

**BROMPTON-WESTBROOK PRIMARY SCHOOL
BREAKFAST & AFTER SCHOOL CLUB TERMS AND CONDITIONS**

*Parents / carers of any child attending the breakfast / after school club **MUST** read and then sign and return the registration form to say that they agree with these terms and conditions before their child can attend the club.*

PLEASE RETAIN THESE TERMS AND CONDITIONS FOR REFERENCE

Co-ordinator's telephone number: 07931893859

School Telephone number: 01634 844152 Option 2

Opening Times

Breakfast times: 07:30 – 08:45 term time only

After school times: 15:30 – 18:00 term time only

Eligibility

Only children aged 5 to 11 years and who attend Brompton-Westbrook Primary School are eligible to attend the breakfast and after school clubs.

Costs

£2.50 per hour paid to the half hour or part thereof e.g. 07:30 until 08:45 will cost £3.75 or 15:30 until 16:10 will cost £2.50.

Breakfast and tea (see separate menu) will cost an additional £1.00 e.g. 07:30 until 08:45 with breakfast will cost £4.75.

Bookings

Parents / carers can book and pay in the following ways:

- Termly in advance e.g. September until the October break
- Weekly in advance e.g. by Friday for the following week
- Daily in advance e.g. on Tuesday for Wednesday
- Turn up and pay or book on the day

Advanced termly and weekly bookings can be made in the first instance by telephoning the school office and afterwards by speaking to the Club Co-ordinator on delivery or collection of your child.

Daily in advance bookings or last minute afternoon bookings can be made by texting the Co-ordinator with the following information:

- **child's name**
- **child's class**
- **date of the booking**
- **morning or afternoon session**
- **breakfast and/or tea required**

Payments

Payments can be by cheque or in cash but always in advance, except for last minute bookings for after school club when parents / carers can pay on collection. Cheques must be made payable to Brompton-Westbrook Primary School. All payments will be receipted.

There is no cancellation fee or penalty for absence from pre-booked places unless the Co-ordinator believes that a pre-booked place is being regularly missed and therefore blocking an alternative booking. However, there is a one day debt policy. This means that if you are unable to pay on arrival for a breakfast session, your child will not be able to attend the next day without paying for both sessions. If you find yourself experiencing temporary financial hardship, you can put your case to the head teacher who will decide whether your case is deserving of an extended debt period.

If your child is absent and you have paid for a week or term in advance, your credit will be rolled forward into the next period, thereby reducing your fees for the following term. Any credits at the point of contract termination will be refunded.

Childcare Vouchers

There are many different childcare vouchers and we accept all of those available at the time of writing these terms and conditions. However, there may be a delay whilst the school registers with a company. During this delay, parents/carers who bring their child to club will not receive a refund. Therefore, if you wish to use childcare vouchers, please notify the School Business Manager of the company name and details immediately so that registration can commence. Childcare vouchers or part thereof cannot be exchanged for cash as this is illegal.

Parents may be eligible to claim back club fees through Childcare Tax Credits. For further information or clarification, please contact the School Business Manager.

Absence

If your child is absent from a booked session you must notify the Club Co-ordinator by sending a text message before your child's planned arrival time. If your child leaves school early and unexpectedly, you must inform the school office that your child was expected to be at after school club. The office staff will then pass on your message.

Collection

Late collections after 18:00 will be charged at the full salary rate for the two members of staff who need to remain to supervise your child plus the site manager (who will need to lock up). This charge will be £4.50 per 10 minutes. If children are not collected by 19:00 and the Club Co-ordinator has not received any notification of this from parents/carers, the police will be contacted.

If you are unable to collect your child from after school club, please telephone (not text) the Club Co-ordinator giving the name of the person collecting your child, their relationship to the child and if appropriate a password.

No child will be allowed to walk to or from after school club alone.

