

Caversham Primary School
Extended Schools Clubs (Breakfast and After School)
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 Extended Schools Clubs and to uphold and promote its good name. Caversham Primary Extended Schools Clubs will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

2. Sickness

Parents/Carers must inform Caversham Primary 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 Extended Schools Clubs if unwell.

3. Parents/Carers authority

Welfare of the child: The Parents/Carers authorise Caversham Primary Extended Schools Clubs 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 for first aid to be administered by the After School Club staff for minor injuries should this be needed and 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 collect their child at the end of the After School session; children must be collected via the main school office and will be signed out by a member of staff. 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.

Children for Breakfast Club must arrive via the Victoria Road top gate entrance where a member of staff will sign them in. Please arrive between 8:00 and 8:10am. You do not need to notify us if your child will not be attending as they will remain your responsibility until they are signed into Breakfast Club.

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 Extended Schools Clubs will not be liable for loss of property brought onto the premises by Parent/Carer or child.

4. Entry to Caversham Primary School Extended Schools Clubs

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

Registration:

- **Ad hoc Sessions** - Please contact the school office to check availability. If there is a place available please register your child and read and accept our Terms and Conditions via our on-line system where payment will be asked for at the time of booking.
- **Regular sessions** - Following receipt of an e-mail to extendedschools@cavershamprimary.reading.sch.uk requesting regular sessions/days the Parent/Carer will be notified if they have been successful in obtaining a place at the Caversham Primary School Breakfast or After School Club. If there is availability please register your child and read and accept our Terms and Conditions via our on-line system. A monthly payment scheme will be set up to pay for your child's sessions via our on-line booking system.

Booking a place:

- **Ad hoc Sessions** - these must be requested by e-mail or telephone giving at least 2 days notice. The Parent/Carer must set up an account via our on-line system in order to pay for the 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 your e-mail confirming which days/sessions are needed the parent/Carer will be advised via email from the extended schools email address, extendedschools@cavershamprimary.reading.sch.uk if a space is available.

The Parent/Carer must then set up an account via our on-line system in order to pay for the sessions. Once set up and the first payment made, each subsequent payment is due monthly on a date of your choice between 1st-15th of each month. If no monthly payment is received the school reserves the right to cancel a child's place.

Session Availability

Breakfast Club will run from 8:00 until 8:40 when the children are taken to class.

After School club will run from the end of the school day up until 6:00pm at the latest.

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 payments are made via our on-line system once it is confirmed there is availability.
- Payment for regular sessions are made via our on-line payment system. Once set up and the first payment made, each subsequent payment is due monthly on a date of your choice between 1st-15th of each month. If no monthly 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 Breakfast or 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 when the on-line payment system was activated.
- 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 by e-mail** must be given to cancel a child's place at Breakfast or After School Club. Once the notice is received we will apply this to your on-line account which will automatically work out what your final payment will be.
- A child will automatically leave Caversham Primary Breakfast and/or After School Club when she/he leaves Year 6 at Caversham Primary School and you do not need to give us notice in this instance.

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 Breakfast or 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: All data for our on-line system is taken from the main Schools Information System. The School Office must be kept up to date if you have any changes to your telephone numbers, e-mail address or home address. The School Office must also be notified 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 a Designated Safeguarding Officer.

Confidentiality: Parents/Carers agree to inform Caversham Primary Extended Schools Clubs 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 Extended Schools Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Additional Needs: Parents/Carers should notify Caversham Primary School of any relevant information regarding a child's learning/physical needs.

Equal Treatment: Caversham Primary Extended Schools Clubs welcome staff and children from many different ethnic groups and backgrounds. Similarities and differences are valued and respected and all children are treated equally. Caversham Primary Extended Schools Clubs 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 action necessary to safeguard and promote the welfare of each child and the Caversham Primary Extended Schools Club community. This will be in line with the school's Behaviour Policy.

Photographs/video: Consent or non-consent will be taken from the information held by Caversham Primary School when the child is first registered at school. Please update the school office should this information change.

Severe weather: In the event of Caversham Primary Extended Schools Clubs closure due to severe weather parents/Carers will be informed via the school website or via the email system. A refund of session fees would be made under these circumstances.

Insurances: Caversham Primary Extended Schools Clubs undertake to maintain those insurances which are prescribed by law. The Caversham Primary Extended Schools Clubs are 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 Breakfast or 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 Extended Schools Clubs 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;

Admissions Policy

Anti Bullying Policy

Attendance Policy

Behaviour Policy

Charging and Remissions Policy

Complaints Policy

Equal Opportunities policy

Food and Drink Policy

Health and Safety Policy
Medicine Policy
Safeguarding Policy
Special Educational Needs Policy

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

By registering your child to our on-line system for Breakfast and/or After School Club you confirm the following:

I have read, understood and agree to comply with the Terms and Conditions of the Caversham Primary Extended Schools Clubs.