

Holy Trinity Church of England Junior School
Bute Road, Wallington, Surrey, SM6 8BZ
Telephone: 020 8647 7496
Email: office@holytrinityjuniorwallington.com
www.holytrinityjuniorwallington.com
Headteacher: Mrs S Gruffydd



Exemplary education for all, through God's amazing grace
Learning, Integrity, Dignity, Love, Confidence.
Learning together, as we journey with God in **Love**, we act with **Integrity**, treat others with **Dignity** and grow in **Confidence**.

PASS after school club

Holy Trinity C of E Junior School
Bute Road
Wallington
SM6 8BZ

020 8647 7496
07379 578056 (after 4.30pm)

Parent & Carers Information Guide

Terms & Conditions for PASS Club January 2026

'Play And Socialise - with a Sandwich'

Please read this leaflet carefully as it contains information you need to know and terms and conditions you need to comply with. After reading through this guide, if you wish to register for a place for your child, please complete the application form enclosed for each child and return it to the School Office.



January 2026

Sustainable Travel
Accredited and Recognised
Sustainable level 2010



Essential Information

PASS club is run and managed as part of the school and is registered with Ofsted under the same registration number, 102991. The club is subject to inspection at the same time as the school. PASS club operates on a maximum ratio of 1 staff member to 16 children with a maximum capacity of 32.

Opening times: End of the school day - 3.10pm to 6pm

Fees (per session):	Full (collection any time after 4.30pm)	£16.00
	Early (collection up to 4.30pm)	£11.25
	After a school club (collection between 4.10pm and 6pm)	£10.00

There will be no PASS club on the last day of a term.

Terms and Conditions (see Policy & Procedures below for further details)

- ❖ Parents/carers of all children attending the club must have completed an application form and notified the club of any special medical, dietary or other needs. This includes if their child is supported by an ECH plan in school or behavioural support needs.
- ❖ All fees must be paid correctly and in advance as specified.
- ❖ **All sessions must be booked in advance via ParentPay by 2.45pm on the day required.**
- ❖ **Children should not bring any food, toys, games, money or valuable items to PASS unless by prior agreement with the club.**
- ❖ School rules must be adhered to.
- ❖ Respect for and proper use of all property, equipment and the premises is essential and must be observed at all times. Breakages will be charged for.
- ❖ Parents/carers must familiarise themselves with the club's policies and procedures and ensure their children are also aware of them.
- ❖ Parents must collect children on time from each session. Please ring the bell at the front door for admittance.
- ❖ Late collections after the early session will be charged at the full session rate. A fee of £5 for every 15 minutes will be charged for the care of your child whilst awaiting collection after 6pm.

Club Policies and Procedures

I. Admissions

Places for PASS club must be pre-booked via ParentPay. This is to ensure our numbers are within the maximum for the staffing available. There may be space available on the day but this cannot be guaranteed, so it is recommended that you book in advance to avoid disappointment. Please book **by 2.45pm** on the day the session is required. If a place has not been booked for your child you will be called to collect them or make a

payment before they will be admitted. If an error has been made and a booking is needed after 2.45pm, the session fee **plus a late booking charge of £2.00** will be made, and the booking allowed ONLY if there is space i.e. not above 32.

2. Cancellations / Non-attendance

If you wish to cancel a booked session please do so via Parentpay by 2.45pm on the day of the session. If you have booked a session and your child does not attend you will still be charged for the session. If your child is absent from school, we will cancel your PASS club booking for that day and you will not be charged.

3. Payment of fees

Fees are paid using ParentPay. Please ask the Office for a username and password if you do not already have access. For children new to the school, details will be sent out on the day your child starts.

The club also welcomes childcare vouchers and is already registered with the Co-op, Edenred, Computershare Vouchers, Care-4, Kiddivouchers, Sodexo, Fideliti, Corporate Childcare Solutions group (CCSG) and Busybees Benefits and with Gov.uk. – please contact the school office to confirm details of any new provider. You can check your balance on ParentPay, after allowing time for the transaction to be manually updated.

Children will not be allowed to continue at the club if arrears are not paid promptly. Debt recovery actions may be taken as per our Debt Recovery Policy. Should you consider that there are special circumstances, please make this known to the school office. This will be treated in the strictest of confidence. Please remember that the club relies on your fees to meet its running costs.

4. Late Collections / Charges

You must sign your child out of PASS club via the system in reception when you collect your child. Children should be collected promptly. We understand that there may occasionally be exceptional circumstances that cause parents to be delayed. In such circumstances, please contact the school on 020 8647 7496 between 3.10pm and 4.30pm and 07379 578056 after 4:30pm. The mobile number is to be used only in exceptional circumstances for PASS club and not for general enquiries. If a child is picked up after 6pm a charge of £5 will be made for every 15 minutes beyond the collection time. Repeated late collections may result in social care being informed.

If a child has not been collected on time, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable by 6pm, the police and social care will have to be informed.

5. Behaviour

Children are expected to keep to the rules of the school during their time at PASS club, and an information sheet informing you of the behaviour expectations and actions taken to deal with behaviour issues is attached for your information (appendix 1) Please let club staff know if your child has particular behaviour needs.

6. Staff

PASS club is run by members of our school staff. The maximum number of children will not exceed a ratio of 1 adult to 16 children.

