

## **Bressingham Primary School**

### **Before and After School Club**

#### **Terms and Conditions**

- We aim to provide a high quality service which meets the needs of both parents/carers and children.
- For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.
- For a child, this means an environment that is safe, happy, supportive and nurturing. A place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

#### **2. Sickness**

Parents/carers must inform the Before and After School Club if the child has any known medical condition or health problem or has been in contact with infectious diseases.

Parents/carers must comply with the exclusion guidelines set by the Health Protection Agency; details are available from the school office. A child must not be brought to our Before and After School Club if they are unwell.

#### **3. Parents/Carers authority**

##### **Welfare of the child**

The parents/carers authorise the Before and After School Club to take all necessary action to safeguard and promote the welfare of the child in line with school policies.

Parents/carers consent also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents/carers cannot be contacted on the emergency numbers provided in time.

Medicines cannot be given to children by staff unless they have been prescribed by a doctor, dentist or nurse and parents/carers have completed a Medicines Form requesting that they do so. Non-prescribed medicines are not allowed to be given or self-administered (by the child) within the Club, in line with school policies.

##### **Absent Children**

It is the responsibility of the parent/carer to sign their child into the Before School Club and sign them out of the After School Club at the end of the session.

Absent children will be followed up from the school's class registers at the beginning of the school day, in line with the school's Attendance Policy.

### **Accidents**

All accident, that staff are made aware of, are documented in an accident book and reported to parents/carers.

### **Loss of property**

Bressingham Primary School Before and After School Club will not be liable for loss of property brought onto the premises by parent/carer or child.

## **4. Entry to After School Club**

### **Registration**

**Individual / Ad hoc Sessions** – Once a completed Registration Form has been returned to us, a child will be registered with our service and bookings for sessions may be made. A booking form and prepayment is required before a child can attend the club. Priority is given to children attending the club on a regular basis and bookings will only be taken if there is availability for the session requested.

**Regular sessions** – Once a completed Registration and Booking Form have been completed, the parents/carers will be notified if they have been successful in obtaining a place.

### **Booking a place:**

- Ad hoc Sessions - these must be requested using a booking form giving us at least 48 hours notice. The parents/carers must pay for the session in advance. The parents/carers will be notified whether a place is available as soon as possible after receiving the request for a session.
- Regular Sessions – On receipt of a Registration and Booking Form the school office will advise whether a space is available. If no space is available, then the parents/carers will be notified that their child is on the waiting list.

### **Session Availability**

The Before School Club will run from 7.30am until 8.40am and the After School Club will run from the end of the school day to 6pm. There will be no sessions during school holidays or on inset days.

## **5. Fees**

Fees will be reviewed in April 2017

Parents/Carers that choose to use the club on an ad hoc basis must ensure that sessions are paid for when booking.

Payment for regular bookings should be made weekly, in advance, in accordance with our payment schedule. If no payment is received within seven days the school reserves the right to withdraw the child's place until the arrears have been paid. Repeated late payment may result in a child's place being withdrawn permanently.

No refund will be given if the child is absent or sick. This includes if a child is absent due to holiday absence from school (regardless of whether the absence has been authorised from school).

No partial refund will be given if a child leaves before having food.

If the school closes the after School Club due to unforeseen circumstances parents/carers will not be charged for these sessions.

Fees are the responsibility of the person who signed the booking form or who has parental responsibility for the child.

A fee of £8 (per child) will be charged if a child is picked up late from the After School Club. Repeated lateness could result in the After School place being withdrawn.

### **Standard terms and conditions**

Reasonable changes may be made from time to time to these standards terms and conditions and to the level of fees.

## **6. Cancellation and removal**

### **Termination of the Contract:**

Ad hoc Sessions – If parents/carers have booked and paid for a session but they choose not to send their child, a refund will not be given.

Regular Sessions – Two weeks' written notice must be given to cancel or alter a child's session. If no notice is given then two weeks' notice will be charged, even if the child does not attend. The club will try to accommodate any changes to session requirements, but cannot guarantee this.

A child will leave the Before and After School Club when s/he leaves Bressingham Primary School.

## **Removal**

Parents/carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Play Leader that the continued presence of the child is incompatible with the interests of Bressingham Primary School Before and After School Club. There would be no refund of fees in these circumstances.

## **7. General Conditions**

### **Disclosures**

The Play Leader must be notified in writing immediately of any changes in contact details or family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed.

### **Child Protection**

Staff have a duty to report any significant concerns s/he might have about the safety/well being of a child to the Schools Designated Person for Safeguarding (the Headteacher) who may then also inform Social Services if appropriate, in line with the school's policies for Safeguarding.

### **Confidentiality**

Parents/carers agree to inform the Before and After School Club of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person.

Staff will be informed of sensitive issues concerning the child on a 'need to know' basis.

### **Learning/Physical Difficulties**

Parents/Carers should notify the Before and after School Club of any problems that may occur due to learning/physical disabilities.

### **Equal Treatment**

We welcome staff and children from many different backgrounds. Similarities and differences are valued and respected and all children are treated equally.

### **Discipline**

The parents/carers hereby confirm that they accept the authority of the Play Leader and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child.

**Closures**

In the event of the Club's closure due to severe weather or an emergency, parents/carers will be informed by telephone. Messages will also be placed on the school website and answer phone system. A refund of session fees would be made under these circumstances.

**Insurances**

Bressingham Primary School and the Before and After School Club undertakes to maintain those insurances which are prescribed by law. The Club is covered by the school's insurance.

**Complaints**

Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform the Before and After School Club Play Leader. If the matter remains unresolved they should make an appointment to see the Headteacher. The school's Complaints Policy is available from the school office.

**Contact Information**

Before and After School Club phone number:

School Office phone number: 01379 687318

School website: [www.bressingham.norfolk.sch.uk](http://www.bressingham.norfolk.sch.uk)