Spurcroft Primary School
Spurcroft Road
Thatcham
Berkshire
RG19 3XX

Telephone: 01635 871541
Mobile: 07789322652
Email: office@spurcroft.w-berks.sch.uk
Club Bookings: wwcbookings@spurcroft.w-berks.sch.uk

Headteacher: Mrs K Flowerdew
Club Manager: Mrs Anna Curylo

Wild Wood Club - Terms and Conditions

The following document should be read and signed at the time of booking to confirm you understand and agree to Wild Wood Club's (WWC) terms and conditions. A copy of the signed document will be returned upon confirmation of booking.

Attendance and Consent

- I consent to my child attending Wild Wood Club (WWC).
- I understand I must inform the club of any additional needs my child has so that appropriate arrangements can be made. Failure to share this information may result in my child's place being withdrawn if WWC cannot meet their needs.
- I understand WWC operates under Spurcroft Primary School's policies and procedures, including behaviour expectations for both myself and my child. Failure to comply may result in my child no longer attending the club.
- WWC is part of the main school and incidents of difficult, dangerous, or inappropriate behaviour will be addressed according to the behaviour policy, potentially involving the School Leadership Team the following day.
- If a child's behaviour is deemed unsafe by the club manager, parents will be called to collect the child, and the cost of that session will not be reimbursed.

Safety and Collection

- When my child is delivered to WWC staff, they will be under staff supervision until signed out and handed to a responsible adult aged 16 or over, as detailed on the registration form.
- Authorised adults must use the unique password provided and may be asked for ID if unknown to staff.
- I agree to notify WWC by 9:00 am if my child will be absent or not attending, via email or phone:
    - Phone: 01635 871541 ext. 5 or mobile 07789 322652
    - Alternatively, leave a message with the main school office.
- I understand I will be charged for booked sessions unless cancelled as per the cancellation policy.



Bookings, Payment, and Registration

- I agree to adhere to the booking, cancellation, and payment procedures. Failure to comply may result in loss of my child's place.
- A registration form must be completed and submitted before my child can attend the club. A new form and Terms and Conditions must be completed each academic year.
- I agree to notify WWC of any changes to my registration details.

Property and Equipment

- WWC cannot be held responsible for loss or damage to my child's personal property. Personal items should not be brought to the club.
- Mobile phones must be handed to club staff for safekeeping.
- I agree to pay for any damage caused by my child to WWC equipment.

Communication and Welfare

- I understand WWC staff will contact me using the details provided in the registration form regarding any serious incidents, accidents, or if medical treatment is needed.
- I understand that although information I provide is confidential, WWC has a duty of care under the school safeguarding policy and will share concerns with relevant staff or external agencies if necessary.

Collection Times and Late Fees

- Children must be collected by 6:00 pm. Late collection will incur a fee of £10, rising to £15 after 6:15 pm, to cover after-hours staffing.
- Parents must inform WWC if they will be late.
- If a child remains after 6:30 pm without parental contact, WWC staff will contact Children's Services and the Headteacher.

Complaints

- Concerns or complaints should first be raised with the Wild Wood Club Manager. If the issue relates to the Manager, contact the Headteacher.
- Full details are available in the school Complaint Policy and Procedure: Spurcroft School Policies.

Deposits and Withdrawal

- I agree to pay a £100 deposit for term-time places, refundable within 20 working days after withdrawing from the club.
- To withdraw completely, parents must email wwcbookings@spurcroft.w-berks.sch.uk.



By signing below, I confirm that I have read, understood, and agree to abide by these Terms and Conditions. I understand that failure to comply may result in my child's place being suspended at Wild Wood Club.

Name (please print): _____

Signed: _____Date: _____

Contact Details:
Spurcroft Primary School
Spurcroft Road, Thatcham, Berkshire, RG19 3XX
Tel: 01635 871541
Mobile: 07789 322652
Email: office@spurcroft.w-berks.sch.uk
Club Bookings: wwcbookings@spurcroft.w-berks.uk
Headteacher: Mrs. K Flowerdew




Kindness
Teamwork
Responsibility
Creative Thinking
Ambition
Self-belief