



Brockhampton Academy Primary School and Pre-School



Bringsty ~ WORCESTER ~ WR6 5TD

01885 483238

Email: office@brockhampton.hereford.sch.uk

Headteacher: Mr Matthew Mander

Booking Terms and Conditions - Parental Agreement

- Any enquiries/bookings are to be made via the school office. A child cannot be admitted until the following forms are signed and completed:
Booking Terms and Conditions - Parental Agreement
Registration Form
First Aid parental agreement
Parental consent records
Booking form
- **Invoices will be sent termly in advance with details and how to pay. Fees must be paid in accordance with the schedule printed on invoice.** Fees not paid within 30 days will result in the child's place being cancelled until payment is received.
- Once sessions are booked, they are chargeable and no credit will be given for absences.
- A period of at least one month's notice, or one month's fees in lieu of notice, is to be given if a decrease in hours is required or the child is to leave the setting.
- Swapping existing sessions to a different time/day or increasing sessions attended must be requested on a **Booking Amendment Form** (available from, and returned to, the school office). You will be notified via text/email whether space is available and when the changes will take effect.
- If you collect your child early from a session you will be required to pay for the whole session.
- Parents are required to collect their children promptly at the end of the session and late collection will result in a late fee of £10.00 being charged for every 15 minutes thereafter.
- Sessions are still chargeable if your child is absent through sickness or holidays.
- 15 and 30 hours government funded sessions may only be taken during sessions 2 and 4 (8.30am - 11.30am and 12.15pm and 3.15pm.) It is the parent's responsibility to register for the 30 hour free funding **every 3 months** and to advise the school office of your child's unique code. Failure by the parent to present this information to the school may result in the Pre-School invoicing parents for funded sessions.

I have read the above and agree to abide by the stated terms and conditions.

Print Parent's Name _____ **Signed** _____

Date _____ **Child's name** _____