



Bressingham Primary School

Before and After School Club

Terms and Conditions

1. Our aims

- 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. 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.

We are 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.

3. Session details

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.

- *Attending Before School Club*

Children should be taken to the school hall via the kitchen entrance (through the staff car park) by a parent/ carer and signed in (time/ signature) from 7.30am each morning. A healthy breakfast will be available (for example a choice of cereals, toast, fruit and a drink) from 7.30am until 8.15am. Children will go to classes at 8.40am.

- *Attending After School Club*

Children in all classes attending the club will be sent to the main hall at the end of the school day. A healthy afternoon snack will be available and water will always be available.

Children should be collected by an adult from the side entrance to the main hall (via the kitchen) and signed out (time, signature). Only those identified on the registration form may collect a child.

All children must be collected by 6.00pm as the school site and main building are secured at this time. 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 parents have not contacted the school, attempts will be made to contact the parents. 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 Office (office@bressingham.norfolk.sch.uk) , the parents/carers will be notified if they have been successful in obtaining a place, or whether they have been added to a waiting list. Priority is given to children attending the club on a regular basis.
- **Individual / Ad hoc Sessions** – Once a completed Registration Form has been returned to the School Office by hand or email (office@bressingham.norfolk.sch.uk), a child will be registered with our service and bookings for sessions may be made. A booking form is required before a child can attend the club. These should be handed in at the School Office, or sent to the Before and After School Club email address (asc@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/carers has not had confirmation and arrives for the club with their child, but no spaces are available, they will not be able to stay for the club on that occasion.*
- **Late bookings-** occasionally parents/ carers may need to make a late booking. If trying to book outside school hours, please book via the asc@bressingham.norfolk.sch.uk address. 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/carers has not had confirmation and arrives for the club with their child, but no spaces are available, they will not be able to stay for the club on that occasion.*

5. Fees

You will be invoiced for fees at the end of a month. 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 with cash or cheque in a named envelope at the school office, or online (when this facility is available).

Current fees are:

Before School Club: £5

After School Club:

£5 for the first hour (up to 4.20pm)

£10 for collection after 4.20pm

Fees will be reviewed in April 2020.

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.

We will charge for booked sessions if that session is full and we have had to turn away other children.

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 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, by email, by 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 late from the After School Club. Repeated lateness could result in the After School place being withdrawn.

5. 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.

6. 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 Before and After School Club staff. 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.

7. Cancellation and removal

Termination of the Contract:

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

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

9. General Conditions

Disclosures

The School Office and the Before and After School Club 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 Children's Services if appropriate, in line with the school's policies for Safeguarding.

Confidentiality

Parents/carers agree to inform the School and the Before and After School Club Leader 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 School and the Before and After School Club Leader 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.

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 parents/ carers if there are any concerns regarding their child's behaviour and work with them to support their child. However, parents/ cares 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, 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.

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 Office phone number: 01379 687318

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

Before and After School Club email: asc@bressingham.norfolk.sch.uk

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

I agree to the Before and After School Club Terms and Conditions (reviewed 4.19).

Child's name: _____

Parent/carer signature: _____

Date: _____