



Burpham Primary School
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Headteacher: Mrs Jo White BA Hons (QTS)

September 2018

Swallows After School Club Agreement and Registration Form

The information below is to outline the service provided and the basis upon which a place at Swallows After School Club is offered and accepted.

A description of the service and activities provided is described in the accompanying "Information for Parents" leaflet.

Venue:

Swallows After School Club is located on the premises of Burpham Primary School.

Opening hours:

Swallows After School Club is open every afternoon during school term dates, with the exception of end of term early closures and Inset days, from 3.15pm to 5.45pm.

If the school is closed due to emergency circumstances, for example, extreme weather conditions, the After School Club will not operate. In such circumstances a credit will be given against the next payment for each session lost. In situations where this is not appropriate a refund will be given.

Contact:

The primary contact point is the school office on 01483 572510 or via email at admin@burpham.surrey.sch.uk.

Booking and Fees:

The after school club sessions are booked half termly via the booking form. The booking form needs to be with the school at the end of the previous half term. It is the parent/carers responsibility to ensure that booking forms are returned to the main office on time.

Long term bookings are encouraged, and if requirements are fixed parents/carers can request permanent places to guarantee sessions each half term.

Fees for the school year 2018/19 are £11.00 per session per child.

Fees must be paid in advance upon invoice. Fees for the first half term of the school year will be due at the start of the term, and thereafter must be received at the end of each half term for the following half term's bookings.

In cases of financial difficulty parents/carers who have registered their eligibility, and meet the criteria for generating Pupil Premium funding, should contact the Headteacher.

All fees paid are non-transferable and non-refundable.

Persistent late or non-payment may result in termination of this agreement and exclusion from the club.

We reserve the right to increase fees at any point upon giving a half term's written notice of the proposed increase. The increased rate will become due after expiry of the notice period.

Absences:

Parents/carers must notify the school office by 12.00 midday by letter, email, telephone call or in person if a pupil is not going to attend a session that has been booked.

If a child who is expected does not appear in Swallows then a search is instigated and phone calls made to locate them.

We regret that there is no reduction in fee or credit for any absence for holidays or sickness. Swapping sessions will not be allowed.

Extra days:

Extra or "one off" days may be booked, subject to availability, by email or telephone up to 1.00pm on the day.

Sickness:

Staff are first aid trained and will deal with minor accidents. However, if a child becomes unwell or has an accident requiring further treatment then parents/carers will be contacted for the child to be collected.

Food:

All children attending the After School Club will be provided with a drink and snack that meet the requirements of the school food standards.

Parents/Carers who wish to provide their children with a packed tea for consumption at the After School Club are welcome to do so, but are encouraged to ensure the food provided complements the school food standards. Packed tea should be taken to the office in the morning so it can be stored in the After School Club fridge during the school day.

Please note that sweets and confectionary are not permitted at the After School Club.

Collection:

Parents/carers must collect pupils promptly at the end of the booked session. If a parent/carer is late in collecting their child(ren), they will be charged a late pick up fee of £10 per 15 minutes. This charge will be added to the next payment due.

Parents/Carers are unable to use the school car park when collecting their child(ren). The car park is for staff use only.

Parents/carers must sign the attendance register with the time of collection of pupils.

Pupils are not allowed to leave the club unescorted.

Parents/carers must inform the school promptly if collection will be late.

If the nominated parent/carer is not collecting the pupil the office must be notified in advance. If notification has not been received the pupil will not be released until contact has been established with the parent/carer. Pupils will not be released to any unauthorised individual. The Club Manager may ask for identification for any collection made by an individual other than the parent/carer.

In accordance with Local Authority requirements, if a pupil is not collected by 6.30pm Social Services will be informed.

Persistent late collection will result in this Agreement being terminated.

General:

If the behaviour of any pupil whilst at the After School Club is considered by the staff to be unacceptable or concerning, and could give rise to disruption or distress, the matter will be reported to the Headteacher, and will be followed by a discussion with the pupil and/or parent/carer concerned.

The school reserves the right to exclude any person from the After School Club should such concerns arise.

Should parents have any queries or complaints with regard to the After School Club they should contact the school office in the first instance. If not satisfied with the outcome the Headteacher should be contacted in the second instance.

The After School Club is subject to the various school policies that are in force, copies of which are available on the school website or upon request from the school office.

Change of details on your child:

It is vital that we have full knowledge of any change of address and telephone numbers (mobile and landlines) both at work and at home, and written notification should be provided to the office.

Amendment, cancellation and termination:

Parents/carers are required to give four weeks notice of any requested changes to sessions booked by email, or in writing. Reasonable requests will be accepted, but if the After School Club is full for the requested sessions the change may not be accepted.

Parents/carers may terminate this agreement upon four weeks notice by email or in writing. In these circumstances a refund will be paid for unused sessions after the expiry of the four week notice period.

Parents/carers must read these terms and conditions before signing the declaration below to accept them and return the form to the office.



Swallows After School Club Declaration and Registration Form

Having read, understood and accepted all statements made in the Swallows After School Club Agreement I would like my child(ren) to participate in the club.

Signed: Date:.....

Name:

Child Details

Name: Class:

Any allergies or medical needs:

Any dietary requirements:

Name: Class:

Any allergies or medical needs:

Any dietary requirements:

Emergency contacts

In the event of an emergency please provide contact details:

Name: Phone:

Relationship to child:

Name: Phone:

Relationship to child:

OFFICE USE ONLY

Registration Form received (date):

Staff signature: