

# BOXMOOR PRIMARY SCHOOL

Cowper Road  
Boxmoor  
Hemel Hempstead  
Herts  
HP1 1PF



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## Boxmoor Primary School Holiday Club Terms and Conditions

### 1. General Information

These Terms and Conditions apply to all bookings for the Boxmoor Primary School Holiday Club ("the Club"), operated by Boxmoor Primary School, located at Cowper Road, HP1 1PF.

By booking a place for your child through Arbor, you ("the Parent/Guardian") agree to these Terms and Conditions.

The Club provides a fun, safe, and supervised environment for children in Nursery through to Year 6 during selected school holidays.

### 2. Bookings and Payments

All bookings must be made via our Goggle form.

Full payment is required at least 3 weeks prior to the start of the club to secure your child's place.

Places are allocated on a first-come, first-served basis and are subject to availability.

Daily fees are as follows:

- 9:00 am – 4:00 pm: £31.50 per day

- 9:00 am – 5:00 pm: £35.00 per day

### 3. Cancellations and Refunds

Cancellations by Parent/Guardian:

- Cancellations made up to 3 weeks before the start date will receive a full refund minus a £5 Transaction fee.
- Cancellations made up to 2 weeks before the start date will receive a 75% refund minus a £5 administration fee.
- Cancellations made less than 2 weeks before the start date are non-refundable

Cancellations by the Club:

- In the unlikely event the Club must cancel a session (e.g., due to staff illness or unforeseen circumstances), a full refund or alternative date will be offered.

## 4. Attendance and Collection

The Club operates from 9:00 am to 4:00 pm or 9:00 am to 5:00 pm.

Parents must ensure children are collected promptly at the end of their booked times.

Late collection fees may apply at a rate of £5 per 10 minutes after the end time if we have not received prior notification and a valid reason for late pickup.

Only authorised persons listed on the registration form may collect your child.

## 5. Health, Safety, and Wellbeing

All staff members are DBS-checked and trained in safeguarding and first aid.

Parents must inform the Club of any medical conditions, allergies, or additional needs prior to attendance.

Children who are unwell must not attend. The Club reserves the right to refuse entry if a child appears unwell.

In an emergency, the Club will contact the parent/guardian immediately and may seek medical attention if required.

## 6. Behaviour and Conduct

The Club promotes a positive, respectful, and inclusive environment and follow our school's behaviour policy.

Bullying, disruptive, or unsafe behaviour will not be tolerated.

If a child's behaviour is persistently unacceptable, the Club reserves the right to exclude them without refund.

## 7. Personal Belongings

The Club cannot accept responsibility for loss or damage to personal belongings.

Children should not bring valuable items or electronic devices.

## 8. Food and Drink

Parents must provide a nut-free packed lunch and a refillable water bottle.

A mid-morning snack will be provided by the Club.

Please ensure all food complies with the Club's no-nut policy to protect children with allergies.

## 9. Photography and Media

Photographs may occasionally be taken for internal use (e.g., displays or newsletters).

Parents will be asked to provide consent (or refusal) during the registration process.

## 10. Liability

While the Club takes all reasonable precautions to ensure children's safety, participation in activities is at the parent's and child's own risk.

The Club cannot accept responsibility for accidents, injuries, or loss of property except where negligence is proven.

## 11. Data Protection

Personal information collected through Arbor and registration forms is stored securely and used solely for the management of the Holiday Club.

Data will be handled in accordance with the UK GDPR and Data Protection Act 2018.

## 12. Changes to Terms

Boxmoor Primary School reserves the right to update these Terms and Conditions at any time.

Any updates will be communicated via Arbor or email.

## 13. Contact Information

For any questions or concerns, please contact:

Boxmoor Primary School Holiday Club

Cowper Road, HP1 1PF

Email: [parents@boxmoor.herts.sch.uk](mailto:parents@boxmoor.herts.sch.uk)

Phone: 01442 402244