



BROOKWOOD PRIMARY SCHOOL KS2 MORNING CLUB– TERMS AND CONDITIONS

- The morning club focus is on structured activities to support children’s learning.
- The club starts at 8am and, in order to ensure we maximise learning opportunities, we expect all morning club attendees to arrive promptly. We cannot admit late attendees.
- Booking in advance is essential to guarantee a place. Places will not be secured until payment has been received. Please note that we have a maximum of 30 places available at the club for Key Stage 2. In the event that you arrive for morning club without a confirmed booking, you may be turned away if we do not have sufficient spaces to accommodate your child.
- The booking form will be emailed to parents once every half term. Paper copies can be requested from the school office by emailing office@brookwood.surrey.sch.uk.
- Completed booking forms should be handed to a member of staff at the beginning or end of the school day to ensure safe receipt
- The daily fee for morning club is £1 per child per day, payable in advance. This fee is subject to review and the school reserves the right to amend this as appropriate to ensure the club remains viable.
- Children should be signed into morning club each day on the sheet provided. Reception and Key Stage 1 children should be dropped off at the Wellbeing Hub entrance.
- Children will be taken to class following the conclusion of morning club at 8:40am.

CANCELLATION POLICY

- The school requires 24 hours’ notice to cancel a booking, unless non-attendance is due to a child’s illness. In the event that a booking needs to be cancelled, an email should be sent to: office@brookwood.surrey.sch.uk.
- If your child is unwell on the day of morning club, please leave a message on the school’s absence line before 8am.
- Non-attendance at the club without cancellation will incur a charge at the usual daily rate of £1 per child per day.

NON-PAYMENT OF FEES

- In the event of non-payment of fees, children will not be permitted to attend sessions at morning club until these have been paid.

The school reserves the right to make changes to these terms and conditions as necessary, and to withdraw the offer of a place at morning club if these terms and conditions are not met.