



Sutton-at-Hone  
Church of England Primary School

Sutton-at-Hone CofE Primary School, Church Road  
Sutton-at-Hone, Dartford, Kent, DA4 9EX  
01322 862 147

office@sutton-at-hone.kent.sch.uk  
sutton-at-hone.kent.sch.uk

Headteacher: Mrs Karen Trowell

## EXTENDED SCHOOLS INFORMATION

Dear Parent/Carer,

Thank you for your interest in Sutton-at-Hone Extended Schools. Please find attached the following documents:

- Registration Form
- Booking Form
- Regulations for Registration

Once your child's place has been confirmed, please direct all queries, absence notifications, and payments to the Extended Schools Manager using the contact details below:

**Phone: 07765 416 528**

**Email: [extended-schools@sutton-at-hone.kent.sch.uk](mailto:extended-schools@sutton-at-hone.kent.sch.uk)**

Before signing the registration form, please take a moment to read the regulations carefully. Failure to follow these may result in your child's place being withdrawn.

Places will be confirmed in writing once we have received both the signed registration and booking forms. They are allocated on a first come, first served basis. If a club becomes full, we will operate a waiting list and notify you as soon as a place becomes available.

We'd like to remind you that although the clubs are run on the school site by school staff, they operate as a separate business.

Yours Sincerely,

**Mrs Towell**  
**Headteacher**

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Diocese of  
**Rochester**



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**Aletheia**  
Academies Trust



## REGULATIONS TO REGISTRATION

The Governing Body of Sutton-at-Hone C of E Primary School reviews the regulations and fees on an annual basis.

This document is to be read in conjunction with the registration form and policy documents. It is to be retained by the parent/carer.

- ⊕ Only children for whom Registration Forms have been filled in, and a place confirmed, may attend Sutton-at-Hone C of E Primary School Out of School Clubs.
- ⊕ **Fees are charged per child per session:**
  - **Breakfast Club: 7.30am – 8.40am (£3.50 per session)**
  - **After School Club: 3.00pm – 6.00pm (£12.00 per session)**
- ⊕ Clubs run Monday – Friday during term time (except bank holidays and INSET days). Children can join after school club after extra-curricular activities. Collection is available anytime before 6.00pm and must be communicated to the supervisor.
- ⊕ Places are first offered to siblings of current attendees, then allocated on a first-come, first-served basis. Places are secured with payment and a completed booking form one term in advance. Subsequent payments must be made each term in advance.
- ⊕ To change sessions (increase/decrease), one month's notice is required. Changes are subject to availability.
- ⊕ Payment must be made in advance. Fees: £3.50 per child per breakfast club session (£3.00 for siblings), £12.00 per child per after school session (£9.00 for siblings). Non-payment may result in your child's place being withdrawn. Repeated late payment may result in a formal warning and loss of place.
- ⊕ Parents/carers pay for the place, not the attendance. Missed sessions are still charged.
- ⊕ Fee-related queries should be directed to the Manager of the Extended Schools Club.
- ⊕ Children must be collected by 6.00pm. Late collections incur a fee:
  - £10.00 for the first 15 minutes (or part thereof)
  - £10.00 for each additional 15 minutes (or part thereof) per child.Continued late pickups may result in loss of place.
- ⊕ Only authorised adults may collect your child. Any regular collection arrangements must be recorded on the registration form. Adults collecting children must sign them out.
- ⊕ Parents/carers must notify the school of any changes to the registration form as soon as possible.
- ⊕ If your child is absent, please inform the club. Fees are still charged for absences.
- ⊕ In cases of behavioral difficulties (e.g., bullying, inappropriate language, racial comments), if support measures are unsuccessful, the school may request parents to make alternative childcare arrangements.
- ⊕ To withdraw your child from the club, one month's written notice is required. Charges will apply for sessions booked during the notice period.
- ⊕ Club policies are displayed on site and available for review upon request.





