



# Coaley Church of England Academy

The Street, Coaley, Dursley, Gloucestershire, GL11 5EB  
Executive Headteacher Mr Richard Lucas  
t: 01453 890358 e: admin@coaley.gloucs.sch.uk  
www.coaleyacademy.co.uk



## AFTER SCHOOL CLUB - BOOKING FORM 2023/24

The After School Club operates every afternoon each week from **3.15pm – 4.30pm or 5.30pm** term time only, the cost per session is **£5.00 until 4.30pm, or £6.50 till 5.30pm, including an optional snack.**

**Please Note:**

- **You will be charged £6.50 if your child is collected after 4.30pm**
- **Final pick up is 5.30pm– a late penalty charge of £5.00 will be incurred for late collections**

Please specify a start date and indicate which days and sessions you require by ticking the boxes below:

**Start date:** .....

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
3.15pm – 4.30pm					
3.15pm – 5.30pm					

**Child's name** .....

**2<sup>nd</sup> Child's name** .....

**3<sup>rd</sup> Child's name** .....

**Please tick this box if you require the above booking to continue from the start date until the end of the current academic year** [in-year adjustments can be made for the next term by completing a new booking form before the end of the term prior to the required change]

- I understand that sessions are paid in advance and no refunds will be given due to absence or cancellations.
- I understand that regular bookings will be invoiced termly (6 times a year), and adhoc bookings monthly.
- I understand that the preferred method of payment is bank transfer to 30-93-48 78786963 (please quote your invoice number or surname).
- I understand that session times will be 3.15pm – 4.30pm or 3.15pm – 5.30pm, and I also understand the different costs involved (as described above).
- I understand my child will be given a snack, such as cheese & biscuits, crumpets, carrots/cucumber sticks etc, and a drink at 3.30pm.
- Dietary requirements for individual children need to be discussed with Club staff, including allergies.
- Should I arrive early I can collect my child(ren).
- I agree to keep a child away from the club if s/he is sick or if advised to do so by a doctor and/or staff members (vomiting and diarrhoea must be clear for 24 hours).
- I have read the After School Club Terms and conditions, as detailed above.

Signed: .....

Name: .....

Date: .....

FOR OFFICE USE	
BOOKED	
INVOICED	SEE OVER
PAID	SEE OVER
BANKED	SEE OVER

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FOR OFFICE USE ONLY

## INVOICES

### TERM 1

DATE	AMOUNT	INVOICE NO	PAID	BACS/Cash	DATE PAID

### TERM 2

DATE	AMOUNT	INVOICE NO	PAID	BACS/Cash	DATE PAID

### TERM 3

DATE	AMOUNT	INVOICE NO	PAID	BACS/Cash	DATE PAID

### TERM 4

DATE	AMOUNT	INVOICE NO	PAID	BACS/Cash	DATE PAID

### TERM 5

DATE	AMOUNT	INVOICE NO	PAID	BACS/Cash	DATE PAID

### TERM 6

DATE	AMOUNT	INVOICE NO	PAID	BACS/Cash	DATE PAID

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