**Session Booking Form – SUMMER 2023-24 - Second Half of Term**

This forms an agreement between parents/carers and extended schools provisions at Diptford Primary School. The following document will secure the sessions on a termly basis.

NAME OF CHILD : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PASSWORD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment of invoices: We require contracted sessions to be paid for in advance on a half- termly basis, payment via *- PARENT PAY.***

Please complete and sign the form and return to the school office in an envelope marked after school club. The document will form the contract once signed by both the parent/carer and the school. Please mark the sessions that you wish your child to attend for the half term.



**Cost £5.00 per 1 hour session 3.15 - 4.30pm or £8.50 per 2 hour sessions from 3.20pm – 5.30pm**

We respectfully request that sufficient notice is given when booking in your children – staffing levels are put into place on a termly basis and cannot easily be altered.

**I understand that I must advise the school 48hrs in advance of a session booked if I wish to cancel, otherwise charges will still apply. Late pick-ups will be liable for an additional charge to cover costs.**

I understand that this booking form will form an official contract once the sessions have been confirmed and it has been signed by both myself and the school.

Signed…………………………………………………… Parent/Carer Date…………………………..............................................

Signed………………………..………………..…………School Date……………………………..……………………………………..