

A G R E E M E N T
in relation to
AFTER SCHOOL CLUB
(ST. BRIGID'S PRIMARY SCHOOL
Castle Street, Ballymoney)



St Brigid's P.S.

Please read this agreement carefully before submitting the agreement via
the electronic link provided.

Agreement link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=-yeCOETeDkaBkAVAK4mNqMjAn6Rw9FZFoJKRknI5evRUQkpITew1NFQ2M0k2TElZNUpFTTRGQ0pBNi4u>

This AGREEMENT made between ST. BRIGID’S PRIMARY SCHOOL BOARD OF GOVERNORS, Castle Street, Ballymoney by their appointed Representative (the Principal) (“the First Party”) of the one part and THE PARENT (which term shall include any legal Guardian) who has countersigned this Agreement below (“the Second Party”) of the other part

WHEREAS:-

(1) The St. Brigid’s Primary School Board of Governors has appointed the Principal from time to time of St. Brigid’s Primary School to represent it for the purpose of signing this Agreement – and which said appointment also extends to the Vice-Principal from time to time of St. Brigid’s Primary School (in the event of the Principal not being available to sign).

WHEREBY IT IS AGREED AS FOLLOWS:-

1. The First Party agrees with the Second Party as follows –
 - (i) To arrange an After School Club (“A.S.C.”) in St. Brigid’s Primary School to be run on an hour to hour basis from 2 p.m. to 5.30 p.m. Mondays to Fridays during normal School Term (holidays excepted).
 - (ii) To arrange for adequate supervision of pupils – the Supervisors to be one or more fully qualified Classroom Assistants who have already been vetted by Access Northern Ireland or such other alternative supervision as may be determined by the First Party as appropriate.
 - (iii) To run the A.S.C. for the benefit of pupils who attend St. Brigid’s Primary School and not for outside pupils.
 - (iv) That the A.S.C. activities shall include where possible, sport, creative and expressive activities, information technology, games, time for homework, outdoor play (but shall not include Childcare).
 - (v) That the A.S.C. Activities may be either indoor or outdoor or a combination of both depending on weather conditions.
 - (vi) To provide one snack (food and drink) each day between the hours of 2 p.m. and 5.30 p.m. to each child participating in the A.S.C.

2. The Second Party agrees with the First Party as follows –
- (i) To accept fully the terms and conditions of the A.S.A.C. as outlined at No.1 above.
 - (ii) To pay in advance to the First Party the sum of Two Pounds (£3.00) per pupil per hour (**payments cannot be made for part of an hour**).
 - (iii) To make the said payments either at the time this Agreement is signed by the Second Party or monthly in advance (if the Second Party prefers to pay by monthly instalments) at the beginning of each month throughout each School Term Provided Always that if payment is not made in accordance with this clause the Second Party agrees to withdraw the Second Party's child/children from the A.S.A.C. forthwith upon request by the First Party.
 - (iv) To notify the First Party during the month of June of each School year which child/children of the Second Party shall be attending the A.S.C. from commencement of the next School Term (September) to Christmas (December) and the days and hours requested for each child; during the month of December of each School Year to notify the First Party which child/children of the Second Party shall be attending the A.S.C. from commencement of the next School Term (January) to Easter break and the days and hours requested for each child; during the month of March of each School year to notify the First Party which child/children of the Second Party shall be attending the A.S.C. from commencement of the next School Term (after Easter break) to end of School Term (June) and also the days and hours requested for each child;

- (v) To collect the Second Party's child/children from St. Brigid's School premises at the appointed hour and not to be late; in particular, the Second Party fully understands that it is not possible for the First Party to continue with the A.S.C. **under any circumstances beyond 5.30 p.m.;** if a child/children is attending the A.S.C. up to 5.30 p.m. then that child/children must in all instances be collected by the Second Party from St. Brigid's School premises **no later** than 5.30 p.m. (to avoid a breach of Government Regulations).
- (vi) The Second Party by signing this form also understands and accepts that the First Party's standard insurance cover (organised through CCMS) does not extend beyond 5.30 p.m. and, accordingly, the Second Party must collect the Second Party's child/children no later than 5.30 p.m. (to avoid a breach of insurance cover).
- (vii) The Second Party accepts (in place of the First Party) complete responsibility and liability for the Second Party's child/children (including their conduct and safety) from 5.30pm onwards and the Second Party hereby indemnifies and shall keep indemnified the First Party from and against all actions claims costs and demands which may directly or indirectly arise on account of any breach/breaches by the Second Party of any one or more of the terms of this Agreement.
- (viii) **To pay a fine of Ten Pounds to the First Party on each occasion that the Second Party is late in collecting their child/children from St. Brigid's School premises** – and which Ten Pounds fine requires to be paid to the First Party before the Second Party's child/children next re-attend the A.S.C.
- (ix) The Second Party accepts that if their child/children will not be available to attend the A.S.C. on any agreed day/hour regardless of the circumstances that the Second Party **shall not** be entitled to any refund of monies paid.

- (x) The Second Party accepts that the First Party has and shall retain sole discretion in deciding whether it is appropriate for any of the Second Party's child/children continuing in the A.S.C. and that the First Party's decisions in this matter and in all matters pertaining to this Agreement are final and binding on the Second Party in all instances.
- (xi) The Second Party appreciates that the contributions received from the Second Party and from parents of other children participating in the A.S.C. are used by the First Party towards defrayment of outlays and expenses in running the A.S.C. for the benefit of the Parents and pupils attending St. Brigid's Primary School and the Second Party accepts that the First Party has the right to terminate the A.S.C. at any time without the consent of the Second Party if the First Party decides that the number of pupils participating in the A.S.C. is not sufficient to justify the A.S.C. continuing Provided Always that in such circumstances the First Party shall refund to the Second Party the unused proportion of any payments made in advance by the Second Party to the First Party.

SIGNED by THE PRINCIPAL
in his capacity as the Appointed
Representative of St. Brigid's Board
of Governors

Kieran P O'Neill

Parent/Guardian

SIGNED by the SECOND PARTY

Please click the link on the website to confirm agreement and provide electronic signature.

Dated the 24th day of August 2026