



ABC and Breakfast Club's Terms and Conditions

These terms and conditions relate to Henry Green Primary School's ABC and Breakfast Club extended services. Parents/carers who complete a registration form must sign the form agreeing to these terms and conditions.

By signing the registration form you agree that you have read and understood all terms and conditions and any queries should be addressed before signing.

1. Registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
2. Parents/carers must ensure all details on the registration form are accurate and up-to-date. Any changes must be made in writing and given to the school office.
4. To access the breakfast club, parents/carers must use enter via the school office entrance gate and ring the bell when they arrive at the door. Parents should not arrive before 7:40am, and under no circumstances should children be left unattended in the school office.
5. The breakfast club starts at 7:40am. Children must arrive before 8:15am if they wish to have a breakfast, no breakfast will be served after this time. Parents will still have to pay £2.00 for the morning session.
6. After school club hours are as follows; Monday, Tuesday, Wednesday and Thursday - 3:30pm till 5:30pm and Friday 3:30pm till 4:30pm. A snack will be served between 4:30pm - 5:00pm. When you are collecting your child from ABC club, please call the ABC phone for collection at the Chittys Lane gate.
7. Parents/carers agree to abide by the late collection policy. Parents/carers who collect their child after 5:30pm will incur a late collection charge of £1.00 per minute in line with the school's Extended Services Late Collection Policy. Parent/carers must complete a late collection agreement on collecting their child. Parents/carers must agree to pay this charge before their child continues to attend any extended school services. If you are going to be late you will need to call the ABC phone to notify a member of staff and you will be charged for the next hour. The contact number is: 07777158257. ABC prices are as followed: 1 hour = £4.00, 2 hours = £8.00.



Henry Green Primary School

Address: Green Lane, Dagenham,
Essex, RM8 1UR

Telephone: 0208 270 4466

Email: office@henrygreen.org.uk

Headteacher: Mr Matt Murphy

8. ABC will not run on days that the school is closed to pupils. Parents/carers will not be charged for days that the club is closed.

9. If your child is unable to attend a session, you must notify the extended services team via the extended services mobile. You must also notify the school office if their absence means they will be absent from school.

10. Outstanding payment: The Extended Services Staff reserve the right to refuse any child entry into club if payment is not made including late collection charges and any other outstanding fees from other extended school services.

11. The extended school services are additional care outside normal school hours. The clubs' policies and procedures reflect the school policies and procedures and parents can read the extended schools' policies and procedures on request at the school office.

12. The Extended Service Staff aim to provide a safe, stimulating and happy environment for all children. The extended service staff reserves the right to exclude any child whose behaviour is disruptive, following the school's behaviour policy.

13. We will endeavour to provide a high-quality service to children and will seek feedback from parents/carers from time to time. If you have any concerns, please speak to the Extended Services Staff. If this is not resolved please contact the school office. If you are unable to resolve this issue, please follow the school's formal complaint procedure.