Registration

Morning: Parents must register their child on arrival each morning by completing the register supplied. At the end of the club, children in Key Stage 2 (juniors) will walk to their classroom unsupervised whilst children in Foundation Stage and Key Stage 1 will be delivered to their teacher.

Afternoon: Children in Key Stage 2 will walk to the club unsupervised whilst children in Foundation Stage and Key Stage 1 will be collected from their classrooms. The Club Co-ordinator will register the children and investigate if a child is expected but does not arrive. Parents will be required to sign their child out on collection.

Location

The Club will take place in the school dining room. Entry will be via the external doors to the dining room at the rear of the school and NOT via the main school entrance. During fine weather, children will be supervised and allowed to play in the school grounds during the afternoon club only.

Closure

If the school is closed for any reason, such as bad weather, then the breakfast and after school clubs will also be closed. From time-to-time, the school may close at lunchtime on a Friday at the end of term. On these occasions, the after school club will also be closed. You will be notified well in advance of any planned closures and by text message of emergency closures.

Insurance

The breakfast and after school club is entirely covered by the school's insurance policy.

Menu

Club staff are trained in food hygiene and this is updated regularly. There is a standard breakfast menu and a three week two option menu with a vegetarian choice for tea. Healthy choices will be encouraged. A copy is available on the school website or in hard copy by request. All children will be offered a biscuit and squash at the after school club. The Club is a nut free zone and children may NOT bring sweets, crisps or any other food of their own into the club at any time. Children having breakfast or tea will be expected to take turns in helping with the setting out and clearing away.

Play activities

Activities will be provided to develop children's physical, intellectual, creative, social and imaginative play. On most days, there will be a special activity in which all can participate such as a quiz or colouring competition.

Donations of toys, games, books and craft materials, in good condition, are welcome but please check with the Club Co-ordinator beforehand to ensure that the materials are both suitable and that there is sufficient storage space.

Contacts

Parents / carers MUST ensure that the Club Co-ordinator has the most up-to-date contact details for those listed on the registration form.

Client Voice

Children attending the club will be given the opportunity to share their thoughts and ideas, about how to improve the club, at least once each term. Parents will be able to speak directly to the Club Co-ordinator or place an idea into the suggestion box which will be available at the registration desk daily.

Quality Assurance

Senior leaders of the school will monitor the breakfast or after school club at least once each term. They will observe, talk to children and check play plans. At least once each year, a full audit of the provision will be carried out by a senior leader and a governor. External monitoring will be carried out by Ofsted who will inspect the provision as part of the school inspection.

Waiver

Any waiver of these terms and conditions is only effective if given in writing by the head teacher.

Termination of contract

This contract may be terminated by the head teacher for the following reasons:

- Persistent or extreme poor behaviour
- Non-payment of fees
- Abusive behaviour by parents/carers towards staff
- A child leaves the school
- A child does not attend for a whole school term

This contract may be terminated by the parent / carer at any time.

Aims

- Provide a high quality and cost effective service that meets community needs
- Provide opportunities for children to relax and have fun whilst developing their social, intellectual, creative, imaginative and physical skills in a safe and encouraging environment
- Prepare children so that they are ready to start their learning with vigour and enthusiasm
- Maintain high standards of care and hygiene

Policies

The Club staff will adhere to all school policies, including the important ones listed and summarised below.

Behaviour & Anti Bullying

These policies are available on the school website and will apply to the breakfast and after school club. Parents / carers must accept the contents of these policies and note that the head teacher reserves the right to exclude children either temporarily or permanently from the club if their behaviour is unacceptable. Staff will keep a written record of any significant incidents.

Touch Policy

Staff will use such physical contact as would be lawful and appropriate to provide comfort to or ensure the safety of children in their care.

Child Protection

All staff will have DBS checks to ensure their suitability to work with children. The Club Co-ordinator will abide by the school's Child Protection Policy and inform the Designated Child Protection Co-ordinator, in writing and in confidence, of any concerns about a child's welfare. Parents have a duty to inform the school of any immediate changes in family situations, court orders or circumstances that might put the child at risk. This information will be passed to the Club Co-ordinator as appropriate.

