Diss and Scole Primary Academy Partnership

Extended Schools Provision

(Breakfast, Early Starts, Late Collection and After School Clubs)

Terms and Conditions

1. Introduction

· 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, happy, supportive and nurturing. A place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

2. Sickness

Parents/carers must inform the Breakfast, Early Starts, Late Collection and 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 our extended provision if they are unwell.

3. Parents/Carers authority

Welfare of the child

The parents/carers authorise the Breakfast, Early Starts, Late Collection and After School Clubs to take all necessary action to safeguard and promote the welfare of the child in line with school policies.

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.

Administration of Medication

Please refer to S19 Administration of Medicines policy for the managing of prescription and non prescription medication which need to be taken during the extended day. Parents/carers must complete a Medicines Form requesting staff to administer medication in all cases. We will not accept medicines which have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Staff will only administer one dose of non-prescribed medication during the school day when the child is on the school premises.

Absent Children

It is the responsibility of the parent/carer to sign their child into the Breakfast and Early Starts Clubs and sign them out of the Late Collection and After School Clubs at the end of the session.

Absent children will be followed up from the school's class registers at the beginning of the school day, in line with the school's Attendance Policy.

Accidents

All accidents that staff are made aware of, are documented on i-AM Compliant and reported to parents/carers.

Loss of property

Diss and Scole Primary Academy Partnership Breakfast, Early Starts, Late Collection and After School Clubs will not be liable for loss of property brought onto the premises by parent/carer or child.

4. Entry to Extended School Provision

Registration

Individual / Ad hoc Sessions – Once a completed Registration Form has been returned to us, a child will be registered with our service and bookings for all sessions may be made. A booking form and prepayment is required before a child can attend a club. Priority is given to children attending the club on a regular basis and bookings will only be taken if there is availability for the session requested.

Regular sessions – Once a completed Registration and Booking Form has been completed, the parents/carers will be notified if they have been successful in obtaining a place.

Booking a place:

· Ad hoc Sessions - these must be requested giving at least 7 days' notice. The parents/carers must pay for the session in advance using the Parentmail App. The parents/carers will be notified whether a place is available as soon as possible after receiving the request for a session.

· Regular Sessions – On receipt of a Registration and Booking Form the school office will advise whether a space is available. If no space is available, then the parents/carers will be notified that their child is on the waiting list.

Session Availability

The Breakfast School Club will run from 7.45am until 8.30am; Early Starts Club from 8.30am-8.45am; Late Collection Club from the end of the school day to 3.30pm and the After School Club will run from the end of the school day to 6.00pm. There will be no sessions during school holidays or on inset days.

5. Fees

Fees will be reviewed annually in April.

Parents/Carers that choose to use the club on an ad hoc basis must ensure that sessions are paid for when booking at least a week in advance in accordance with our payment schedule via the Parentmail App.

Payment for regular bookings should be made weekly, in advance, in accordance with our payment schedule via the Parentmail App. Bookings cannot be made without payment and the school reserves the right to withdraw the child's place until payment is made. Repeated issues around the payment of fees may result in a child's place being withdrawn permanently.

No refund will be given if the child is absent or sick. This includes if a child is absent due to holiday absence from school (regardless of whether the absence has been authorised from school).

No partial refund will be given if a child leaves before having food.

If the school closes a Club due to unforeseen circumstances parents/carers will not be charged for these sessions.

Fees are the responsibility of the person who signed the booking form or who has parental responsibility for the child.

Parents who book for the late collection club and arrive after 3.30pm will be charged an additional fee of £4.50 if they are late collecting their child up to 4.30pm. This is to ensure appropriate staff:pupil ratios are maintained in accordance with regulations and to be fair and equitable to all so

the club is not abused by booking children into the late collection club rather than the after school club provision but arriving late.

If a child is not collected by 4.30pm, an additional fee of £4.50 will apply to 5.30pm.

If a child is not collected by 5.30pm, an additional fee of £1 will apply to 6.00pm.

Parents will be charged a late collection fee of £10 per child per night for every five minutes up to 6.15pm and thereafter £5 per minute if they are late collecting their child. Our uncollected children policy will also be implemented.

Repeated lateness could result in a place to any club being withdrawn.

Standard terms and conditions

Reasonable changes may be made from time to time to these standards terms and conditions and to the level of fees.

6. Cancellation and removal

Termination of the Contract:

Ad hoc Sessions – If parents/carers have booked and paid for a session but they choose not to send their child, a refund will not be given.

Regular Sessions – Two weeks' written notice must be given to cancel or alter a child's session. If no notice is given then two weeks' notice will be charged, even if the child does not attend. The club will try to accommodate any changes to session requirements, but cannot guarantee this.

A child will leave the Extended Provision when s/he leaves Diss Primary Academy Partnership.

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 Club Leader that the continued presence of the child is incompatible with the interests of Diss and Scole Primary Academy Partnership Breakfast and After School Clubs. There would be no refund of fees in these circumstances.

7. General Conditions

Disclosures

The Breakfast, Early Starts, Late Collection and After School Club Leaders 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

Staff have a duty to report any significant concerns s/he might have about the safety/wellbeing of a child to the Schools Designated Person for Safeguarding (Executive Headteacher or other DSL trained staff) who may then also inform Social Services if appropriate, in line with the school's policies for Safeguarding.

Confidentiality

Parents/carers agree to inform the Breakfast, Early Starts, Late Collection and 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. Staff will be informed of sensitive issues concerning the child on a 'need to know' basis.

Learning/Physical Difficulties

Parents/Carers should notify the Breakfast and after School Club of any problems that may occur due to learning/physical disabilities.

Equal Treatment

We welcome staff and children from many different backgrounds. Similarities and differences are valued and respected and all children are treated equally.

Discipline

The parents/carers hereby confirm that they accept the authority of the Breakfast, Early Starts, Late Collection and After School Club Leaders and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child.

Closures

In the event of the Club's closure due to severe weather or an emergency, parents/carers will be informed by telephone or text message. Messages will also be placed on the school website and answer phone system. A refund of session fees would be made under these circumstances.

Insurances

Diss and Scole Primary Academy Partnership and the Breakfast, Early Starts, Late Collection and After School Clubs undertake to maintain those insurances which are prescribed by law. The Clubs are covered by the Diss and Scole Primary Academy Partnership risk protection insurance.

Complaints

Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform the Breakfast, Early Starts, Late Collection and After School Club Play Leaders. If the matter remains unresolved they should make an appointment to see the Executive Headteacher. The academy's Complaints Policy is available from the school office.

Contact Information

Breakfast and After School Club phone number: 07708642269 Diss

School Office phone number: 01379 642675 (Diss) or 740654 (Scole)

School website: www.diss.stbenets.org