



**BRINSWORTH WHITEHILL PRIMARY SCHOOL**

Howlett Drive, Brinsworth, Rotherham, S60 5HT

☎ 01709 828242

✉ [office@brinsworthwhitehill.org](mailto:office@brinsworthwhitehill.org)

🌐 [brinsworthwhitehill.org](http://brinsworthwhitehill.org)

**HEADTEACHER:** Mrs C Oxborough

## Tea Club – Terms and Conditions

### **AIMS**

Our tea club offers a safe, secure and friendly environment in which children can enjoy a light snack and a drink whilst being supervised by qualified staff. Activities are also provided for children once they have eaten.

### **TIMES OF SESSIONS**

The tea club will run straight after school till 4:30 pm in the community room.

### **STAFF**

Our tea club will be run by school staff who have the correct safeguarding checks and the appropriate ratios are in place. Staff will keep a list of all children and a register of attendance will be taken daily.

### **FEES AND PAYMENT**

The cost per session is £5.50 per child and additional siblings is £4.00 per child payable via ParentPay. Payment is to be made in advance of the sessions your child attends, we will inform you in advance of what you need to pay for the upcoming term. You will also have the option to pay this in two installments, at the beginning of the term and halfway through the term. Payment will be calculated via the responses on the Google booking form. Children will not be allowed to stay at, or attend any tea club, unless school has received payment in advance. You will still be charged for sessions you have booked unless 48 hours cancellation notice has been given. In the event of illness, you will be charged for the first day but can give notice for subsequent days.

### **BOOKINGS**

Bookings must be made each half term using the googleform. Please contact the office on [office@brinsworthwhitehill.org](mailto:office@brinsworthwhitehill.org) if you need to amend your bookings.

