

THE FERNS PRIMARY ACADEMY

Tea Club Agreement

I would like to enroll my child, _____ in The Ferns Primary Academy Tea Club.

The Club runs every night after school from 3.20 to 6.00 p.m. The children will be collected from their respective class rooms and taken to the allocated place in school where they will be fully supervised at all times by members of staff.

I understand the charge is £6.00 per session which is payable in advance. This is a whole charge for each session irrespective of the time the child is collected.

I agree to give at least one week's notice for the session/s I wish my child to attend the Club. This is a requirement that The Ferns Primary Academy request so that adequate provisions are in place for upcoming weeks.

Should you need to cancel the arrangement then please ensure that enough notice is given, at least 24 hours' notice, there will be a late cancellation charge of £3.00 if this is not adhered to.

Once you know which session/s you would like your child to attend please let the school office know, who will book your child in and take payment (we must stress that payment for this Club is to be made with booking otherwise, unfortunately, we will be unable to include your child's name on the list).

Collection of your child: please come to the entrance on the school car park and press the buzzer where a member of staff will come to collect you for your child. We will not allow any child attending the Club to walk home alone; they must be collected by a responsible adult.

Please note that the school office closes at 4.00 p.m. each day and the telephone lines are put into 'night' mode. Should you need to contact school regarding your child at Tea Club then please contact one of these numbers 07929 343128 or 07795 681623. Please note these mobile numbers are only available during the hours of the Club and must not be used for any other purpose.

Please complete the following:

Emergency Contact Number / Name: _____

Medical Conditions: _____

Dietary Requirements: _____

I agree to the above.

Signed: _____

Print Name: _____

Date: _____

Signed on behalf of The Ferns Primary Academy:

Signed

Position



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