



Applegarth Primary School- Extended Services **Parental Agreement**

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Agreement overview

At **Applegarth Primary School**, we offer wraparound childcare services, such as breakfast and after-school clubs, to help parents. Alongside this, we offer numerous extra-curricular clubs and activities for pupils.

Where your child attends one of these clubs, there are certain guidelines that you, as a parent, are expected to adhere to. This agreement outlines your responsibilities and provides clarity on the procedures we have in place for attendance at our clubs. Space is provided for you to sign, to validate that you agree to the terms included in this document.

You will have been provided with two copies of this agreement. Please sign both copies and return one copy to the **school office**. The other copy should be kept by you.

1. Wraparound and holiday childcare

- 1.1. Our school currently offers wraparound childcare, which includes breakfast and after-school clubs. We also offer holiday childcare which involves provision running during school holidays.
- 1.2. Parents can request wraparound and holiday care for children in **Reception**, up to Year **6**.
- 1.3. Our club sessions run as follows:

Club	Times
Breakfast club	<u>7:30am-8:55am</u>
After-school club	<u>3:15pm-6:00pm</u>

- 1.4. If you would like to request wraparound or holiday childcare, you must submit a written request or email to the **headteacher**, describing the type of service you require, the times of day when this is required, and the age of your child.
- 1.5. You must submit applications during the **first two weeks of every term**. Any applications made outside of this time period are **not** considered.
- 1.6. You will be informed of the allocation of places during the **third week of every term**.
- 1.7. More information on the timetabled process you need to follow and the threshold for applications for wraparound and holiday childcare can be found **on our website: link to school website**.
- 1.8. If you would like to request ad-hoc sessions, you must submit a request in writing to the **headteacher**, giving at least **three days**' notice. You will be notified as soon as possible, no later than **one** day before the session is due to run.
- 1.9. You must ensure your school account with us is in credit for your application to be considered.
- 1.10. We may refuse requests if any of the following conditions are met:
 - There is a lack of suitable space
 - There is a lack of demand from parents
 - We are unable to make arrangements with partner organisations
 - A similar service is already available and can be used without difficulty
 - We have been placed in special measures
 - Your school account with us is not in credit

- Your child has previously attended the club and you have breached the terms of this agreement

1.11. If we are unable to provide a service, we will inform you of alternative services in the local area.

2. Admissions and fees

2.1. We have a first come, first served policy for admissions to our clubs. If places have been filled, applications are placed on a waiting list.

2.2. We will prioritise the waiting list as follows:

- Siblings of children who attend the club
- Children who attend our school
- Children living in the area who attend other schools
- Siblings of children living in the area who attend other schools

2.3. Before registering your child at our club, you will be provided with the following information:

- **The availability of places**
- **Admissions and Fees information**
- **Behavioural Policy**
- **Complaints Procedures Policy**
- **The School's privacy notice**

2.4. Alongside this document, you must complete and sign the following forms before your child attends the club:

- **Registration form**
- **Medical form**
- **Parent contract**
- **Booking information via School Gateway App**
- **Collection consent and password**
- **Photo permission form**

2.5. The standard daily fee for attending our clubs is as follows:

Club	Fee
Breakfast club	£4.00 (£3.00 for siblings)
After-school club	£10.00 (£8.00 for siblings)

2.6. All fees must be paid **weekly**. Payments must be received via Parent Pay for the previous week prior to pupils attending after school club the following Monday.

2.7. Where you have requested attendance on an ad-hoc basis, payment must be received **before** your child attends the club. Late payments will **not** be accepted.

- 2.8. You must be aware of the following:
- Fees **can** be paid by electronic transfer via your account
 - Childcare vouchers **can** be used to pay for the club
 - Fees are charged if attendance is booked and the child does not attend
 - There is a fee of **£10.00** per **hour** for late collection of children
 - No refund will be given for sessions only partly attended
 - No partial refund will be given if a child leaves before having food
- 2.9. If our school closes a club due to unforeseen circumstances, you will **not** be charged for these sessions.
- 2.10. Fees will not be charged if a child is unable to attend a club as a result of attending a school trip organised by our school.
- 2.11. All penalty charges (in accordance with section 6 and section 3) must be paid within **three** working days. Late or no payment may result in further charges.

3. Cancelling places

- 3.1. If you cancel your child's attendance at an ad-hoc session after payment has been made, no refund will be given.
- 3.2. We reserve the right to cancel your child's place at the club either temporarily or permanently if any of the following conditions are met:
- Payment is not received in line with the terms of this agreement
 - Your child's behaviour breaches our **Behavioural Policy**
 - You are in any way in breach of this agreement
- 3.3. If your child does not attend the club **three** times or more in a row without informing us, their place will be cancelled and given to another child on the waiting list.
- 3.4. If you are more than **30 minutes** late to collect your child, or are **15 minutes** late **three** or more times, we may also cancel your child's place at any subsequent clubs.
- 3.5. Fees will not be refunded to you if any of the conditions in 3.3, 3.4 or 3.5 are met.

4. Arrivals and departures

- 4.1. We record the attendance at each club using a register. If your child was booked to attend the club and is not present when the register is taken, we will contact you immediately.
- 4.2. We will ensure that a member of staff is always present at the collection and departure point to escort children.

- 4.3. At the end of the after-school club, our club staff carry out checks to ensure the safety of every child attending the club. You are expected to sign your child out before they leave the premises.
- 4.4. You are expected to sign your child in when they are attending a breakfast club.
- 4.5. Only registered individuals that you have informed us of will be able to collect your child. If someone has not been previously registered and they will be collecting your child, you (or another registered person) must inform us **half an hour** in advance.
- 4.6. Registered persons must be given a password by you, that has also been communicated us, to collect your child.
- 4.7. If you, or another registered person, are running late, you must notify us at least **10 minutes** before the club closes by ringing the **school office** on **01609 773521**. If you are running late for a breakfast club, you must inform us as soon as possible after the club has opened.
- 4.8. Children over **10**-years-old are permitted to leave the premises unaccompanied if written permission has been given to us by you.
- 4.9. Children under **10**-years-old are not permitted to leave the premises unaccompanied at any time.

