

BEFORE AND AFTER SCHOOL CARE

AT

RED HALL PRIMARY SCHOOL
LOWER GORNAL

Dear Parent or Carer

We would like to welcome you to our Before and After School Care Club at Red Hall Primary School.

We have enclosed in this pack the following:

- What the Club can offer your child
- Registration Form
- Charges
- Agreement

Our aim is to ensure your child is well cared for in a stimulating environment. We hope we have created a number of areas for your child to enjoy their stay, specifically a soft seating area where they can read or watch television and play with the toys we have accumulated. We also have a computer area. We are hoping to acquire other games and activities for the children over the coming months.

During their stay at the Club we will be offering activities for the children to take part in, if they wish, for example we will be painting, modelling, sewing, baking, playing sports etc all designed for the children's enjoyment whilst learning at the same time.

As this is a new venture we would welcome any comments or suggestions you may have to ensure your child enjoys their stay.

If you wish to contact us at anytime, please either telephone 01384 813968 during the hours of 7.30-9.00am and 3.00-6.00pm or alternatively contact the school office (8.30am-3.30pm).

We hope your child enjoys their stay in the Before and After School Care Club.

Yours sincerely

Mrs W Roche
Headteacher

RED HALL BEFORE AND AFTER SCHOOL CARE CLUB

REGISTRATION FORM

Name of Child Date of Birth Age.....

Address

..... Post Code

Home Telephone No. Email address

Emergency Contact 1. Name Telephone

Emergency Contact 2 Name Telephone

Name of Parent/s with Parental responsibility

Address if different to above

Name of Legal Contact

Name, address and telephone number of doctor

.....

Any other details relevant to your child (eg. Special diet, allergies, medications etc)

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.....

Specimen of Parent's signature(s)

Persons with permission to collect child from club

Name Relationship to child Specimen Signature.....

Name Relationship to child Specimen Signature

Password for use in an emergency

SESSIONS REQUIRED (please circle) **START DATE**.....

BREAKFAST CLUB **MON** **TUES** **WED** **THUR** **FRI** **AD HOC**
(7.30am-8.50am Term Time only)

AFTER SCHOOL CLUB **MON** **TUES** **WED** **THUR** **FRI** **AD HOC**
(3.00pm-6.00pm Term time only)

CONSENT REQUESTS - Please read the consent requests below and mark them as appropriate (*please delete as appropriate)

I give/do not give* permission for my child to take part in the following activities:

- 1. Cooking
- 2. Painting
- 3. Using Play Dough
- 4. Food Tasting

*I authorise/do not authorise the staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

USE OF PHOTOGRAPHS

Occasionally, we may take photographs of the children to use in our school prospectus or other printed publications that we produce, as well as our websites and displays in school. Please answer the questions below as appropriate to indicate whether or not you give your consent.

May we use your child's photographs in the School Prospectus, Displays and other printed publications that we produce for promotional Purposes? yes/no

May we use your child's image on our website? yes/no

May we record your child's image on video or webcam? yes/no

Are you happy for your child to appear in the media? yes/no

Please be aware that your child's name will not be used in conjunction with their image without your permission.

PG RATED FILMS

PG rated films are sometimes shown in the Before and After School Club, please indicate below if you are willing to give your permission for your child to watch a PG rated film.

I agree to my child watching a PG rated film yes/no

AGREEMENT

As the parent/carer of:

I have received a copy of the agreement and have read and understood the terms and conditions and agree to adhere to them.

Name:

Relationship to child:

Signature: Date:.....

CHARGES - Per child

Breakfast Club (including a light breakfast)	Rate per child
7.30am - 8.50 am	£4.15
After School Club (including light snack)	
3.00/3.15pm-4.00pm	£3.30
3.00/3.15pm-6.00pm	£6.60
Surcharge for collection after 6.00pm	£5.50 each and every 15 minute period after 6.00pm

If you have booked to collect your child before 4.00pm and exceed this by more than 10 minutes the higher rate of £6.60 will apply. If you have booked a place for your child and do not give 24 hours' notice to cancel the booking you will be charged the 3.15-4.00pm rate of £3.30.

STAFF

Headteacher - Mrs W Roche
Care Club Manager - Miss L Westwood
Play Worker - Mrs T Jones
Play Worker - Mrs H Lowe
School Business Manager - Mrs A Pedder

PARENT/CARER AGREEMENT

The Governing Body and staff aim to provide the following -

- A varied programme of activities for your child
- A safe, caring and stimulating environment
- High quality care at all times
- Experienced, qualified and committed staff
- A commitment to equal opportunities
- Safe equipment which meets British Standards
- Policies and procedures which meet Ofsted requirements
- Be available to discuss the care of your child at a mutually convenient time

The Governing Body and staff expect from parents/carers the following -

- A completed agreement form
- A completed registration and medication documents which must be kept up to date including any additional requirements your child may have
- To become familiar with the schemes policies and working procedures
- To collect your child on time. To provide notice of any changes to the collection procedure
- To inform the staff of any absences due to illness or holidays
- To make prompt payment for booked sessions on a regular basis including full payment for any absences for each child
- To sign your child in and out of the premises
- Be available to discuss the care of your child at a mutually convenient time

Terms and conditions

Notice of Termination

One month's notice will be given of any proposed variation to our fee structure.

In the event of a late payment, child's place may be affected

Sickness/Holidays/Non-Attendance

Sickness/holidays will be charged at full fees for advanced bookings, if you wish to retain your child's place. 24 hours notice must be given to cancel ad-hoc bookings, otherwise you will still be charged.

Commencement of contract

The first working day a place is booked within the scheme.

Termination

Notice to terminate this contract and withdraw your child must be given in writing one week in advance of the intended date. If a child's behaviour is or becomes such that the safety and well being of others are threatened, the Governors will refer to the sanctions and behaviour policies. This may result in the termination of this contract without given notice.

Insurance

The Before and After School Club is covered under Red Hall Primary School's All Risks Insurance. A copy of the certificate is on display in the School Office.

Sickness

Any infectious disease must be notified to staff as soon as possible. The Governing Body and Staff reserve the right to refuse admission to a child who is unwell.

Personal Property

The Governing Body and staff cannot accept responsibility for loss or damage to personal belongings.

Emergency contacts

Staff must be supplied with the name, address and telephone number of at least two people who will act as emergency contacts for your child.

Fire precautions

The Governing Body has ensured all requirements are met in regard to fire precautions. Fire drills are held on a regular basis and written records kept. Red Hall Primary School has a no smoking policy.

Collection and delivery

Collection of children must be by a named person specifically authorised on registration documents or as an emergency, prior notice is to be given by parent/carer to the change in this procedure. Security measures will be in place to ensure collection by another person is correct.

Complaints/concerns

If you have any complaints or concerns that can not be dealt with by the Before and After School Club staff, please contact Mrs Pedder in the school office.

Statutory public holidays/School Inset Days

The Before and After School Club will not be available on statutory public holidays or school inset days.

Data Protection and Fair Processing Agreement

Red Hall Primary School processes personal data about its pupils and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils' teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school is doing as a whole.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. Should you wish further details on this please contact Mrs Pedder.