

Mail: info@cleves.co.uk
Web: www.cleves.co.uk
Tel: 01932 224300
Fax: 01932 269796

Acting Headteacher:
Mrs N Green



Cleves School
Oatlands Avenue
Weybridge
Surrey
KT13 9TS



Early Risers Terms and Conditions

Time: 7.45am - 8.30am
Email: earlyrisers@cleves.co.uk



Safeguarding

Early Risers is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Our Safeguarding / Child Protection Policy is followed rigorously by all staff and can be found on our website. Any safeguarding concerns should be referred to any of our Designated Safeguarding Leads.

Session Times

Monday to Friday - 7.45am- 8.30am, term time only. The club is not open on inset days, bank holidays or school holidays.

Bookings

All confirmed bookings are subject to completion of our final agreement form and acceptance of our terms and conditions.

All confirmed bookings shall be considered ongoing until such time as notice is provided to cancel or amend the booked days. Please see *Cancellation / Notice of change* for more detail.

Ad-hoc sessions, if available, must be booked 48 hrs prior to the session.

Fees

£7.00 per session (includes breakfast).

Payment

Fees are payable **one half-term in advance as follows:**

Autumn 1 : on or before 1st August
Autumn 2 : on or before 1st October
Spring 1 : on or before 1st December

- Spring 2 : on or before 1st February
Summer 1 : on or before 1st March
Summer 2 : on or before 1st May

Payments can be made by debit or credit card directly on the online booking system. You may also pay using childcare vouchers or a Tax-Free Childcare account. Payment by childcare vouchers or from your Tax-Free Childcare account must be advised to the school finance office by email (mlockyer@cleves.co.uk), together with confirmation from the voucher provider where applicable and your online account will be credited.

It is your responsibility to calculate the payment due for half term and ensure the correct amount is paid into your online account.

If payment has not been made in full by the dates specified, your booking for the following half term/s will be cancelled.

Place Allocation

Places will be allocated using the following priorities:

1. Children of staff from Cleves, Oatlands and Manby Lodge
2. Siblings of Cleves pupils
3. First come, first serve

Cancellation / Notice of change

Written notice is required on or before the final day of the current half term if you wish to cancel your place or reduce the number of days required in the following half term/s. If this is not received, you will be required to pay fees for a full half term. This will apply whether your child does or does not attend the booked sessions.

If you wish to change rather than reduce days, please contact us. Changes to days required will be subject to availability and confirmation thereof.

Absence

There will be no deduction in your payment if your child does not attend for any reason; ie school trip, dentist etc.

Medication and Health

We obtain medical information from what is held on the system. It is your responsibility to keep this information up to date. If there is anything you think we should be aware of please email us (earlyrisers@cleves.co.uk).

If your child becomes unwell at Early Risers we will contact a parent/guardian to arrange collection.

Valuables & Other Items

Unless it is requested or optional as part of any activity, children should not bring any toys, games, valuable items or money to Early Risers.

Behaviour

Behaviour by any person 'on-site' considered by the organisers to be unacceptable and inappropriate will not be tolerated. These include: smoking, alcohol, drug/solvent abuse, bad language, or any actions which may cause disruption and/or distress.

Continuous disruptive and unacceptable behaviour by any person (adult or child) will be reported to the Head Teacher. This will be followed by discussion with other staff and the person(s) concerned.

Respect for, and proper use of, all property, equipment and premises is essential and must be maintained by all (child or adult) at all times.

All information exchanged by any person involved with Early Risers must be kept strictly confidential.

Date of last review : Summer 2025

Date of next review : Summer 2026