



After School Club Admissions form

Please complete all sections of this form in **BLOCK CAPITALS**. If you need help completing the form our school office staff will be happy to assist you.

Please indicate which clubs your child is interested in joining.

NAME OF CHILD (IN FULL) _____ CLASS _____

ADDRESS: _____

_____ POST CODE: _____

HOME TEL NO: _____ MOBILE NO: _____ WORK TEL NO: _____

NAME OF PARENT(S)/CARER(S)/GUARDIAN(S) _____

**EMERGENCY CONTACT
DETAILS**

I will collect my child from school

Please give names and telephone numbers of OTHER parents/Guardians/Carers that maybe collecting your child from school _____

I WILL ABIDE BY THE REGISTRATION PROCEDURE AND CONDITIONS OF ENTRY FOR AFTER SCHOOL CLUBS.

SIGNED: _____ DATE: _____
(Parent/carer/guardian)

REGISTRATION PROCEDURE AND CONDITIONS OF ENTRY FOR AFTER SCHOOL CLUBS

Registering for an after school club place at Oakwood Primary School.

A completed Admissions Form should be sent to the Admissions Secretary at the address below, along with the **Fee of £20.00 (this fee is non refundable)**. The admissions form is a legally binding contract between parents and the school and must be signed by both parents unless one parent has sole custody.

Offer and Acceptance of an after school club place.

Upon completion of the admission form offers will be made subject to first come first serve basis. Parents should complete the Acceptance Form if they wish to take up the offer.

General Terms & Conditions of After school club Admission

Islamic Ethos

Oakwood Primary School is an independent Muslim school founded upon the Islamic ethos. Teachers, Pupils and parents are expected to demonstrate the appreciation and commitment to the Islamic ethos.

Payment of fees

The monthly fees are £20.00 per child. There is no concession for siblings. Should there be a position available in the After School Club in the middle of a month and parents wish to apply, you will be required to pay the whole month's fee.

Persons responsible for Payment of Fees and Extras

Parents and/ or any other person who undertakes payments of fees will be jointly and severally liable to pay fees notwithstanding any charges in family circumstances for the entire period the pupil is on the After School Club register. Fees can only be paid on a monthly basis.

Non-payment of Fees and/ or Extras

The school may suspend a pupil from attending, or require the parents to withdraw the pupil permanently, if fees are not paid promptly by the due date. Fees due are payable in full in such circumstances.

Deferment of Fees

Fees must be paid in full and on time. If there are genuine reasons for deferment, any request must be made in writing with supporting evidence and given to the Head teacher. The head teachers decision will be final.

Withdrawal/ Change of status

A full months notice of intention to withdraw a child from the After School club must be given in writing to the Head Teacher, otherwise you will be liable to pay the next months fees. All Fee Payments are non- refundable.

Absence during term time

Accept in the case of illness, no pupil may be absent from the After School Club without prior permission in writing from the Head Teacher. Parents who remove their children from the club during term time will still be liable to pay the club fees while their child is on the After School Club roll.

Exclusion and suspensions

The Head Teacher has the right, if considered appropriate in the interests either of the pupil or of the school, to exclude a pupil permanently or for a limited period. In the case of temporary exclusions the Head Teacher's decision is final. In case of permanent exclusions parents may choose to appeal.

Children pick up and drop off

Lessons will begin promptly at 3.45pm and end at 4.45pm.

Children will be escorted to their classrooms by the Teacher at 3.30pm.

All parents are requested to collect their children at 4.45pm at the front door of the school on Tennyson Road. Parents are reminded please NOT to ring the school door bell before 4.45pm since there will be no attendance at the doors. At 4.45pm promptly the teachers will bring children out to the parents.

Term time classes only

After School Clubs will be held school term time only.

I have read and understood the 'Registration Procedure & Conditions of Entry', and I will abide by them.

Signature of Parent/ Guardian

Date

Signatory's Name: _____

Head Teachers Signature: _____

Oakwood Primary School, 117 Tennyson Road, Luton, Beds, LU1 3RR

Tel: 01582 -518800 Email: admin@oakwoodprimary.co.uk