This school is committed to safeguarding and promoting the welfare of children, achieving equal opportunities and combating discrimination.

Health & Safety

Staff will adhere to high standards of health and safety, as set out in the school policy, and carry out risk assessments on the premises at the start of each session. They will apply and use appropriate risk assessments already prepared for school and carry out new risk assessments for any particular or special activities.

Equal Opportunities

The school has a Race, Gender and Disability Discrimination Scheme which is updated annually. This club abides by the aims and objectives of this scheme and will not discriminate against any child or adult.

Medical Needs & Accidents

All staff will receive regular training in first aid and at least one member of the team will have attended an appropriate extended first aid training course. If your child has an accident at the Club, you will be informed either by telephone, in person or in writing, according to school policy. All accidents will be recorded in the normal way and if appropriate, Health and Safety Executive reports will be completed.

Parents must complete the medical needs section of the registration form so that staff are aware of any potential issues. Club staff will not administer ANY medicines without prior arrangements being made by parents with the School Business Manager. The Club Co-ordinator alone cannot take responsibility for medicating children.

Parent / carers must keep their children at home if they have any illness that might be contagious. The Health Protection Agency website gives clear advice about childhood illnesses.

Lost Property

All named lost property will be handed directly to the owner. Unnamed items will be kept by the Club Co-ordinator until he/she receives an enquiry from the owner.

Special Educational Needs

The Club will comply with special educational needs and disability legislation. Parents must ensure that they record their child's special educational needs on the registration form. The Club Co-ordinator may, from time to time, liaise with parents and / or the school's special educational needs leader to improve support or provision for a child with special educational needs.

Photographs

If you have signed up to the school policy on photographic images then the policy will also apply to the club.

Mobile Telephones & Games

Children's mobile telephones must not be seen or heard by club staff. If they are they will be taken from the children and handed to the parent on collection. Children may not bring in any toys or games of their own, electronic or otherwise, to the club. Occasionally, club staff may arrange a 'bring your own toy' day but this will be properly organised and all toys and games kept safe during the day.

Sun Safety

During hot weather, children must bring a hat to after school club. Sun cream will be provided but if your child has any skin allergies, please provide your own sun cream, name the bottle and hand it to the Club Co-ordinator.

Complaints

The school has a complaints policy and this will be used to proceed with any breakfast or after school club complaints. In the first instance, complaints must be registered with the Club Co-ordinator but thereafter pursued with the School Business Manager. If your complaint is still not satisfied, the Head Teacher and subsequently the Vice Chair of Governors will investigate the complaint.

**BROMPTON-WESTBROOK PRIMARY SCHOOL
BREAKFAST & AFTER SCHOOL CLUB REGISTRATION FORM**

PLEASE RETURN THIS REGISTRATION FORM TO THE SCHOOL OFFICE

Name of Child	Class	Medical Needs

1. Parent / Carer's Name
 Address

 Home telephone number
 Work telephone number
 Mobile telephone number

2. Parent / Carer's name
 Address

 Home telephone number
 Work telephone number
 Mobile telephone number

3. Other emergency contact
 Address

 Home telephone number
 Work telephone number
 Mobile telephone number

- Name & address of doctor

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Any other relevant information *e.g. special needs, religious or cultural requirements*

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Emergencies

In case of an emergency, staff will contact you immediately. If however, you are unavailable, this form gives permission for staff to sanction any relevant emergency medical treatment.

Photographic Images

I have signed the photographic images form for the school and am happy for this to apply to Breakfast and After School Club.

Signed Parent / Carer

Date

Declaration

I have read, understand and agree to comply with all the terms and conditions as set out. I understand that, from time to time, reasonable changes may be made to these terms and conditions and to the level of fees charged. Notice of changes will be given in writing.

Signed Parent / Carer

Date