



After School Club Terms and Conditions

October 2019

After School Club

Terms and Conditions

### 1. Aims

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, supportive, encouraging, nurturing, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy. Parents/Carers are expected to give their support and encouragement to the aim of Godolphin Primary School After School Club and to uphold and promote its good name. Godolphin Primary School After School Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

### 2. Sickness

Parents/Carers must inform Godolphin Primary School Primary 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 Godolphin Primary School After School Club if unwell.

### 3. Parents/Carers authority

Welfare of the child: The Parents/Carers authorise Godolphin Primary School After School Club to take all necessary action to safeguard and promote the welfare of the child.

Absent Children. Absent children will be followed up from the school's class registers at the beginning of the school day. Parent/Carers must notify the school if their child is not going to attend After School Club, following their child being present in the school register

Accidents: All accidents, that staff are made aware of, are documented in an accident book and reported to Parents/Carers.

Loss of property: Godolphin Primary School After School Club will not be liable for loss of property brought onto the premises by Parent/Carer or child.

### Registration:

Ad hoc Sessions - Once a completed Application Form and signed Terms and Conditions form has been returned to us, along with session prepayment, a child will be registered with our service and bookings for sessions may be made.

Regular sessions – Following receipt of an application form and signed terms and conditions, the Parent/Carer will be notified if they have been successful in obtaining a place at the Godolphin Primary School After School Club. Payment sessions will be via parentpay.

#### Booking a place:

Ad hoc Sessions – these must be requested in writing giving at least 2 days notice. The Parent/Carer will be notified whether a place is available as soon as possible after receiving the request for a place.

Regular sessions – On receipt of an application form the parent/Carer will be advised if space is available.

#### Session Availability

The After School club will run from the end of the school day to 5.30pm. There will be no sessions during school holidays or inset days.

#### 5. Fees

Parent/Carers that choose to use the club on an ad hoc basis must ensure that their account is in credit on parentpay. Sessions will not be allocated if funds are not available.

No refund will be given for sessions only part attended.

No refund will be given if the child is absent or sick.

No partial refund will be given if a child leaves the session early.

If the school closes the After School club due to unforeseen circumstances Parent/Carers will not be charged for these sessions.

Fees will not be charged if a pupil is unable to attend After School Club as a result of being on a residential trip organised by Godolphin Primary School.

Fees are the responsibility of the person who signed the Terms and Conditions form or who has parental responsibility for the child.

Emergencies may arise where a parent/carer is unable to pick up at the allotted time. It is essential to let staff know if you will be late on 01736 763318. Please leave a message on the answering machine if your call is not answered. If a child is not picked up by 5.30pm and staff have not been notified, for every ten minutes later after this time, or period up to ten minutes, an extra £5.00 will be added to parentpay accounts.

Standard terms and conditions: Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees.

## 6. Cancellation and removal Termination of the Contract:

Ad hoc Sessions - If Parent/Carers are told that their requested sessions are available but they choose not to send their child, a charge will still be made.

Regular sessions – One month written notice must be given to cancel a child's place at After School Club. Unless permanently cancelling a place, then sessions allocated to a child must be paid for in full

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 lead assistant that the continued presence of the child is incompatible with the interests of Godolphin Primary After School Club. The child will also forfeit their place at the club if the parent is persistently rude to staff. There would be no refund of fees in these circumstances.

## 7. General Conditions

Disclosures: The school 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.

Godolphin Primary School is registered with the data protection office and all records will be kept in school in a locked draw and stored electronically.

Child Protection: The lead assistant has a duty to report any significant concerns s/he might have about the safety/well-being of a child to Designated Safeguarding lead or deputy who will take any necessary action.

Confidentiality: Parents/Carers agree to inform Godolphin Primary School After School Club of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person.

Godolphin Primary School After School Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Learning/Physical Difficulties: Parents/Carers should notify Godolphin Primary School After School Club of any problems that may occur due to learning/physical disabilities.

Equal Treatment: Godolphin Primary School After School Club welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. Godolphin Primary School After School Club will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities.

Discipline: The parents/Carers hereby confirm that they accept the authority of the lead assistant and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Godolphin Primary School After School Club community.

Severe weather: In the event of Godolphin Primary School After School Club's closure due to severe weather parents/Carers will be informed via a phone call/the school website/ via the email text. A refund of session fees would be made under these circumstances.

Insurances: Godolphin Primary School After School Club undertakes to maintain those insurances, which are prescribed by law. The Godolphin Primary School After School 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 After School Club lead assistant. The Complaints Policy is available from the school office/school website.

Waiver: Any waiver of these terms and conditions is only effective if given in writing by and on behalf of the headteacher.

Jurisdiction: This contract was made solely with Godolphin Primary School After School Club.

7. After School club Policy documents

More details of the After School Club working practices may be found in the following policy documents on the school website.

If a copy is required of, any of the policies a request for a copy can be made to the school office.

Please return this copy to the Afterschool club lead.

.....

I have read, understood and agreed to comply with the Terms and Conditions of the Godolphin Primary School After School Club.

Name of child/children: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Name in full: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

Date: \_\_\_\_\_