

Orchard Primary School



Breakfast and After School Club - Booking Form

Child's name		Date of Birth
Parent's name		
Address		Mobile number
		Telephone number
		Email address
Adults authorised to collect my child		

Allergies	
Medical conditions	
SEND/Additional Needs	

Regular weekly bookings	Start date:				
	Monday	Tuesday	Wednesday	Thursday	Friday
7.15am – 8.45am (£4.50)					
3.15pm – 4.00pm (£4.25)					
3.15pm - 4.30pm (£5.50)					
3.15pm – 5.00pm (£7.50)					

Invoices will be sent out half-termly. Payment is due by the second week of each new half term. Failure to pay may result in your child's place being withdrawn.

Please note 4 weeks' notice is required for any cancellations or reductions in sessions booked. All cancellations with less than 4 weeks' notice will be charged in full.

One off bookings (please note that these are subject to availability)					
(Please insert dates):	Monday	Tuesday	Wednesday	Thursday	Friday
7.15am - 8.45am (£4.50)					
3.15pm – 4.00pm (£4.25)					
3.15pm - 4.30pm (£5.50)					
3.15pm – 5.00pm (£7.50)					

Office Use:	
Booking added to system	
Booking confirmed	
Payment received	

The information you enter on these forms is required for the efficient organisation of the school. It will be kept on the office computer under restricted access and is subject to the provisions of the Data Protection Act 1984. The information will be disclosed only where a law or an emergency necessitates such a disclosure. If your child is subject to a Court Order of any kind, it is very important that you advise us of this.