

Banham Primary School Before and After School Club Terms and Conditions



1. Our Aims

- We aim to provide a 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. 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.

3. 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 staff unless they have been prescribed by a doctor, dentist or nurse and parents have completed a Medicines Form requesting that they do so.

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 accidents, that staff are made aware of, are documented in an accident book and reported to parents/carers.

Loss of property

Banham Primary School Before and After School Club will not be liable for loss of property brought onto the premises by parent/carer or child.

4. Entry to After School Club

Registration

Sessions - Once a completed Registration Form has been returned to us, a child will be registered with our service and bookings for sessions may be made. A booking form and prepayment is required before a child can attend the club. 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. Places are limited.

Regular sessions – Once a completed Registration and Booking Form have been completed, the parent/carer will be notified if they have been successful in obtaining a place.

Booking a place:

- The parent/carer must pay for the session in advance through Wisepay. The parent/carer will be notified whether a place is available as soon as possible after receiving the request for a session.
- Regular sessions – These should be booked via Wisepay.

Session Availability

The Before School Club will run from 7.45am until 8.45am and the After School club will run from the end of the school day 3.15 to 4.15 and 3.15- 5.30pm. There will be not be any sessions during school holidays or on inset days.

5. Fees

- Parent/carers that choose to use the club must ensure that sessions are paid for when booking.
- Payment for regular bookings should be made, in advance, through Wispay. In exceptional circumstances where this is not possible we will invoice parents for sessions used and payment should be made within 7 days.
- No refund will be given if the child is absent or sick.
- 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 parent/carers will not be charged for these sessions.
- An additional fee of £10 (per child) will be charged if a child is picked up late from the After School Club at 4.15 or 5.30 pm.
Persistent lateness could result in the After School place being withdrawn.
- Pre booked session fees are to be paid whether your child attends or not, this includes sickness, holidays and other events, eg birthday parties, unless a minimum of 48 hours notice has been given in writing.

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:

- If parent/carers have booked and paid for 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 s/he leaves Banham Community 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 Banham Community Primary School Before and After School Club. There would be no refund of fees in these circumstances.

7. General Conditions

Disclosures

The Play 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 Safeguarding Lead who may then also inform Social Services if appropriate, in line with the school's policies for Safeguarding.

Confidentiality

Parents/carers agree to inform the Before and 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. Staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Learning/Physical Difficulties

Parents/carers should notify the Before and After School Club of any problems that may occur due to learning/physical disabilities.

Equal Treatment

We welcome staff and children from many different ethnic groups, backgrounds and creeds. 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.

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

Banham Community Primary School 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 or is available on the school's website

7. After School club Policy documents

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

Anti Bullying Policy
Behaviour Policy
Complaints Policy
Equal Opportunities policy
Food and Drink Policy
Health and Safety Policy
First Aid Policy
Safeguarding Policy
Special Educational Needs Policy
Admissions Policy

If a copy is required of any of these policies a request for a copy can be made to the school office, or most are available on the website.

Contact information

Before and After School Club mobile: 07747 592144
Before and After School Club email: basc@banham.cee.coop
School Office phone number: 01953 887293
School website: www.banham.cee.coop