7. Session Dates

Sessions are available every day after school throughout term time. There will be no PASS club on days where the school is closed to children during the day, such as INSET days or if the school is being used as a Polling Station. There is no PASS club on the last day of a term.

8. School Cancellation of PASS club

If the school has reason to cancel PASS club, a text will be sent out as soon as a decision has been made. This could be due to short notice of use of the school for Electoral purposes, or in the unlikely event that the club were unable to run due to premises or emergency issues. Refunds will be made where necessary.

9. Healthy Snacks and Drinks

PASS Club provides a healthy snack for children between 4.10pm and 4.30pm. This is not meant to replace the child's evening meal and will typically consist of a sandwich filled with fresh ingredients, plus fresh fruit or vegetables and a yoghurt. If your child is collected during snack time they will be able to take their food home with them. Where possible, children will be asked in advance about the kind of sandwich they prefer, to enable preparation in advance, during staff set-up time.

Water is always available and children are encouraged to make use of their own water bottles.

If your child is allergic to any food or has any special dietary needs, please specify this on the application form. All staff handling food have completed Level 2 Food Hygiene Certificate, as required.

10. Child Security & Fire Safety

At the end of the school day children will make their own way to the hall where a register is taken for PASS club. For children attending other school clubs first, they will be directed to the school hall once their club has ended. They will then be marked in the PASS club register. The school building continues to be secure throughout the PASS club session with access restricted by our security doors. There is a bell to ring at the front door to alert PASS club of your arrival for collection of children. You must ensure

that we are aware of the person who will be collecting your child each day. Please make sure you sign your child out when you leave the premises.

In the event of a fire, evacuation procedures are in place and children will be accounted for using the PASS club register.

11. Child Protection

PASS club is legally bound to report any forms of suspected abuse to the school's designated person that may become apparent whilst your child is in the school.

12. Illness and Welfare

PASS club employs a qualified First Aider. Should your child become ill during this time and is considered too ill to be cared for by staff, you will be informed immediately and asked to come and collect them. All accidents will be recorded in the school's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child. Parents/Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.

Please ensure that PASS club is informed of any circumstances that could affect your child's welfare or behaviour by including this on the application form and discussing this further with the staff. This includes if your child has a care plan, behaviour needs or is likely to attempt to leave the school premises.

The club makes every effort to accommodate and welcome any child, and will work in partnership with parents to take reasonable steps to meet specific needs. Parents should note that PASS club is funded solely by the fees paid by parents of children attending and, therefore, we are unable to offer additional support for your child. Where we are unable to meet specific needs, liaison with parents may result in cessation of attendance or provision of additional staff support funded by the parent/carer if a 1:16 ratio is not appropriate.

13. Activities

The club provides a range of sports activities and also non-sporting activities such as arts and craft and table top games. **Please note that children are asked not to bring in their personal possessions or games as neither the club nor the school can be held responsible for any loss or damage to personal property.**

14. Complaints

Your views regarding PASS club are welcomed and you are encouraged to speak with Club staff, office staff or the School Business Manager if you have any concerns. If you are not satisfied with the outcome, a formal procedure is outlined in our Concerns and Complaints Policy which can be found on our school website.

Appendix I

Behaviour

School rules: **Be ready. Be respectful. Be safe**

Behaviour expectations in PASS after school club are the same as expectations in school in general. Children are expected to speak politely to adults and other children, play sensibly and to follow instructions given by adults.

PASS club staff follow these steps when dealing with behaviour issues:

1. A warning is given that the behaviour is unacceptable and should stop.
2. If the behaviour does not stop then the child will be asked to sit on a bench or stand by the member of staff for a few minutes if they are outside.
3. If the child will not stop the behaviour or refuses to do as asked, PASS club staff will follow school procedures, including the use of Reflect and Repair, followed up by the leadership team the following day.
4. If a child needs to be removed from PASS after school club, the parent/guardian will be called as a matter of urgency and the child will be sent to a member of school staff if appropriate.
5. PASS after school club staff will follow the behaviour sanctions of the school. In doing so, a child may receive a sanction the following day. The scale of the sanction will be dependent on the behaviour that has taken place. The PASS after school club staff will record these incidents and let relevant staff know if applicable, whilst also communicating to parents that an incident has taken place.
6. If poor behaviour persists and sanctions are required on repeated occasions, there may need to be a meeting with parents where solutions are discussed and exclusion from the club will be considered if necessary.

PASS club
Holy Trinity C of E Junior School

Bute Road
Wallington
SM6 8BZ

020 8647 7496
07379 578056 (after 4.30pm)

Application Form

Child's name _____ D.O.B _____

Address

_____ Post Code _____

Parent/Carer's Name _____

Telephone Number Home _____

Mobile _____

Work _____

Emergency Contact Name and Phone Number

Does your child have any medical conditions/food allergies/other factors about which we should know? **YES / NO** (Please delete as appropriate)

Please provide details

Please provide details of all people who may collect your child

Name	Relationship to Child

- ❖ **I recognise that there is no PASS club on the last day of term and will make alternative arrangements.**
- ❖ **I will support the behaviour rules outlined in appendix I.**

I wish to apply for membership of the club for the above child. I have been given and have read a copy of the terms and conditions of the club and agree to abide by these.

Parent/Carer signature _____ Date _____

Name (please print) _____