Newton Burgoland Primary School

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Head Teacher: Mrs. Sue Ward B.Ed. (Hons) M.A.

After school care and clubs for pupils at Newton Burgoland Primary School

Terms and Conditions and registration form

The After-School Club runs between the hours of 3:20pm to 5:20pm, Monday to Thursday afternoons. The costs are as follows;

- £14.00 per session (£17 per adhoc use if space is available)
- Late charge for collection after 5:20pm - £1 per 1 minute

Payments must be made in advance by Arbor - childcare vouchers maybe used.

Payment will not be refunded if your child is ill or on holiday to keep his/her place open; staff are already employed and paid, for all the children's sessions.

Your child must be registered with us to use the after-school club, please fill in the forms and return them to us as soon as possible, thank you.

From 3.20pm until 4.20pm Monday to Thursday the children will be offered an activity. From 4:20pm onwards, children will then be able to take part in activities such as games, reading books/comics, jigsaws, television DVDs, and various other activities which they will be allowed to choose.

Children will be expected to adhere to the same standards of behaviour as they do during school hours.

It is important to note that from 4.20pm this is not an educationally directed session; children are able to choose their activities and will only be under the supervisory care of staff. We provide your children with a 'home from home environment where children are free to relax and choose their favourite activities.

The children will be brought to the front playground at 5.20pm - if you would like to collect early please let us know as we do not always hear the doorbell.

Sickness: children who are sick during the session will be sent home; we will contact you and you must make immediate arrangements to pick up your child. Please remember not to send your child back to school/after school club until 48 hours after the last bout of sickness or diarrhoea.

Emergency contacts: Please make sure you write down at least one emergency contact on your forms, who is someone other than yourself.

Unplanned school closure: In the event that the school closes unexpectedly we are unable to refund sessions as staff wages will need to be paid so that the service is viable.

Emergency pick-up: If you are not picking up your child then you must give us the name in advance of who will be collecting your child.

If you would like to give us a secret password for an emergency please do so below

After School Club Food: Our school food provider, Relish can provide a packed tea to be eaten at After School Club, comprising of a sandwich, piece of fruit, carrot sticks and cake/cookie. Parents/Carers should order via the office. Please contact the office if you wish to order an After-School Club meal for your child and our staff will be happy to help.

Alternatively, you are welcome to send a packed tea from home for your child to eat at club.

Please sign and return the form below to the school office:

I/We have read and agree to the After-School Club terms and conditions

Parent/ guardian name: **Signature:** **Date:**

Parent/guardian name: **Signature:** **Date:**

To be signed by the legally responsible parent/s.

PRIVACY NOTICE: The lawful basis for processing your data is covered by Ofsted and the Early Years Foundation Stage. Some elements of data we process actually override GDPR as we have a legal obligation to hold data to enable us to safeguard children in our care (i.e. emergency contact information).

We will only use your personal information to manage your invoices/childcare vouchers/funded information and provide tailored care to your child. Personal data will not be shared with any third parties without your consent.

As an individual, you have the right to complain to the ICO (Information Commissioner's Office) if you think there is a problem with the way we are handling your data. If you require further information about how we process and store your data, you can contact us for our GDPR compliance policy.

Name (child 1):	**Preferred name:**	**Male/Female:**
Name (child 2):	**Preferred name:**	**Male/Female:**
Name (child 3):	**Preferred name:**	**Male/Female:**

Parent/carer name(s): **Address:**	**Telephone numbers:** **Home: Mobile (1):** **Mobile (2):** **Work:**
Emergency contact details (other than parents/carers): **Name:** **Address:** **Telephone Numbers:**	**Doctors details:** **Address:** **Telephone number:**
Allergies:	**Auto injector device prescribed: Y/N** **(If prescribed, we will need two devices in setting with your child)**
Intolerances:	**Medical history/Medications prescribed:**
Dietary requirements: **(i.e. no egg)**	**Any other information:**
Secret password for emergency pick -up	
Persons authorised to collect my child:	

***THIS FORM MUST BE RETURNED TO SCHOOL BEFORE YOUR CHILD ATTENDS AFTER SCHOOL CLUB**