

## Entry into The Devonshire Hill Nursery and Primary School's After School Clubs.

### Procedure for Registering Interest:

- Termly registration for places happens at the end of each term, ready to begin on the 2<sup>nd</sup> week of the new term.
- If you wish to apply for a place in one of our after-school clubs, please complete and return an application form to the School Office by the deadline indicated on the form.
- Forms will be given out to all children and copies will be available at the office and to download from the website.

### Allocation of Places:

- Priority allocation of places will be given to members of school staff with children enrolled at Devonshire Hill who apply in accordance with the procedure detailed above.
- Remaining allocation of places will be by random selection among application forms handed in on time.
- Where applicable, priority will be given to siblings of pupils already attending an after school club. For this reason, application forms should be completed per family, rather than per child.

Once a place has been allocated to a child, this will remain in place until:

- the end of the term;
- the place is cancelled by the parent or the School;
- the child fails to attend the club on more than one occasion;
- the child is collected late on more than one occasion.

*The School reserves the right to refuse admission to any child whose behaviour is, in its opinion, not in the best interests of other children's health and safety.*

*The School further reserves the right to refuse admission / readmission to any child or sibling where the parents have a record for persistent non-payment of fees or late collection.*

*The decision of the School will be final.*

### Notification and Acceptance of Places

Notification of place allocation will be made by text or telephone. Parents/carers will be advised to pay the relevant fee by a specified date. If payment is not received by that date, the child may not join the club and their place will be offered to another family.

The School will not notify families who have been unsuccessful in their application. Unsuccessful applicants will have their names added to a waiting list maintained by the School.

When places become available in a previously full club, allocation of places will be by random selection. Priority will be given to siblings of pupils already attending after school clubs. You will be notified of your allocation as above and must pay a proportionate fee (rounded to the nearest pound) for the number of remaining weeks.

**Fees:**

Before your child can participate in a club(s), payment(s) must be made to the School Office by a specified date. The date will be clearly indicated on the club notification letter circulated to all parents/carers and allocation notification message.

If payment is not received by that date, your child may not join the club and, if there is a waiting list, their place will be offered to another family.

The cost for all clubs other than cooking for the 2016-17 academic year are:

- a termly non-refundable one-off fee of £10.00 per pupil per club.