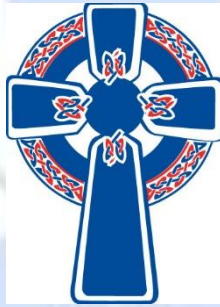


**ST. JOSEPH'S CATHOLIC
PRIMARY SCHOOL**



Barleyfields Road, Wetherby
West Yorkshire LS22 6PR

These terms and conditions will merge into one document for both breakfast and after school club, following the official opening of the after school club in January 2023. The new documents will be uploaded onto the school website.

**St Joseph's Catholic Primary School
After School Club Terms & Conditions**

'This school is committed to safeguarding and promoting the wellbeing of all our children, and expects our staff and volunteers to share this commitment.'

Reviewed & amended

- Nov 2022

Next review

- Jan 2023

The Governing Body of St Joseph's Catholic Primary School set these terms and conditions and may review and revise the charges, conditions and operation procedures as they deem necessary, at any time, and parents/carers will be given half a term's notice of any changes. Continued attendance at the After School Club will be deemed to indicate acceptance of any revised changes or charges to our conditions and procedures.

All St Joseph's Catholic Primary School's policies and procedures will automatically be applied in our After School Club. On our policies and procedures, where it states Headteacher, this refers to the After School Club Manager (or in their absence, senior playworker) and where it states Designated Safeguarding Lead (DSL), this will be a DSL who works within the After School Club, or in their absence, a DSL who is onsite. Details of these staff member can be found on our school website. Please note that in some cases, a member of the senior leadership team, may become involved in any of the practises and policies within the After School Club if this is deemed necessary.

All of our staff hold full and relevant qualifications, where necessary, to ensure legal requirements are met, including the EYFS statutory requirements and pupil:staff ratios. This includes having a DSL and first aider on site.

Staff are employed by the school's Governing Body and each session will have a lead member of staff.

After school, the children will be provided with a snack. The food served in the After School Club is not a meal replacement. A selection of fresh vegetables or fruit will also always be available along with the snack that is provided. Parents/carers should inform the school office of any dietary requirements or medical information for their child, and ensure this information is kept up to date as we cannot be held responsible for any food allergies of which we are unaware.

Booking and Admissions Information

We have a separate After School Club Admissions Policy which should be read in line with our After School Club terms and conditions. To request a place, parents/carers will follow the admissions policy for the After School Club. The application paperwork can be found within the After School Club Admissions Policy for applying for a place at the After School Club and for requesting days/sessions.

Charges, Payments and Arrears

St Joseph's Catholic Primary School After School Club is committed to a charging policy that is fair to users while making the necessary contributions to our costs. Our aim is to ensure everyone who needs it, has access to affordable out of school provision.

Our sessions times are for **term-time only**, excluding bank holidays, and current prices are outlined below. Please note prices are fixed and are not dependent on pick up time.

Initially we are able to offer after school club until 5:30pm (Monday-Thursday):

Session Type	Price
Standard session	£12.50 per day
Standard session sibling discount (for siblings of a full paying child)	£11.50 per day

When we are in a position to be able to open until 6pm, prices will be as follows:

Session Type	Price
Standard session	£15 per day
Standard session sibling discount (for siblings of a full paying child)	£14 per day

- The charges made under this policy necessarily reflect the real costs of providing childcare. In particular, there is a statutory requirement for specific staff to child ratios and for full and relevant staff qualifications.

These create relatively fixed costs which we have to meet whether children attend or are absent for sessions where they are expected.

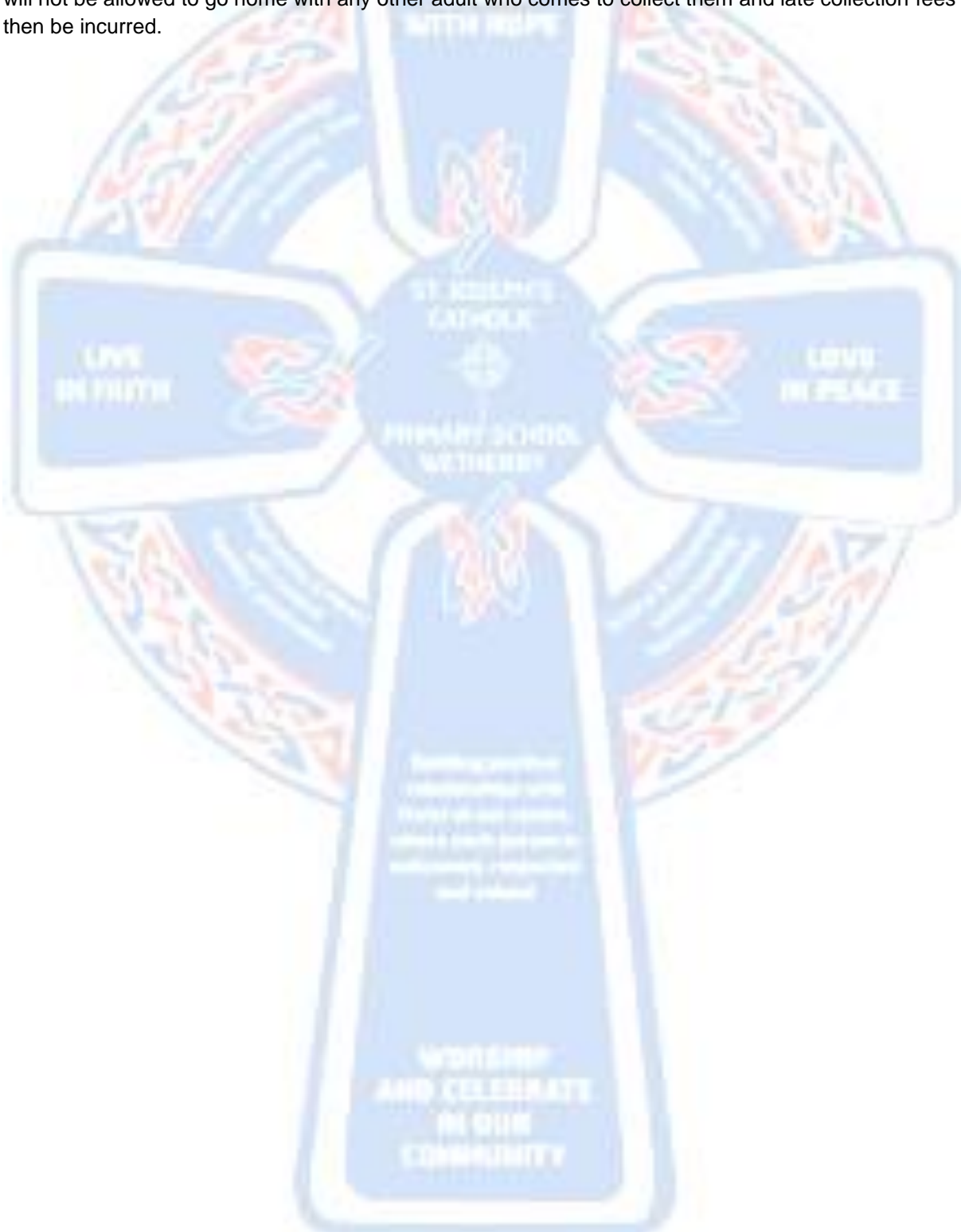
- Payments for childcare must be paid in advance of childcare – this must be done for the full half term using SchoolMoney or via vouchers communicated via ooosc@stjosephswetherby.com. When you log into SchoolMoney, you will be shown the expected charge for the half term. Payments can be made online at any time, but must be in advance of the half term's childcare and the deadline given each half term, which is always the Friday before the first week of a new half term. In the event of any queries, please contact the school office or ooosc@stjosephswetherby.com.
- Fees will be administered half termly and childcare must be paid for in advance. You will be notified via School Money in the final week of the previous half term that these fees will be available to pay.
- The additional FEEE (Free Early Education Entitlement) will be paid for 38 weeks per year at fifteen hours per week or up to 30 if entitled, for three and four year olds (paid the term after the age of 3). Any additional hours/weeks attended will be charged at the school's rates.
- Staff ratios are planned in advanced based on confirmed bookings. We therefore require half a term's notice of changes to sessions or a cancellation of place. Until the notice is given in writing, we will assume that the place is required for the full academic year. The school may be prepared to waive all or part of this requirement should there be a child who is able to fulfil this place from the waiting list or in exceptional circumstances entirely at its discretion. Parents/carers are advised to contact the After School Club senior staff member to discuss this.
- A full session is charged, regardless of the time of collection.
- If your child is absent for a session (for example, due to illness, Covid-19 related absences e.g. self-isolation or any other reason), you will still be charged for that place. Please be aware it is the place you pay for and not your child's attendance. In exceptional circumstances, the school may waive this, entirely at its discretion.
- We reserve the right to close After School Club for essential staff training, or due to staff absences that cannot be covered. This is to ensure the health and safety of our pupils. We endeavour to give as much reasonable notice as possible.
- You will not be charged if a session is missed due to school being closed, e.g. adverse weather or heating failure and this will be refunded through an amendment in the next half term round of charges.
- If requested, we can send a full statement which will show any outstanding balance with a breakdown of individual charges and payments made.
- We accept childcare vouchers and payment through the Government Tax Free Childcare Scheme and will credit these to your SchoolMoney account as soon as we have received confirmation from the voucher provider.
- Failure to make payment by the given due date will result in arrears and as a result, provision of After School Club for your child/children will be suspended until payments are brought up to date.
- If you are struggling to make payments, please contact the school office or the After School Club senior staff member who will discuss payment plan options.
- If a payment plan is agreed and any payment (either an agreed payment towards the arrears or the payment in advance for further sessions) is missed, After School Club provision will be suspended immediately.
- For any parents who continue to fail to make their payments on time, the Headteacher has the right to cancel your child's place at our After School Club, permanently suspending childcare for your child/children.
- Where payments remain in arrears, the After School Club will send 2 written reminders via 2 separate methods of communication (email and post) and a final reminder for payment, prior to seeking legal advice to recoup payments owed.
- Any costs incurred by After School Club in order to recoup funds owing will be added to the payment outstanding. This includes both Legal and Postage costs.

Collection of Children

- After School club currently closes at 5:30pm (from January 2023) until further notice. Children must be collected no later than 5:30pm. A £5 charge will be incurred for every 15 minutes after 5:30pm should a parent/carer be late for collection. If this happens on more than 3 occasions a written warning will be issued,

to inform parents/carer that one more late collection will result in your child losing their place. School must be locked up each evening at 5:30pm prompt.

- The After School Club staff must be made aware, by the responsible adult collecting the child in advance. Where the adult is not known to the After School Staff, the adult collecting, must give the password (that you have provided for your child at the time of admission). All parents are required to inform the After School Club staff in writing, who has permission to collect their child/ren on which days. This must be signed and kept up to date by the parent and After School Club staff informed of any changes. Without this information, children will not be allowed to go home with any other adult who comes to collect them and late collection fees would then be incurred.



St Joseph's Catholic Primary After School Club

Contract with Parents

Child's name _____

Parent or carer's name _____

- I consent for my child to attend After School Club. I understand that St Joseph Catholic Primary School's policies and procedures are adhered to at After School Club, and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that St Joseph's After School Club is a childcare setting and that whilst my child is there, After School Club is legally responsible for him/her.
- My child will be provided with a snack (which is not a meal replacement) whilst at After School Club unless otherwise requested (ie parents do not wish for their child to have a snack).
- Once my child arrives at After School Club, at the end of the school day, he/she will be in the care of After School club staff until the staff hand my child over to the adult collecting them (see collection requirements).
- I understand that payments for After School Club are to be paid via School Money. This will be set up in weekly instalments but all childcare must be paid for 1 half term in advance (the Friday before the first week of each new half term).
- I will pay my child's After School Club fees in advance whether my child attends or not (e.g. due to illness), unless I have made other arrangements with the After School Club senior staff member, as outlined in these terms and conditions.
- I understand that After School Club require a half term's notice for changes to days/sessions or cancellation of place and that it is my responsibility to inform After School Club of this in writing.
- I will inform the After School Club in writing, of the adults who have consent to collect my child at the end of After School Club and will keep them updated of any changes in advance of collection.
- I know I will be charged £5 per 15 minutes for late collection after the closing time.
- If my child is unwell, I understand that I should not send them to the setting. If my child has had a bout of sickness or diarrhoea, I understand they must have a period of 48 hours clear before returning to the setting, as per our school's procedures.
- It is my responsibility to keep the school office informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, food allergies etc).
- Whilst After School Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the club.
- If there are any accidents or incidents at After School Club involving my child, I will be informed using medical tracker.
- If my child has an accident at the club, they will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable or uncontactable, a member of staff from After School Club will sign any consent forms necessary for treatment on my behalf.
- Information held by After School Club regarding my child will be treated as confidential and in line with GDPR. However, in certain circumstances, for example, if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professional.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will collect my child at the ICT suite door when collecting and will not enter the school building.

I have read and understood the After School Club's terms and conditions and I agree to abide by them.

Signature: _____ Date: _____