



Information & Registration Forms

2021/2022

MAPPERLEY CE PRIMARY EXTENDED SCHOOLS PROVISION

Terms and Conditions

General Information

Our extended schools provision is available only to children who are pupils of Mapperley C of E Primary School and takes the form of Breakfast Club and After-School Care Club.

Our Pledge to you

We value our relationship with parents, (by parents we include guardians, foster parents and others who have care responsibilities for children) and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

- Keep you informed of opening times, fees and charges
- Be consistent and reliable, to enable you to plan with confidence and peace of mind
- Listen to your views and concerns to ensure that we continue to meet your needs
- Keep your child safe in line with all School Policies

Opening Hours

Our breakfast and after school clubs operate during term time only. Both clubs operate from Monday to Friday.

- Breakfast club operates from 8am until 8.50am when the children go into class.
- After School club operates from 3.15pm until 5.15pm.

Children attending Breakfast Club must be dropped off in person and must not be left unattended before 8am. Please note that food is available from 8am until 8.30am, so please arrive before 8.30am if you would like your child to eat.

Admission

At present we can take up to 10 children per session. There is no minimum number of sessions you can book each week. Should you fail to take up your requested sessions when offered, you will be placed on to the waiting list again. If you do not take up our offer of a second time, then your name will be removed from our waiting list. Please note: you will only be placed on the waiting list when you have paid the registration fees.

Places will be allocated initially on a first-come, first-served basis. However, priority will be given to families requiring a full week or who attend on a regular basis. Thereafter places are offered from the waiting list in order of the date of application.

Fees

Fees for each session are as follows:

- Breakfast club (8am – 8.50am) including breakfast: £3.50
- After School Club (3:15pm - 5:15pm) including a light tea: £10.00 (£5 per hour)

Families eligible for Pupil Premium do not have to pay for Breakfast Club. After School Club will be charged at £5.00 per child.

Payments for permanent users

At the start of each half term you will be invoiced for all booked sessions. Your total outstanding balance will reflect all sessions for this period. You are responsible for ensuring this is paid by 7 days before we break up. You can choose to pay this all in one go, monthly, weekly, whenever you may get paid or you are able to set up a standing order. We recommend you keep on top of this to ensure a build-up of debts do not occur. Please send all payments directly to the office.

Using childcare vouchers

If you pay with childcare vouchers please email info@mapperleycont.derbyshire.sch.uk every time you make a transaction.

If you have not paid the whole balance before the final 7 days of term you will be contacted by phone. Failure to pay outstanding balance by the end of term will result in your child being unable to attend and a £10 late payment fee will be added to your account for each 7 days the balance remains unsettled. As a last resort, we may contact legal to help resolve any outstanding amounts.

Payments for ad hoc users

If you use the club on an ad hoc basis a build-up of fees should not occur as you must pay for sessions online before you can book them. In the event where you make a booking on the day and are unable to pay, this session will be added to your account and the above payment instructions apply. The above payment instructions also apply if you use childcare vouchers and therefore don't require a positive balance to make bookings.

Late collection

A late charge of £20 will be added to your account for any children not collected at the end of each session by 5:15pm.

Review of fees

Fees will be reviewed annually by the Senior Leadership Team and Governing Board and parents will be informed of any changes at least one month before implementation.

Exchange of Booked Sessions

Permanent users

You are able to book/swap extra sessions for your child at any time. If you pay with childcare vouchers you are able to do this with one days' notice. If you use any other method of payment you will need to email info@mapperleycont.derbyshire.sch.uk with the subject "Booking for *name of child*" and state the date/s of session/s. **If you wish to book a last minute session on the day this will need to be paid for on the day** (only applicable for those who don't use childcare vouchers).

Ad hoc users

You can book/swap/cancel sessions by contacting the school office or email info@mapperleycont.derbyshire.sch.uk.

Collection at end of sessions

Please collect your child by 5.15pm. If you are late picking your child up at the end of a session, a £20.00 penalty will be added to your account. If late collection becomes frequent, the Club Manager will have an informal chat with you to resolve the problem. If this fails, the matter will be referred to the Senior Leadership Team. As a final resort, parents will be asked to withdraw their child from the club.

Record Keeping

At the end of this pack there is a registration form to complete. A registration form must be completed for each child before they attend their first session. All information given on this form is confidential. Parents must inform the school office of any changes of circumstances, especially change of contact numbers or address.

Sickness

Fees are still payable for your booked sessions even if your child is absent due to illness unless he or she is hospitalized, in which case a copy of the hospital discharge notes will be required as proof.

Fees will only be cancelled for the day/s your child is actually in hospital.

Administration of Medicines

All administration of medicines will be in line with the current school policy.

Jewellery/Accessories

The ONLY items of jewellery allowed in school are watches and small stud earrings, or items of a religious significance. All other items of jewellery are considered unsuitable for the club on the grounds of health and safety.

