Mail: info@cleves.co.uk
Web: www.cleves.co.uk
Tel: 01932 224300
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Acting Headteacher:
Mrs N Green

Cleves School
Learning Together

Cleves School
Oatlands Avenue
Weybridge
Surrey
KT13 9TS

GAP CLUB
TERMS AND CONDITIONS

Mobile : 07703565982
Email : gapclub@cleves.co.uk
Manager & DSL : Michele Taylor

Safeguarding

GAP club 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 our GAP Manager who is a Deputy Designated Safeguarding Lead.

Session Times

Monday to Friday - 3.15pm to 6pm, term time only. The club is not open on inset days, bank holidays, school holidays or for the afternoon session on the last day of term.

Bookings
For Year 3 children, please only apply for a place in GAP club once you have written confirmation that your child has been given a place at Cleves.

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.

Fees
£17 per session (includes hot or cold snacks).

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

Autumn 1 : on or before August 1st
Autumn 2 : on or before October 1st
Spring 1 : on or before December 1st
Spring 2 : on or before February 1st
Summer 1 : on or before March 1st
Summer 2 : on or before May 1st

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 office by email, 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.

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.

Collection
Adults collecting any child must present themselves to a member of staff before signing the child out and escorting them from the site.

If you wish to arrange for another adult to collect your child, the Manager must be informed in writing. If we do not have a written request, your child will not be released until we have been able to contact you.

Late Collection
Children must be collected by 6pm at the latest. *A charge of £10 per child for the first 5 minutes and £10 each per unit of 15 minutes thereafter will be charged for late pick ups after 6pm.*

In exceptional circumstances we may waive this charge, but all decisions will be at the discretion of the GAP club manager.

Absence
If your child is not going to attend on a designated day, written notification or a text message via the GAP mobile must be given before or on the morning of the day in question. Messages will be picked up at 3.00pm. Please add GAP mobile number to your contacts list.

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

Medication and Health
We ask for care information on our final booking form together with your consent for emergency treatment. It is your responsibility to keep this information up to date. Please do not assume that information held by the school will be passed on to us.

If your child becomes unwell at GAP club we will contact a parent/guardian to arrange early collection.

Cleves After School Clubs
If your child will attend any after-school clubs at Cleves please provide details and do not assume the school will give GAP club details of the clubs you have signed up to. A GAP playworker will take children to and from their clubs at school. Every child must first sign-in to GAP after school and will then be taken to their club.

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 GAP club.

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 GAP Club Manager/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.

The success of GAP Club depends on cooperation and sharing between all those involved. Parents should address any comments they wish to make to the GAP Club Manager.

All information exchanged by any person involved with GAP club must be kept strictly confidential.

Date of last review : Summer 2025
Date of next review : Summer 2026