



Jack & Jill Family of Schools: After School Club

20 First Cross Road, Twickenham, TW2 5QA

3.00-6.00pm daily during term time for 4-11-year-old children from local link schools

A varied programme with ample opportunity to relax in the care of Jack & Jill Family of Schools staff

£14.50 per day, to include escort from local link schools, snack and optional participation in specialist activities including sport, art, cooking and drama.

Appointments to visit the After School Club prior to making an application should be arranged with the School Office on 03333 444 630.

Terms and Conditions Apply

Application for After School Club at Jack & Jill School Twickenham

Please complete this form in as much detail as possible. We need this information to be able to process your application for a place for your child.

Information which is mandatory for you to provide is indicated below by a *.

If you do not complete the mandatory sections in full this may jeopardise or delay your application.

Full Name of Child*: _____

Date of Birth*: _____

Address*: _____

School (*Please circle*)*: Archdeacon Cambridge's / St James's / Trafalgar

Days required (*Please circle*)*: Monday / Tuesday / Wednesday / Thursday / Friday

Start Date*: _____

I understand that places for the After School Club are subject to availability and will be offered from the waiting list in order of application, giving priority to siblings of those already attending the After School Club.

If the After School Club is unable to offer me/us all the days requested above, I understand that I/we will be offered alternative days which I/we can accept or decline. Should I/we choose to decline any alternative days, I/we understand that these will then be offered to the next child on the waiting list and my application will remain in the same position on the waiting list.

How the After School Club will use the information provided in this form

This information will be used by the After School Club during the admissions process in order to manage and assess your application and your child's suitability for a place at the After School Club.

For more information about how the After School Club will use your information, and your child's information, please see our parent and pupil privacy notices. Both of these documents are published on the school's website: www.jackandjillschool.org.uk/privacy/

Payment of Fees

We offer parents the following options for the payment of fees:

- termly in advance by bank transfer; or
- half termly in advance by bank transfer.

Please indicate your preferred payment option in the event that we offer, and you accept a place for your child in the After School Club at the Jack & Jill School (please tick one box only):

Termly in advance by bank transfer; or

Half termly in advance by bank transfer

Declarations

I wish to add my son/daughter to the waiting list for the After School Club at the Jack & Jill School as indicated above.

I have paid the £30 registration fee via bank transfer to Barclays Bank: Sort Code: 20 29 90, Account Number: 70742295.

Signature Parent 1*: _____

Name in full*: _____

Relationship to child*: _____

Daytime Telephone Number*: _____

Email address*: _____

Date*: _____

Signature Parent 2*: _____

Name in full*: _____

Relationship to child*: _____

Daytime Telephone Number*: _____

Email address*: _____

Date*: _____

Please complete this form and return it to the school office either in person or email to: office@jackandjillschool.org.uk.

Your application will be acknowledged, and the date of application is the date that this form is received by the After School Club.

Office Use Only

Date of Application: _____

After School Club Information for Parents

Introduction

Jack & Jill After School Club is an inclusive club for children aged 4 to 11 years. The After School Club takes place in the Jack & Jill School in Twickenham.

Places are subject to availability and are allocated to children from the waiting list according to the date of application as confirmed by the After School Club. If the number of children applying for entry exceeds the places available, the procedure set out below is operated to ensure that those available are offered out on a fair and consistent basis.

In order to provide a service that assists parents, priority is given to siblings of children already attending the After School Club. Any application from parents of children in this category will be placed above those already on the waiting list.

Application

If you would like your child to attend the Jack & Jill School After School Club, the application form should be completed and returned to the school office, either in person or emailed to: office@jackandjillschool.org.uk. The website provides further information about the After School Club: <https://jackandjillschool.org.uk/local-School-Pupils/>

It is recommended that parents make an appointment to visit the After School Club in operation prior to registering. However, if this is not possible applications will be accepted in advance of the visit or without this being arranged.

The application form should be signed by the person/s with parental responsibility for the child for whom the application is being made; then sent to the school along with a bank transfer for the registration fee.

Upon receipt of the application form and registration fee, an acknowledgement email will be sent to the applicant. This will confirm the date of application, which is used to decide the order in which spaces are offered when they become available.

Should the After School Club be unable to make an offer of a place for the days you have requested, the child's name will remain on the waiting list and you will be contacted by the After School Club as soon as one becomes available.

Fees

Parents are required to select their preferred payment option when completing and returning the application form. The available payment options are:

- Termly in advance by bank transfer; or
- Half termly in advance by bank transfer.

Transport to the After School Club

Children from local link schools will be collected by School staff and escorted on foot to the After School Club.

Siblings not attending the local link Schools (Archdeacon Cambridge's, St James's or Trafalgar) but making an application for the After School Club must be escorted to 20 First Cross Road by a parent or other authorised adult and signed in with the Jack & Jill After School Club staff.

Collection from the After School Club

Children must be collected from the After School Club by the parents or the named alternative collector no later than 6.00pm.

A late collection penalty charge of £5 will be applied for collection between 6.00pm and 6.15pm and thereafter £5 for every 15 minutes. All penalty fees will be added to the parents' fee account. Persistent lateness will be investigated, and discussions held with the parents to avoid children and staff being detained.

Should the After School Club be unable to contact the parents or a named alternative collector and there be no contact from parents by 6.30pm, the After School Club will contact Children's Services for further assistance.