First Aid

All staff are qualified in administering basic first aid. If they consider it necessary, they will contact you to take your child to the doctor or hospital. If it is impossible to get hold of you, or your named contact, and the staff believe it is necessary for your child to go to hospital, they will call 999 for an ambulance. All accidents, however minor, are recorded in the accident book and a copy of the slip will be sent home with your child.

Safeguarding

We make strenuous efforts to ensure that all the children in our care prosper in a safe and protected environment.

All our staff are trained in Safeguarding procedures, and all employees, every volunteer helper and each of our Governors are subject to DBS checks before they are allowed to have our access to our pupils. Staff and Governors are trained in Safer Recruitment procedures to ensure that our interview and appointed process is rigorous, thorough and safe.

Please refer to our Safeguarding policy which is available on our website or from the School office.

Our Designated Safeguarding Leader is Mr Richard Cripps Headteacher

In Mr Cripps' absence, Mrs Hayley Marshall – Assistant Headteacher

Our Safeguarding Governor is Miss Kate Halls

If you wish to speak to Mr Cripps, Mrs Marshall or Miss Halls please contact the school office.

Location, Site Security & Health & Safety

Breakfast Club and After-School Club are hosted in school.

We have well-established systems for Health and Safety in all aspects of the life of the school. There are detailed risk assessments for all activities. Each year we are subject to an independent Health and Safety audit carried out by the Local Authority and the Governors monitor our procedures very closely throughout the school year.

Equal Opportunities

The school that operates the club is an equal opportunities employer, and operates an equal opportunities policy towards parents and children also. All are regarded as individuals regardless of sex, race, colour, gender, religion and culture, ethnic origin or any form of disability or sexual orientation.

Behaviour Management

All Behaviour management systems will be in line with school policies. If your child displays concerning negative behaviour we may ask your child to be removed from the club as a last resort.

Fair Processing Notice for Parents/Carers

Fair processing of data and privacy notice for pupils can be found on our school website.

Complaints

We hope that an ongoing dialogue between parents and club staff should be sufficient to resolve the majority of concerns or worries. However, occasionally appointments will need to be made to discuss more issues more formally with the Headteacher.

It is expected that the majority of questions and anxieties can be dealt with in these ways. However, if complaints cannot be resolved, then a formal procedure involving Governors can be invoked; a copy of the Complaints policy is available from the school office.

BREAKFAST & AFTER-SCHOOL CARE CLUB REGISTRATION FORMS

(Please read carefully and complete all sections before signing and ensuring you have completed all paperwork enclosed)

If you wish for your child to attend the same sessions each week until further notice please indicate which days below:

Date of first session: _ / _ / _

Breakfast Club

Monday	Tuesday	Wednesday	Thursday	Friday

After-School Care Club

Monday	Tuesday	Wednesday	Thursday	Friday

Alternately, if you are unsure or require different days each week, please tick this box
(note that ad-hoc sessions are only available subject to availability)

Please indicate how you wish to pay for your childcare (please tick):

Cheque Cash Childcare vouchers (please specify provider) _____

Please read and delete as appropriate:

I hereby **give/do not give** permission to staff at Breakfast and Afterschool Club to give First Aid Treatment to my son or daughter in case of emergency during the club. I authorise the club staff to sign any written form of consent required by the hospital authorities if the delay in getting a signature is considered by the doctor to endanger my child's health and safety.

I hereby declare, that I understand the contract as set out in previous document. I accept that it is legally binding and the information I have given is correct to the best of my knowledge.

Signed: _____ Name: _____

Name of Child: _____

Relationship to Child: _____ Date: _____

PERSONAL INFORMATION FORM – STRICTLY CONFIDENTIAL

All children who attend the club must be registered with us. Children will remain at the club until collected by a named adult.

To be completed for each child:

Full Name of Child	Date of Birth
Name of parent / guardian 1	Name of parent / guardian 2
Names of brothers and sisters	
Home Address of child:	Home Address of parent (if different to child):
Post Code:	Post Code:
Telephone Number home:	Mobile Number:
Email Address:	
Parents workplace addresses (in case we need to contact you during working hours)	
Parent / Guardian 1 Name: Address:	Parent / Guardian 2 Name: Address:
Telephone:	Telephone:
Names of other persons authorised by parents to collect the child if different from above (children will only be allowed to leave with a named person)	
Name:	Name:
Telephone:	Telephone:
Name of Family	
Doctor: Surgery	
Address:	
Telephone:	

Does your child have any known medical conditions or allergies? Please give details:

Has your child had any major illnesses or operations that we need to know about?

Has your child any ongoing health problems?

Does your child have any special educational needs?

Does your child have any special dietary requirements?

Do you have any special requests in terms of religious observances, food, clothing, health etc?

Is there any background information on your child which may help us to understand him/her better, eg siblings, pets, fears, special words for things, or even recent family event which you feel may have affected your child?