

North Bridge House School

After School and Break Time Clubs

Terms & Conditions

Booking

1. An online form must be submitted *each* term to continue with a club or book a **new one**. If a new form is not submitted, it will be assumed that your child no longer wishes to continue with the previous term's club(s). This excludes music & LAMDA lessons, for which places are allocated for the year.
2. A separate form must be submitted for each pupil who wishes to attend a club.
3. **If a club is oversubscribed, priority will be given to pupils who have not previously attended. All remaining places are allocated by ballot.**
4. Pupils on the waiting list will be given priority for club places in the proceeding term.
5. Completion of the online form registers the user for a full term's membership.
6. Following submission of the form, you will receive an email confirmation of receipt. If you do not receive a confirmation email please contact the relevant school on 020 7267 6266. **This is not confirmation of a place but of receipt of the form only.**
7. Confirmation of club places will be given prior to the start of the term.
8. Club fees are based on a full term and are not pro rata.
9. **Clubs are billed in arrears.**
10. North Bridge House reserves the right to cancel a club, should it not reach a minimum number of applicants.

Cancellation

Parents must notify the school (in writing or by email) if they wish to withdraw their child from a club. Notification of withdrawal must be given before the third club session; otherwise a full term's fee will be levied.

Club Sessions

1. The club teacher is responsible for ensuring that pupils receive the complete number of club sessions each term. North Bridge House aims to run between 8-10 sessions per term.
2. If the club teacher is ill and the session has to be cancelled, the teacher is responsible for running a make-up session.
3. The club teacher will do their best to run a make-up session during the final week(s) of term, on the same night as the club normally runs. However, if this not be possible, the club teacher reserves the right to run make-up sessions on a different night of the week.
4. If a club session has to be cancelled, the school will notify parents via e-mail at least 7 days in advance, unless the reason for cancellation is due to illness.
5. If notice of club cancellation is given less than 7 days prior to the session and you have to send your child to Homework Club, you will not be charged the Homework Club fee.
6. You must be ready to collect your child promptly; any child left late on a regular basis will be suspended from club activities.

7. In order for all clubs to run smoothly and safely, all students are expected to demonstrate good behaviour. If a child is reported for bad behaviour, they will be issued with a warning. If this behaviour continues they may be removed from the club.

