are planned and staffed based on the bookings received. For this reason, we are *unfortunately unable to provide refunds after registration*. Where the school cancels a session, we will provide a catch-up club. We appreciate that unexpected circumstances can arise and thank parents and carers for their understanding and support, which helps us continue to provide high-quality provision for all children.

**Tetherdown Primary School reserve to the right to change or modify these
Terms & Conditions at their discretion.**