

Bressingham Primary School

Before and After School Club

Terms and Conditions from 8.22



1. Our aims

- We aim to provide a high quality service which meets the needs of both parent/carer and children.
- For the parent/carer, 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. Introduction

We have dedicated and experienced staff. Mrs Michelle Crow is our Before and after School Play Worker. She is fully DBS checked and appropriately qualified. Other staff employed by the school may also fulfil this role, when required.

We are usually situated in the main hall in the school. Sometimes we go outside, within the school grounds. The club caters for children at Bressingham Primary School for all classes. Year R will only attend once they are full time.

3. Session details

There will be no sessions during school holidays or on staff training days.

Before school club
7.45 start, with arrivals from 7.45 and by 8.00
After school club
Until 5.30 each day Collection options are at 4.10 and by 4.20, at 4.50 and by 5.00 and at 5.20 and by 5.30
If we find that only 1 child is booked for any session, that session won't run, for safeguarding reasons.
Fees
Before school club £6

After school club- collection at 4.10 and by 4.20 £6

After school club- later collection times £10

All sessions will need to be booked and booked sessions will be charged for, unless a child has an authorised absence from school.

- *Attending Before School Club*

Children should be taken to line up along the fence outside the school, from outside the staff car park gate towards the main gate, by a parent/ carer. *Please wait with your child.* You will be met and your child will be signed in (verbal agreement), after which your child will go into the hall to meet the play leader and wash their hands. *Food will be served to those who would like it.* Children will go to classes at 8.40am. Please note that repeated arrival after the drop off time may result in a child's place at the club being removed.

- *Attending After School Club*

Children attending the club will be brought to the main hall (or other location) at the end of the school day. *A snack will be provided before 4.10; your child can bring their own healthy snack if you prefer (please no chocolate, sweet biscuits, sweets, crisps, or items containing nuts, to make the snack comparable with that offered to other children).*

Children will be brought out via the car park entrance for collection at 4.10pm, 4.50pm or 5.20pm for the agreed collection times. *Please can parents/ carers wait outside the school gates.* You will be met and your child signed out (verbal agreement). Only those identified on the registration form may collect a child.

If you are late, your child will be brought out at the next collection time and you will be charged for the extra session. There won't be anyone available to bring children to the door between collection times, so collection between these times is not possible.

All children must be collected by 5.30pm. In the event of any parent/ carer being late to collect their child it is essential that you contact the school at the earliest opportunity to enable us to make arrangements. An additional charge of £10 is made for every child who is collected late. Persistent lateness may result in a child's place at the club being removed.

If a child is not collected and the parent has not contacted the school, attempts will be made to contact the parent. Failing this, attempts will be made to contact those listed as able to collect the child. Should this still prove unsuccessful, staff will wait one hour. After this time, Children's Services will be contacted.

4. Registration and booking a place

- Please note that no bookings can be placed via social media, for safeguarding reasons.
- **Regular sessions** – Once a completed Registration Form and Booking Form have been completed and sent to the school (info@bressingham.norfolk.sch.uk), the parent/carer will be notified if they have been successful in obtaining a place, or whether they have been added to a waiting list. Priority will be given to children attending the club on the most regular basis.
- **Individual / Ad hoc Sessions** – Once a completed Registration Form has been completed and sent to the school (info@bressingham.norfolk.sch.uk), a child will be registered with our service and bookings for sessions may be made. A booking form or email is required before a child can attend the club. These individual/ ad hoc bookings should be emailed to info@bressingham.norfolk.sch.uk. 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. *If a parent/carer has not had confirmation and a child arrives for the club, but no spaces are available, they will not be able to stay for the club on that occasion.*
- **Late bookings**- occasionally a parent/ carer may need to make a late booking. If trying to book within school hours, please book by telephone via the school office (01379 687318), to check for availability. *Again, if a parent/carer has not had confirmation and a child arrives for the club, but no spaces are available, they will not be able to stay for the club on that occasion.*

5. Fees

Invoices for fees will be issued at the end of a month via Parentmail. Fees need to be paid on receipt of invoice. They must not be paid to the Before and After School Club leader, for reasons of financial probity, but preferably online via Parentmail, or by cheque (or cash) in a named envelope delivered via your child and their teacher, to the school office.

Current fees are detailed in section 3 above.

Fees will be reviewed from time to time and parents informed of any changes in advance.

If no payment is received within seven days of issue of invoice, 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.

We will charge for all booked sessions, unless a child is absent from school; this is partly to cover expenses and partly to ensure that only places truly expected to be used are booked, so that we can help more families.

If the school closes the Before/ After School Club due to unforeseen circumstances, a parent/carer will be informed and will not be charged for these sessions.

Fees are the responsibility of the person who signed the booking form, requested the place with a booking form or by email or telephone call, or who has parental responsibility for the child.

As stated before, a fee of £10 (per child) will be charged if a child is picked up after 5.30pm.

5. Sickness

A parent/carer 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.

6. Parent/Carer authority

Welfare of the child

The parent/carer authorises 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.

The parent/ carer consents also to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if a parent/carer cannot be contacted on the emergency numbers provided in time.

Medicines cannot be given to children by Before and After School Club staff, although children can use inhalers for asthma if needed, or be given adrenalin injections, should this be needed, if permissions have been provided and accepted via the usual school systems. 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 (verbally). 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. Please contact the school if your child is unwell, in the usual way.

Accidents

All accidents, that staff are made aware of, are documented in an accident book and reported to the collecting person.

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.

7. Cancellation and removal

Termination of the Contract:

A child will leave the Before and After School Club when they leave Bressingham Primary School.

Removal

The parent/carer 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.

9. General Conditions

Disclosures

The school office 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 they might have about the safety/well-being of a child to the school's Designated Person for Safeguarding (the Headteacher) who may then also inform Children's Services if appropriate, in line with the school's policies for Safeguarding.

Confidentiality

The parent/carer agrees to inform the school 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

The parent/carer should notify the School 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 parent/carer hereby confirms 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.

Behaviour

At the Before and After School Club, through agreed codes of conduct between children and staff, we aim to value every child's right to a safe, happy and inviting environment. Club staff will inform the parent/ carer if there are any concerns regarding their child's behaviour and work with them to support their child. However, the parent/ carer may be asked to remove their child, if their behaviour compromises the safety and well-being of the other children at the club.

Closures

In the event of the Club's closure due to severe weather or an emergency, the parent/carer will be informed by telephone. 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

A parent/carer who has 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.

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.

Contact Information

Bressingham Primary School
School Road
Bressingham
Norfolk
IP22 2AR

School phone number: 01379 687318

School office email: office@bressingham.norfolk.sch.uk

Booking and registration forms to be sent to info@bressingham.norfolk.sch.uk

School website: www.bressingham.norfolk.sch.uk