## Breakfast and After School Club

### REGISTRATION FORM (2025/2026)

All children who attend Sutton-at-Hone Out of School Clubs must be registered. Sutton-at-Hone respects confidentiality and all information held conforms to our obligation under The Data Protection Act and our Confidentiality Policy.

Child's Name (Full):

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Date of Birth:

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2025-2026 year group and class:

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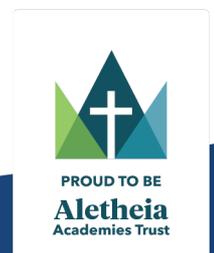
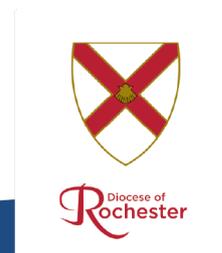
Name of Parent / Carer:

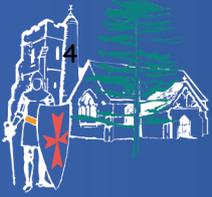
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Telephone Numbers (both if appropriate):

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Does your child have any known medical problems / additional needs? Please indicate signs and symptoms which staff should be aware of and medication which requires administration:

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Does your child have any special dietary requirements, known allergies or major dislikes (e.g. certain foods or materials i.e plasters)?

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Name and telephone number of person collecting the child from the club if different from above (child will only be allowed to leave with the named adult):

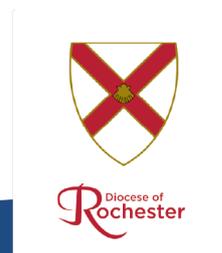
Name:

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Telephone No.:

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Details of second adult other than collectors who may be able to collect the child in an emergency:





Name:

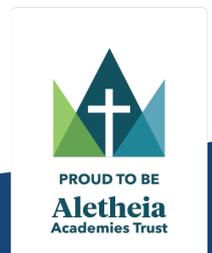
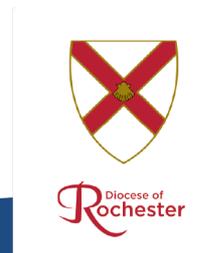
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Telephone No.:

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### Permissions

Permission Statement	Yes [✓]	No [ ]
Are your child's inoculations up to date?	[ ]	[ ]
I agree to my child taking part in activities in the outside play area	[ ]	[ ]
I consent to any emergency medical treatment necessary whilst my child attends the club	[ ]	[ ]
I consent to my child being photographed within the club (not for external use without permission)	[ ]	[ ]
I consent to my child having face paints applied when appropriate	[ ]	[ ]
In hot weather I consent to my child applying sunscreen supplied by Sutton-at-Hone	[ ]	[ ]
I consent to my child using anti-bacterial hand wash	[ ]	[ ]





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I give permission for my child to have supervised access to the Internet during ICT activities [ ]

[ ]

I agree to update Sutton-at-Hone with any changes to this registration as necessary [ ]

[ ]

I have read and agree to abide by the regulations as attached and have retained a copy [ ]

[ ]

Any other information you'd like to share with us:

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Signatures

SIGNED:

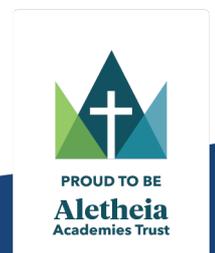
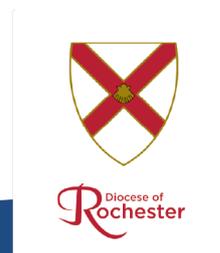
PRINT NAME:

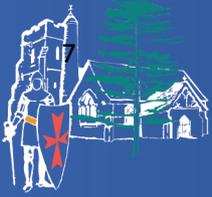
DATE:

SIGNED:

PRINT NAME:

DATE:





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## Breakfast and After School Club

### REGISTRATION FORM (2025/2026)

*Please complete and return this portion to the school. Your booking will be confirmed in writing.*

Date:

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Child's Full Name:

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Place Required From (Start Date):

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	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club	<input type="checkbox"/>				
After School Club	<input type="checkbox"/>				

Please tick the sessions you would like to book.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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