

## **Iron Acton Primary School After School Club**

### **Terms and Conditions – June 2020**

#### **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 Iron Acton After School Club and to uphold and promote its good name. Iron Acton Primary After School Club will ensure that appropriate standards of behaviour and hygiene are maintained.

#### **Booking Iron Acton Primary School After School Club**

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

A registration form for all children will need to be completed before booking sessions. Parents/Carers must inform Iron Acton Primary School if the child has any known medical condition or health problem.

**Regular sessions** – On receipt of an application form the parent/Carer will be required to book a space on parentpay. To support the long term financial stability of Iron Acton After School Club, parents are required to book in advance, and no later than 4 weeks before the place is needed.

**Ad hoc Sessions** – these must be booked via parentpay if space is available The Parent/Carer's account must be in credit before booking for an ad hoc session. Sessions will not be allocated if funds are not available.

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

##### **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
- inset days.

## Prices

All prices quoted are inclusive of activities and a healthy snack. Prices are set in advance and Iron Acton Primary School will make every effort to ensure that the price quoted for any of our services is honoured. However, Iron Acton Primary School reserve the right to alter any price as required where additional unforeseen costs arise beyond the control of Iron Acton Primary School.

Regular sessions are charged at £8.50 per session.

They are payable on parentpay at the time of booking. If no payment is received the school reserves the right to cancel a child's place. Payment can only be made via Parentpay or childcare vouchers or a combination of the two.

- 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 trip organised by Iron Acton 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.
- Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees.

## Cancellation of places

- **Ad hoc Sessions** - If Parent/Carers have booked 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.

## Exclusions

Iron Acton Primary School reserves the right to refuse or exclude any individual, at any time prior to or during the delivery of childcare services if, in the opinion of Iron Acton Primary School, that individual is incompatible with the general wellbeing and safe running of the services.

In this instance, no refund will be given and any costs incurred, including any damage, will be passed onto the individual's parent or guardian.

## **General Conditions**

### **Data Protection**

The personal information requested on our booking form, medical form and signature form is required to enable Iron Acton Primary After School Club to deliver its services. This information will not be passed on to any third party without your express permission. It is the parent or guardian's responsibility to update Iron Acton Primary School with any changes in personal information including home address, emergency contact telephone numbers and medical information.

### **Confidentiality**

Parents/Carers agree to inform Iron Acton 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.

Iron Acton Primary After School Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Parents/Carers agree to inform Iron Acton Primary After School Club 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 After School Supervisor has a duty to report any significant concerns s/he might have about the safety/well-being of a child to the Headteacher of Iron Acton Primary School. The school's policy for Child Protection will be followed at all times.

### **Accidents**

All accidents, that staff are made aware of, are documented in the school accident book and reported to parents/Carers.

### **Liability**

Iron Acton Primary School do not accept any liability for personal injury or the death of any participant unless caused by the proven negligence of Iron Acton Primary School or its employees. Iron Acton Primary School do not accept any liability for the loss or damage of any property belonging to participants. Iron Acton Primary School accept no responsibility for losses or additional expenses in the event of cancellation or change due to strikes, school closure, disasters, war or the threat of war, acts of terrorism, weather, illness or any event outside the control of the company.

### **Sickness**

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 Iron Acton Primary After School Club if unwell.

### **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 entrance. 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.

### **Loss of property**

Iron Acton Primary School After School Club will not be liable for loss of property brought onto the premises by Parent/Carer or child.

### **Insurances**

Iron Acton Primary School After School Club undertakes to maintain those insurances which are prescribed by law. The Iron Acton Primary After School Club is covered by the school's insurance.

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

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

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

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

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

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

**Please return this copy**