



Terms & Conditions

Operating Days and Times

'The Hub' operates from 3.00pm to 5.30pm during term time (with the exception of bank holidays). The Hub will not be open if no bookings are already made, therefore we cannot offer an ad hoc service unless there is already a booking.

Fees

Fees are reviewed annually on 1st September.

Fees are calculated on the number of sessions booked during the month.

Absences

Please telephone or e-mail the school office if your child will not be attending a booked session.

It is the responsibility of the parent to advise school staff if their child will be taking part in any extracurricular activity that will affect their time at 'The Hub'. This includes school trips and after school clubs. Failure to inform Orford School staff of these activities may result in you being charged for after school sessions your child has not attended.

Full fees are applicable for any absences (including sickness and holidays)

Advance Booking

Advance booking is defined as booking a term or half term in advance. To qualify for the advance booking rate you must have made your booking by the end of the first week of term.

Short Notice Booking

There are usually a small number of spaces available to book at short notice. These places are charged at a higher rate and can only be booked by telephoning Orford School or booking 48 hours in advance on Arbor. If you select this booking method please bear in mind that while we will do everything we can to accommodate your short notice request, *we cannot guarantee a space.*

Meals

A light snack will be available between 4.15pm -4.30pm.

Collection

You must provide us with the names and contact details of any adults authorised to collect your child/ren. Children must be signed out by the adult collecting them. If a situation arises in which your child/ren have to be collected by an adult who is not on your authorised adult list a password system will operate.

Late Collection:

Orford After school club operates a strict '*on time*' collection policy. A fee of £10 will be charged in the event of persistent late collections. If the child/ren has not been collected by 6.00pm an additional £25 fee will be charged (making a total of £35). Please let us know as soon as possible if you know you are going to be late so that we can arrange for staff to remain in school.

Late Payment

Invoices are added to Arbor when the register is taken and must be paid in full by the end of the week to which they refer. There is an automatic charge of £10 levied if payment is made after this date. Non-payment of fees will result in a request from us that you to remove your child/ren from 'The Hub'. Access to 'The Hub' will be then be denied until such a time as all outstanding payments are met.

Notice Period

We require one month's written notice should you no longer need a place at 'The Hub'. Failure to provide one month's written notice may result in charges for sessions already booked.

Conditions of Admission

- 1) You will be invoiced during the first week of the month for that month's fees. These are payable, by cash, cheque, or direct bank transfer.
- 2) OC of E P reserves the right to require the removal of a child/ren from any of the clubs.
- 3) All Orford C of E P School policies apply.

Contacts

E-mail: admin@orfordcvap.org

Tel: School office on 01394 450281

For **invoice enquiries** please contact the school office

All aspects of this service will be reviewed on 1st March 2026