

Caversham Primary School  
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 Caversham Primary After School Club and to uphold and promote its good name. Caversham Primary After School Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

### **2. Sickness**

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

### **3. Parents/Carers authority**

**Welfare of the child:** The Parents/Carers authorise Caversham Primary After School Club to take all necessary action to safeguard and promote the welfare of the child. Parents/Carers consent to use such physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order. 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.

**Absent Children:** It is the responsibility of the Parent/Carer to sign their child out at the end of the session; children must be collected via the main school office. 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:** Caversham Primary School After School Club will not be liable for loss of property brought onto the premises by Parent/Carer or child.

#### **4. Entry to Caversham Primary School After School Club**

In the event of over subscription priority will be given to siblings of pupils already attending After School Club

##### **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 Caversham Primary School After School Club

##### **Booking a place:**

- **Ad hoc Sessions** - these must be requested in writing giving at least 2 days notice. The Parent/Carer's account must be in credit before applying for an ad hoc session. 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 via email from the extended schools email address, [extendedschools@cavershamprimary.reading.sch.uk](mailto:extendedschools@cavershamprimary.reading.sch.uk) if a space is available.

##### **Session Availability**

The After School club will run from the end of the school day to 6pm.

There will be **no** sessions

- during school holidays or
- on the last day of the Autumn, Spring and Summer terms 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. Sessions will not be allocated if funds are not available.

- Invoices for regular sessions will be sent out monthly. These are payable on receipt. If no payment is received the school reserves the right to cancel a child's place.
- 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 before having food.
- 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 Caversham Primary School
- Fees are the responsibility of the person who signed the Terms and Conditions form or who has parental responsibility for the child.
- A fee of £10 will be charged, for each quarter of an hour, that a child is picked up late from the After School Club. Persistent lateness will result in the After School place being withdrawn.

**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's 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
- A child will leave Caversham Primary After School Club when she/he leaves Caversham 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 Supervisor that the continued presence of the child is incompatible with the interests of Caversham 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 Supervisor 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:** The Manager has a duty to report any significant concerns s/he might have about the safety/well-being of a child to Social Services.

**Confidentiality:** Parents/Carers agree to inform Caversham Primary 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.

Caversham Primary 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 Caversham Primary After School Club of any problems that may occur due to learning/physical disabilities.

**Equal Treatment:** Caversham Primary 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. Caversham Primary 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 Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Caversham Primary After School Club community.

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

**Insurances:** Caversham Primary School After School Club undertakes to maintain those insurances which are prescribed by law. The Caversham Primary 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 Supervisor. The Complaints Policy is available from the school office.

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

**Jurisdiction:** This contract was made solely with Caversham Primary After School Club overseen by Caversham Primary School.

## **7. After School club Policy documents**

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

Fees Policy

Complaints Policy

Medicine Policy

- Health and Safety Policy
- Anti Bullying Policy
- Safeguarding Policy
- Special Educational Needs Policy
- Equal Opportunities policy
- Food and Drink Policy
- Smoking / Alcohol / Other substances Policy
- Attendance / Sickness Policy
- Behaviour Policy
- Admissions Policy
- Allegations against staff policy

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

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

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

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

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

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

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

**Please return this copy**