

KS Buds Clubs: Terms and Conditions

1. Clubs Offered

Kingsteignton School provides a **Breakfast Club** and **After School Club** to all pupils on normal school days. These operate on a *first-come, first-served* basis.

- **Breakfast Club:** 7:30 am to the start of school
- **After School Club:** End of the school day to 6:00 pm

2. Eligibility

Clubs are available only to pupils currently registered at Kingsteignton School. All school policies and the standard school terms and conditions also apply to KS Buds Clubs.

3. Drop-off and Collection

- Pupils must be dropped off and collected via the **main school reception**.
- Children may only be collected by **designated adults** as per school policy.
- No individual under 18 may collect a child unless **prior written agreement** is granted by the Principal.
- An adult-led **walking bus** will transfer Reception and KS1 pupils.
- KS2 pupils are expected to make their own way to and from class, except for SEN pupils, for whom arrangements will be made.

4. Charges

- **Breakfast Club:** £3.50 per session
- **After School Club:** £7.50 per session

Bookings made **less than 24 hours** before the session may incur an additional charge:

- **Breakfast Club:** +£1.50
- **After School Club:** +£2.50

This surcharge is applied at the discretion of the KS Buds Manager.

5. Cancellations

- If the school cancels a session (e.g., due to exceptional circumstances such as severe weather), parents will be notified and a refund will be issued.
- If a parent cancels, refunds are only available when **at least 7 days' notice** is given.
- **Session swaps are not permitted.**

6. Booking

- All bookings must be made through **ParentPay**.
- Session limits: **40 for After School Club, 30 for Breakfast Club**.
- Sessions can only be booked up to **24 hours prior** to the club start.
- Payment must be made at the time of booking, and sufficient funds must already be in the child's account.
- Bookings cannot be made by email, phone, or any other method.
- Booking and paying for a session indicates acceptance of these Terms and Conditions.

Additional Notes

a. Refunds will be returned via the Parent Portal payment method.

b. Non-payment: The school may suspend a pupil's access to clubs if fees remain unpaid.

c. Debt Recovery: Parents must reimburse the school for any reasonable recovery costs (including legal fees) incurred due to unpaid fees.

7. Late Collection

Children must be collected by **6:00 pm**.

A surcharge of **£10.00 per half hour (or part thereof)** will apply for late collection unless:

- Exceptional circumstances apply **and**
- Parents/carers have informed the After School Club **before 5:30 pm**.

The school reserves the right to decide whether to waive this charge.

8. Contact Details

Club Lead: Lucy Evans

Email: ksbuds@kingsteignton.school.org.uk

Telephone (school hours): 01626 563888

Telephone (club hours): 01626 563353

9. Behaviour

KS Buds follows the school's behaviour and reward system. Details are displayed on the club noticeboard and available via email on request.

The school reserves the right to restrict access to the clubs in cases of:

- Persistent disruptive behaviour
- Behaviour presenting safeguarding concerns



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