



Headteacher: Mr T Hassan
Deputy Headteacher: Mrs S Morgan

Oaklands Primary School

Great North Road, Welwyn, Hertfordshire AL6
OPX

Tel: 01438 715278

Email: admin@oaklands.herts.sch.uk

AFTER SCHOOL CLUB CONTRACT

Please complete in full and indicate which sessions you would like. Once this has been completed, signed, returned and the place agreed this will become your child's contract.

The important bits:

- Payment is due within 7 days of invoice.
- Fees still apply on absent and sick days and clashes with short-term after school clubs.
- Refunds and credits will not be given for missed ASC sessions unless the school has cancelled the slot.
- Parents are responsible for completing and updating medical and contact information.
- Late collection from After-School Club will incur an additional surcharge of £5 for first 15 minutes, and £10 for every 5 minutes thereafter. ASC telephone number is 07983 591283. Please note this phone does not accept texts or ansaphone messages.
- For the safety of all pupils, failure to follow the school's behaviour policy may lead to a parent being called and the school removing your child's place in wrap-around care.
- By signing this document you are agreeing with our terms and conditions. If you subsequently wish to amend or cancel your contract please contact Mrs Murley in the school office.

All about your child

Full name of child	Year Group	Date of Birth
Emergency Contact 1 (Name)	Emergency Contact 2 (Name)	
Emergency Contact 1 (Phone)	Emergency Contact 2 (Phone)	
Home Phone No.		
Email Address		
Food Allergies		
Medical Conditions		

Sessions Required (Please tick)

	Monday	Tuesday	Wednesday	Thursday	Friday
ASC Session 1 3.15pm – 4.30pm £7.00 Per Session					
ASC Session 1 & 2 3.15pm – 6pm £12.00 Per Session					

Permission

I give permission for you to administer medical treatment in an emergency	Yes	No
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Parent/Guardian's Name:

Parent/Guardian's Signature:

Date :