



CONDITIONS OF USE 2025 - 2026

1. VENUE

The After-School Care (ASC) is located in the single storey building in the Calder Street playground of the Primary School. Holiday Club is located at our Outdoor Learning Centre at H@PP & Kingarth Street. Communication will be given in advance of each Holiday Club.

2. HOURS OF CARING

After-School Care operates on normal school days during term time:

- Session 1: 3.10 pm to 4.30 pm
- Session 2: 4.30 pm to 6.00 pm

Last day of term (early school closure): 12.10pm – 6.00pm (this is a separate booking).

Holiday Club operates during all school holidays with the exception of public holidays and the two-week Christmas closure. Holiday Club operates 8am – 6pm.

If the school is closed due to emergency circumstances, for example, extreme weather conditions or heating problems, the service will not operate.

3. STAFFING

We have an After-School Care Manager, Lead Practitioner, Senior Practitioner and the required number of Practitioners. We also have sessional staff on board to cover staff holidays and Holiday Club. ALL staff, both permanent and sessional are registered with SSSC and hold a full up to date PVG.

4. REGISTRATION

Registration is free and is compulsory for all children attending Hutchesons' Grammar Primary School.

This form, along with the others listed below, require completion as part of the registration:

- enrolment agreement form
- registration form
- conditions of use
- getting to know your child (completed by the adult)
- all about me (completed by the child)

All children must be re-registered before the start of each new school year. All documentation within the registration pack **MUST** be completed on the Parent Portal and returned annually. Should any details change throughout the year, please notify ASC immediately, allowing us to keep our records up to date.

Holiday Club is open to all children aged 4-16 years attending any school. For Holiday Club all documentation should be completed on TryBooking.com at the time of booking; this can be found on the Hutchesons website.

5. BOOKING HOURS

We aim to make the service as flexible to the needs of our families as possible. However, maintaining the appropriate staffing levels and standards of the service means that some constraints must apply to the flexi basis arrangements.

As there are a limited number of flexi places available each day, parents wishing to use the service on a flexi basis must contact the Manager by telephone or email as early as possible but **AT LEAST 24 hours** in advance. Bookings at shorter notice may be accepted subject to availability. As demand continues to grow, flexi places may not be guaranteed.



AFTER-SCHOOL CARE & HOLIDAY CLUB



The service is staffed between 10.00am and 6.00pm each school day. However, an answering service is operational out with this time.

The After-School Care telephone number is 0141 433 4481 and email address is asc@hutchesons.org.

6. CHARGES

The charges per child will be as follows:

	ASC Session 1	ASC Session 1 - returning from a club	ASC Session 2	Holiday Club
Everyday	£8.90	£3.40	£7.60	£40.00
Named Day	£11.30	£4.30	£10.00	N/A
Flexi	£13.60	£5.10	£12.00	N/A

Included in the charge is a healthy snack at the beginning of each day. Filtered water and fresh fruit is available throughout the day.

From time to time there may be additional charges for outings or extra activities. The last day of each term (12.10pm finish) is a separate booking and will be charged as such.

In addition, please note the following:

- Parents must pay for hours booked, whether used or not.
- It is essential that all children are collected promptly at the end of each booked session.
- Named days cannot be swapped, however an additional flexi day can be booked if required.

ASC Session One (3.10pm - 4.30pm)

Children picked up late after the end of the first session will be charged for the second flexi session whether it has been booked or not.

ASC Session Two (4.30pm - 6.00pm) and Holiday Club (8.00am - 6.00pm)

Please note that if children are collected after 6.00pm there will be an additional charge of £5.00 per each 5-minute period or part thereof and the service will not allow any flexibility of this charge.

Please also note that there is no reduction in charges for early collection.

7. PAYMENT

After-School Care

Payment is by variable Direct Debit collected monthly in arrears using the same bank details as for school fees. If you wish to pay for After-School Care fees via a different bank account or by Childcare Vouchers, please contact Miss D. Mosson on 0141 433 4451 or mossond@hutchesons.org. Direct Debit payments are collected around the 19th of each month from September to July. You will receive monthly invoices during the first week of each month, which will indicate the amount payable, and you will have an opportunity to raise any queries prior to the collection of the payment.

Non-payment may result in the immediate withdrawal of the facility.

Holiday Club

Holiday Club is booked and paid in advance via TryBooking.com. There is a two-week cancellation period once booked. There will be no refund or additional day offered if two weeks' notice has not been given.





8. ABSENCE

Illness

It is important to ensure that we have the appropriate number of staff to look after the children booked in and to pay those staff salaries. The ratio of staff to children will be 1:10. This is why we must charge for all sessions which have been booked. However, in the event of long-term illness or unforeseen circumstances, particular arrangements regarding payment may be made in prior consultation with the Manager who must also be informed if any child is absent.

Extracurricular Activities

The service is aware that from time-to-time children may be involved in extracurricular activities, organised by Hutesons' Grammar School, which necessitate their temporary withdrawal. Notice of withdrawal due to extracurricular activities must be given to ASC by email or by use of the answer machine at least 24 hours prior to withdrawal from the service. If notice is not given normal charges will apply. On the assumption that the appropriate notice is given in such circumstances no charge will be made. There will be a pro-rata charge for children who return from clubs mid-way through the first session, you will find the cost of this in the 'charges' section of this document. However, parents should note that this concession applies only to children involved in such activities and does not extend to siblings.

Holidays Within Term Time

The service is aware that from time-to-time children may have permission to take holidays within term time. Parents should note that it is their responsibility to advise the service in writing at least two weeks prior to the expected holiday irrespective of whether permission has been granted by the Depute Rector. If notice is not given normal charges will apply.

9. WITHDRAWAL (EVERYDAY & NAMED DAY)

If a child is to be withdrawn from the service, at least four weeks' notice must be given in writing to the ASC Manager.

If notice is not given a sum equivalent to four weeks' charges will be levied for the lost days.

10. COLLECTION PROCEDURES

Please note that After-School Care staff cannot release a child into the care of an unauthorised person. Therefore:

- If someone other than an authorised person named on the registration documentation is to collect, the Manager must be notified in advance, they should also be aware of the family password. This will prevent embarrassment while checks are being made. Only persons over 16 years of age can collect children.
- All children will be signed out of the service by the ASC security doorman when collected, and the time of pick up recorded on the daily register.
- All children should be picked up PROMPTLY at the end of each booked session. In the case of an emergency please inform the Manager.
- If a child will be absent from the service, please inform the Manager as soon as possible.

Parents picking up children from the service should enter via the double gates on Calder Street.

11. ACTIVITIES

A varied programme of activities will be on offer each day – quiet reading, craft, games, sports, outdoor play. Children are supervised by staff at all times.

There will be an opportunity for children to do their homework. However, it is still parents' responsibility to check that all homework has been completed to the required standard.





12. MOBILE PHONES & SMART WATCHES

As with school policy noted in the Parents Handbook, mobile phones and smart watches should be switched off and in the child's school bag while attending After-School Care. In case of emergency parents can contact children via the After-School Care office 0141 433 4481. Children should be aware that they are responsible for their own devices and After-School Care cannot accept responsibility for any loss or damage to these.

13. GENERAL

- Any personal belongings are the child's responsibility and must be clearly marked with the child's name.
- Whilst we want the atmosphere to be as informal as possible, the children will be expected to co-operate with the staff at all times.
- Should any parents have any queries or complaints, they should contact the Manager in the first instance.
- It is the responsibility of the parents to ensure that any relevant medication, inhalers or EpiPens are supplied and are renewed as required. For any medication stored on the premises, parents will be asked to check and sign a monthly consent form.

