

CEO:
Mrs V Parsey

Principal:
Ms B A Shah



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Believe it. Build it. Become it.
Broadfield Academy

Breakfast Club and After School Club Terms and Conditions.

1. All cancellations **MUST** be made in **writing at least 48 hours before** the session takes place, any cancellations after this time will be charged. This can be emailed to admin@broadfieldacademy.org.uk or via the School Gateway App.
2. If the date you wish to book is not showing on the School Gateway it is fully booked and we are at our maximum capacity, please call the office to be added to the waiting list. This will be on a **first come first served basis**. Spaces may be available after we have taken the attendance register in the morning.
3. If your child is unwell we will cancel the booking and the amount will be credited to your account, please email or message via the School Gateway App as soon as possible to let us know if your child is not coming to school.
4. If the school closes due reasons beyond our control such as severe weather, all sessions will be credited back to your account.
5. All sessions can be booked up until **midnight the day before**.
6. All sessions need to be booked and paid for via our School Gateway System, we do not accept cash payments.
7. If you use the Government Tax-Free Childcare Scheme or any other childcare voucher service please contact the School Office.
8. The parent/carer assigned to dropping or collecting your child(ren) must complete the daily register sheet by signing the child(ren) in or out. This is for both the safety of the children and for payment records. If another person is collecting your child(ren) please ensure you let the school office know before 3:00pm.
9. If you need to contact the After School Club in an emergency during the session please call their designated telephone line on 07780 607948.