5. Uncollected children

- 5.1. If you are up to **15 minutes** late to collect your child, we will initiate the following procedures:
 - We will contact you and remind you that you must inform a member of staff in future if you are running late.
 - We will warn you that repeated late arrival will result in penalty fees.
- 5.2. If you are over **15 minutes** late, we will initiate the following procedures:
 - We will contact you using the contact details provided on the registration documents.
 - If contact cannot be made, we will leave you a message. The member of staff will then attempt to reach the emergency contacts you have provided on the registration form.
 - For the duration of the wait, your child will be supervised by **two** members of staff.
 - When you arrive, we will issue you with a penalty notice of **£5.00**. This is to cover the cost of staff who have had to work additional time.
- 5.3. If you are more than **30 minutes** late, we will initiate the following procedures:

- We will contact you again and leave another message, if no contact can be made.
 - We will continue to attempt to reach emergency contacts.
 - If no contact can be made with either yourself or an emergency contact, we will contact the local social care team for advice.
 - Your child will remain on the premises with a member of staff or will be placed with the local social care team.
 - If your child has left the premises with the social care team, a note is left on the door to the club informing you of your child's location, a contact number and address.
- 5.4. You should be aware that repeatedly being late to collect your child or consistently not collecting your child may be a safeguarding concern. If staff believe this is the case, they will raise their concern with the school's designated safeguarding lead who will investigate further.

6. Medication

- 6.1. All medication is administered in line with the school's **Administering Medication Policy**.
- 6.2. You must inform us of any known illness your child has and any medication that is required to be administered during their time at a club.
- 6.3. You must inform us of any known allergies or other medical information that may affect your child's time at a club.
- 6.4. A medical form must be completed and signed by you before your child can attend a club.
- 6.5. When administering medication to your child, we will adhere to the following procedures:
- Your child's medical forms are checked to see if the medication has been approved by you.
 - If consent has not been provided for that specific medication, e.g. a paracetamol, it will not be given.
 - If consent has been given, a member of staff will administer the medication, with another staff member present.
 - Details of the process are recorded on your child's medical form.
 - We will inform you at the end of the club or make telephone contact with you to inform you of the medication being administered.
 - If your child refuses to take the medication, staff will not administer it, and we will notify you immediately.

- 6.6. If certain medication requires training to administer, only members of staff with the relevant training will do so.
- 6.7. You must inform us of any changes to the dosage or frequency of any medication as soon as possible. A new medical form will be given to you to complete.
- 6.8. You must inform us of any changes to your child's medical information as soon as possible. A new medical form will be given to you to complete.

7. Illness

- 7.1. You must inform us if your child has come into contact with any infectious disease that may affect others at the club.
- 7.2. Our school reserves the right to refuse your child's attendance at the club for risk of an infectious disease.
- 7.3. In cases of minor illnesses or injury, the following procedures are adhered to:
 - We will contact you immediately and ask you to collect your child.
 - If your child is complaining of illness, but a staff member does not believe it is serious, we will monitor your child until the end of the club/day.
 - If your child suffers a minor injury, first aid is administered in line with our **First Aid Policy** and your completed medical forms, and your child is closely monitored for the rest of the day.
- 7.4. If your child suffers a major injury or becomes seriously ill, the following procedures are adhered to:
 - If your child needs to attend hospital, an ambulance is called as soon as possible – a staff member will accompany your child to the hospital if necessary.
 - We will contact you immediately.
 - Following the incident, staff will conduct a review of the incident to prevent any further occurrences.
- 7.5. Details of any illnesses and injuries are recorded.
- 7.6. Refunds are not given if your child is ill and must return home.

8. Children's behaviour

- 8.1. Your child is expected to adhere to the **Behavioural Policy** at all times. Any disciplinary issues will be reported to you as soon as possible.
- 8.2. Continuous bad behaviour and breach of the **Behavioural Policy** may result in your child being unable to attend the club in future.

- 8.3. Any outstanding fees paid by you are returned if your child is no longer permitted to attend the club.

9. Additional information

- 9.1. You must notify us in writing immediately of any changes in contact details, family situations, such as court orders, or any risks in relation to your child for which special precautions may be needed.
- 9.2. You must inform us of any information necessary to safeguard or promote your child's welfare or avert any risk of harm.
- 9.3. You must notify us of any learning or physical difficulties your child has that may affect their attendance at the club.
- 9.4. You must inform us of any other, relevant information you deem necessary for school staff to look after your child whilst they are attending the club.

10. Agreement

10.1. Please read the following terms and conditions carefully and sign as appropriate.

I, _____ (name of parent) agree that I:

- Will provide the school with all information outlined in this agreement, as well as any additional information I deem necessary.
- Will submit requests for my child to attend school clubs as outlined in this agreement.
- Will send fees in line with the timescales specified.
- Will inform the school if I will be late to drop off or collect my child.
- Will adhere to the cancellation procedures if I wish to cancel my child's place at the club.
- Understand the terms under which refunds will and will not be given.
- Understand the penalty charges that I may incur as a result of late cancellation notice or being late to collect my child.
- Understand the school may cancel my child's place if I breach any of the terms outlined in this agreement.
- Understand the school may cancel my child's place if my child breaches the **Behavioural Policy**.

Signature:

Date:
