

We are a global community, learning and growing together.



After School Club Registration Form

Name of child	
Date of Birth	
Class	
Name of parent/guardian	
Address	
Email address	
Daytime telephone number	
Evening telephone number	
Mobile telephone number	
Person collecting from after school club (if different to above)	Name: Address: Contact telephone number: Relationship to child: Password (please ensure this person is aware of the password):
Emergency contact (if different to parent/guardian): Name: Contact telephone number(s):	
GP Details: Name:	

Address:	
Telephone Number:	
<p>Please complete this section for Speciality Activity clubs only.</p> <p>Arrangements for the end of the session are: (Please tick)</p>	<input type="checkbox"/> I will collect my child at the end of the session <input type="checkbox"/> My child will attend After School club at the end of the session (I understand this ASC place needs to be booked and paid for separately.) <input type="checkbox"/> My child has permission to make their own way home the end of the session
Medical Conditions	YES/NO
Details:	
Allergies/dietary requirements	YES/NO
Details:	
<p>If your child has any food allergies, please ensure you check with ASC staff for the list of allergens in the food provided. It is important we know of any allergens if your child will be attending cooking club.</p>	
Photograph consent (Please tick)	<p>May we use your child's photograph on project display boards in ASC?</p> <p style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>May we use your child's image on twitter?</p> <p style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
Payment method, I would like to pay by:	Cheque (made payable to OCC) <input type="checkbox"/>
<p>All payments must be made <u>in advance</u> via the office and not directly to the ASC staff.</p>	Cash <input type="checkbox"/>
	Online via School Gateway <input type="checkbox"/>
	Voucher <input type="checkbox"/> Contact details of the voucher scheme:

Any other information you would like to tell us.	
<p>I agree to the Extended Services terms and conditions.</p> <p>I give permission for Extended Services staff to seek medical advice and for trained staff to administer first aid if required.</p> <p>I understand my child's place is not secured until payment is made.</p> <p>Signature:</p> <p>Date:</p>	

Costs

Type of session	Cost	
Morning Club	From 8 am - 8.45 am	£3.00
After School Club	Full session 3 pm – 5.30 pm	£12.00
	Half session 3 pm – 4.30 pm	£8.00
	Top up ASC session from Activity club 4.15 pm - 5.30pm	£6.00
	Discounted price for second and subsequent siblings when attending the same session (<i>only applicable for full session</i>)	£10.00
	Late bookings (<i>Sessions can be booked on line up to 10 am each day- sessions booked after 10 am for the same day can be made via contacting the office and will be charged at the late fee</i>)	£15.00
	Late pick up fee.	£15.00
After School Specialist Clubs	Various clubs finishing at 4.15 pm Cost includes all materials of club	£8.00

Extended Services - Morning Club and After School Club Terms and Conditions

The Terms and Conditions stated below will be applied consistently to all who access our extended services.

Registering for morning club (MC) and after school club (ASC) places

Parents must register School Gateway before they can make a booking.

Booking and paying for places and giving notice

- Parents will be able to book for up to a half term in the first instance.
- Places for MC can be placed up to 2 pm the day before the required booking and ASC can be booked up to 10 am on required day, if spaces are available. Late bookings for After School club (after 10 am on the day of the session) can be made via the office at the late booking rate of £15.00.
- Unbooked sessions (if your child attends after school club without a prior booking) will be charged at the late booking rate of £15.00
- If you have booked an After School Club session and it is no longer needed, please contact the office so that we know not to expect your child and can remove them from our registers for that day. Session fees for cancelled sessions are not normally refundable. Refunds can be authorised in exceptional circumstances at the discretion of the Head Teacher and will include reasons such as residential school trips and long term sickness absence (with a Doctors note). If you wish to request a refund, please contact the school office. Any refunds agreed, will be issued in the form of a credit to your After School Club account which can be used towards a future session.
- Parents will receive an automatic refund for any sessions which are cancelled by the school (eg for unforeseen school closure)
- MC and ASC fees are due immediately. We reserve the right to add administration costs for reminders sent.
- If you pay by voucher or have any query regarding payment please e-mail: office.3832@st-barnabas.oxon.sch.uk

Fees and payments

We understand that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high-quality, safe and stimulating service for children is costly and to ensure the continued high standards and sustainability of the service, it is a requirement that parents/carers respect its fees strategy.

Sessions can be booked half termly. The level of fees will be set by the Governing Body/Headteacher and reviewed annually in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

- Payment of fees should be made in advance.
- Booking and payment is online via the School Gateway. If you are unable to do this, booking and payment can be made at the office in cash or by cheque made payable to Oxfordshire County Council, write your child's name and 'ASC fees' on the reverse.
- Childcare vouchers are accepted. Details of childcare voucher scheme must be provided.
- If the fees are not paid on time, the Club will notify the parent/carer in writing and request payment by return. Late payment fees may apply.
- The Headteacher has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.

- The Governing Body/Headteacher reserves the right to take legal action, if necessary, to recover any outstanding payment.
- If a child is collected late from ASC a late pick up fee may be incurred.
- If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place.
- There is an application form for assistance with fees and any request must be made in writing. (Appendix A)

Non-payment Payment Requests.

In the event of non-payment of a payment request, we will write to the parent requesting payment. If parents are having difficulty making a payment at any time, we recommend that they arrange a meeting with the school office as soon as possible to discuss the matter. Where there is no explanation for repeated late payment or the outstanding balance reaches set amounts, the school will contact the parents to discuss payment options. At a meeting with the parent the following options will be discussed:

- a. Arrangements to be made to pay in full.
- b. Reduce further debt occurring by reducing sessions.
- c. Arrangement of a payment plan i.e. an agreed amount to be paid at set times.
- d. Withdrawal of all sessions until debt is either cleared or to an acceptable level agreed by parents and school.

Health and safety

- Our school Behaviour Policy will be applied to all children attending MC and ASC. All children will be expected to follow the school's Behaviour Policy. Any child who does not follow our Behaviour Policy may have their place withdrawn.
- If your child becomes ill while attending MC or ASC they will be attended to by a trained first aider who may give emergency first aid. We may seek emergency medical advice and/or treatment as required. All incidents will be logged and communicated with you the same way as school incidents.

Safeguarding

- School safeguarding policies and procedures apply to extended services provision.
- If your child is not attending After School Club on any occasion it is essential that you let us know by telephone or email before 2.30 pm.
- We like to take photographs of children in after school club to display within ASC and possibly on twitter; please complete the section on the registration form.
- Children can only be collected at the end of a session (either 4.30 pm or 5.30 pm) from ASC. Please telephone the ASC mobile if you are unavoidably delayed. After School Club closes at 5.30 pm sharp. If children are not collected by 5.30pm, this results in additional costs for the school and an additional fee will be charged for children who are collected after this time. We reserve the right to withdraw a place if a child is persistently collected after 5.30pm.

Protocol for children who are not collected from ASC

If the child has not been collected at the end of ASC, staff will make every attempt to contact parents or named contacts.

In the event that a child is not collected by a parent or carer, this will be brought to the attention of the Headteacher (DSL) or the deputy DSL (designated safeguarding lead) and recorded. If the child has not been collected and there has been no contact with the child's parent(s) or named contacts by 6.00pm, the Headteacher or person with designated responsibility should telephone the police. If the child is known to the assessment team, contact should also be made with the child's allocated social worker or the emergency duty social worker if it is out of normal office hours.

When telephoning the Police/Assessment team, the following information may be provided:

- Brief circumstances of incident
- Child's details
- Name(s)
- date of birth
- address
- gender
- ethnicity
- religion
- language spoken
- special dietary needs
- SEN/behavioural difficulties/medical needs
- Parent/carer/alternative carer details
- name(s)
- address(es)
- home/work/mobile telephone number(s)
- Any current or previous child protection concerns
- Any previous incidents of not being collected from school

The police/assessment team will give advice and may carry out appropriate checks and make further attempts to contact the parent/carer. If at this stage, the police cannot locate an appropriate adult to come for the child or there is a genuine reason why the relative or carer is unable to do this, the police will notify the assessment team via the Emergency Duty Team (EDT) who will arrange for the child to be taken to a place of safety e.g. a temporary foster carer. The police may decide to take a Police Protection Order (PPO) as part of this process. They will notify the school of the child's placement and provide contact details as appropriate.

Plans for transporting the child will be dependent upon staff availability out of hours and will take into consideration: the need for adequate insurance cover, appropriate gender balance, and any information about special needs or behavioural difficulties etc. provided by the school. Where possible, two adults should be present. If there is a shortage of staff a mini cab could be used with a suitable escort. The assessment team for the school area will liaise directly with the assessment team for the area in which the child resides, if this is different.

All policies and procedures of extended services follow those of St Barnabas' CofE School, please ask a member of staff if you would like to access these or see our website.

Contact Details	
Email address	office.3832@st-barnabas.oxon.sch.uk
ASC Mobile number	07943 967237
School Office Number	01865 557178

Appendix A - Request for Financial Assistance for Extended School Care Fees

If you receive certain benefits or if your child is entitled to pupil premium we may be able to assist you with some of the costs associated with extended school care. If you would like to apply for this, please complete the below form and return to the Headteacher, marked Private & Confidential Request for financial assistance.

Name of Child:					
Name and Contact Details of Parent/Carer:					
Email address					
What extended care do you require					
Clubs already attending					
No of After School Sessions per week (Please circle days)	MON	TUES	WED	THURS	FRI
Reason for requiring extended school care:					
Are you in receipt of the Childcare element of Working Tax Credit?					YES NO
Is your child entitled to Free School Meals?					YES NO
Please detail below what assistance you are applying for:					
Signature:				Date:	
Office use only					
Approved by Headteacher			Date:		
Finance recorded: Date:				Monetary Value:	