

Hamilton Hub Terms and Conditions (revised April 17)

Aims:

- To provide a safe and stimulating environment for pupils of Hamilton Primary School before and after the school day.
- To provide an environment where pupils can learn, be challenged, have fun and relax.
- To provide attending pupils with a breakfast before school and light dinner after school.
- To enable parents of the school to have access to quality 'wrap around' care enabling them to fulfil their functions in the wider community.
- To provide a consistent and professional service for all.

Session Times:

Morning (incl breakfast)	7.45am-8.50am
Morning (excl breakfast)	8.15am-8.50am
Afternoon (excl tea)	3.15pm-4.30pm
Afternoon (incl tea)	3.15pm-5.45pm

Authorities:

- Parents/carers authorise 'Hamilton Hub' to take all necessary action to safeguard and promote the welfare of the child.
- Parents/carers consent to use of physical contact with children as may be lawful, appropriate and proper to provide comfort to a distressed child or to maintain safety and good order.

Accidents/Illness/Allergies:

- All accidents that staff are made aware of are recorded in the appropriate documentation on site. They are reported to parents/carers at the end of the session.
- In the case of an emergency requiring hospitalisation, parents/carers will be notified by phone and after an ambulance has been called if necessary.
- The Headteacher of the school will be informed of any accident that requires hospital treatment, after the parents/carers of the child have been informed.
- If a child has a known medical condition it is the responsibility of the parent/carer to inform 'Hamilton Hub' of any necessary arrangements that may need to be made.
- If a child has been in contact with any infectious diseases, parents/carers must comply with the Health Protection Agency guidelines that can be found in the school office or online at: www.hpa.org.uk
- Parents/carers must ensure 'Hamilton Hub' contact forms are up to date. Any changes must be notified to 'Hamilton Hub' staff as soon as possible.
- Parents/carers must inform 'Hamilton Hub' staff if their child is unwell and will not be able to attend a session as soon as possible.

Lost Property:

- 'Hamilton Hub' accepts no responsibility for the loss of or damage of property brought on to the premises by a parent/carer or child.

Admissions:

- 'Hamilton Hub' is open to all children that attend Hamilton Primary School.
- If all places are filled a waiting list will be established with the following priority order:
 - Siblings already attending.
 - Existing users who require the greatest number of sessions each week during term time.
 - Any other child attending Hamilton Primary School
- Ad hoc/emergency sessions may be made at the discretion of 'Hamilton Hub' staff through calling the 'Hamilton Hub' telephone number.

Bookings:

- Booking forms are issued in June for the next academic year's sessions.
- Booking forms are to be returned to 'Hamilton Hub' staff before the end of the summer term and by the date listed on the form.
- Parents/carers must confirm the booked sessions at the end of the first week of the autumn term. Failure to do so will incur 1 months charge.

Charging:

- Sessions will be charged as follows:

Morning (incl breakfast)	7.45am-8.50am	£3.50
Morning (excl breakfast)	8.15am-8.50am	£1.50
Afternoon (excl tea)	3.15pm-4.30pm	£5.00
Afternoon (incl tea)	3.15pm-5.45pm	£8.50

- Sessions will be billed 1 month in advance from September each year. September payments will be billed in arrears.
- Billed sessions need to be paid for within 1 week of issue of bill. Late payments will incur late payment charges at a rate of 5% of the total debt per month. Debts remaining unpaid for 3 months or longer may result in a pupil being refused access to 'Hamilton Hub'.
- Sessions may be cancelled by informing 'Hamilton Hub' staff and charging will follow the criteria below:
 - No charge if 1 month's notice is given.
 - Sessions fully chargeable if less than one month's notice given.
- If parents/carers wish to change session times and days, then 1 month's notice is required. If less than 1 month's notice is given, parents/carers will be charged their original session pattern for the period of notice.
- Parents/Carers who undertake shift related work (such as Health Care or Policing) will have the option to change session patterns without charge if Hamilton Hub staff are informed of the pattern 1 month in advance, or as soon as their shift pattern is issued. (Whichever comes first.)
- Sessions will still be charged if a pupil is unable to attend through short term illness.
- All children attending the afternoon sessions must be collected by the session end time as listed above, otherwise late collection charges will be applied. Late collections of pupils will be based on the clock found within the 'Hamilton Hub' space.
- If an 'extra session' has been booked in advance and then is not taken up, this session will be charged for at the stated rate.
- Children booked for 8.15am sessions must arrive no earlier than 8.15am. Early arrival will incur the full charge for a 7.45am session.
- Late collection of pupils will incur the following charges:

- o Late collection 10 minutes or more after 4.30pm session end will incur a charge for a session to 5.45pm.
- o Late collection after 5.45pm will incur a charge of £5 per child for the first 10 minutes after 5.45pm and for each block of 15 minutes after that.
- Payment for emergency/ad hoc sessions are to be made to 'Hamilton Hub' staff directly on collection of the pupil/s.
- In the event that 'Hamilton Hub' is closed due to severe weather conditions or staff shortage parents/carers will not be charged for their sessions for the time of closure.

Changing Sessions:

- Parents/carers may request a change to session patterns by giving 1 month's notice in writing to 'Hamilton Hub' staff.
- Changes will be allocated if space is available.

General Conditions:

- 'Hamilton Hub' staff must be notified in writing immediately of any changes to contact details or family situations, Court Orders or situations of risk in relation to the pupil for which any special precautions may be needed.
- 'Hamilton Hub' staff have a duty to report any significant concerns that they may have about the safety/welfare of any pupil to the school's Designated Child Protection Officer.
- Parents/carers agree to inform 'Hamilton Hub' staff of any necessary information to safeguard or promote their child's welfare or avert the risk of harm to their child or any other person. Staff will be informed of sensitive issues concerning a child on a 'need to know' basis.
- Parents/carers must notify 'Hamilton Hub' staff that their child may have learning/physical difficulties.
- 'Hamilton Hub' operates within the school's published Equalities Policy.
- 'Hamilton Hub' operates within the confines of the school 'Rewards and Behaviour' Policy.
- 'Hamilton Hub' operates within the school photographic permissions letter issued at the beginning of a pupils attendance at the school.
- In the event of closure of 'Hamilton Hub' due to severe weather conditions, or other unforeseeable events, parents/carers will be notified through the school text message system and school website.
- The school reserves the right to close 'Hamilton Hub' on the grounds of staff shortage. Reasonable notice will be given where possible.
- 'Hamilton Hub' is covered by the school's insurers.
- Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform 'Hamilton Hub' staff by following the schools agreed procedures.