



The Beacon

Church of England (V.A.) Primary & Pre-School *Living life in all its fullness (John 10:10)*

We encourage all those connected with our school to support us in providing a happy, secure and stimulating learning environment where children can receive a high quality education to ensure a sound foundation for their future lives.

The Beacon Church of England (V.A.) Primary School Breakfast Club and 3:30 Club (after school) Registration Form

Our aims: We aim to provide a high quality extended school 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, challenging, a place to be with friends and make new ones, try out new activities, relax, eat, have fun and enjoy.

Welfare of the child: The parents/carers authorise Breakfast and 3:30 Clubs in liaison with the school to take all necessary action to safeguard and promote the welfare of the child. Parents/carers consent to use of such physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order. 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.

Accidents: All accidents of which staff are made aware are documented in an accident book and reported to parents/carers.

The child's health: Parents/carers must inform The Breakfast Club / 3:30 Club Leader and/or the school office in writing if the child has any known medical condition, allergies or health problem or has been in contact with infectious diseases. A child must not be brought to Breakfast Club if they are unwell.

Loss of property: These clubs will not be liable for loss of property brought onto the premises by parent or child. It is the responsibility of the parents/carers to ensure all items brought in to school are clearly named.

To use Breakfast / 3:30 Club

Registration: Once a registration form has been completed and returned to us a child will be registered with our extended school service for their duration at The Beacon Church of England (V.A.) Primary School. If changes are made to the registration form it may be appropriate to issue a new one to parents for completion.

Booking a place: Places must be booked using the online booking system at least one week (5 working days) in advance. Once a place has been booked a charge will be incurred for that place unless the cancellation procedures have been followed (see below). **Due to staffing ratios, pupils cannot be dropped/left at these clubs without advanced bookings. Any late bookings (within 5 working days of the required session) must be requested via the school office- a late booking fee will be charged.**

Safe Arrival – Breakfast Club: Breakfast Club starts at **07:45**. On arrival at Breakfast Club, parents must sign their children in by handing over to a member of staff before they leave the premises.

Safe Collection – After School Childcare club: For the 3:30 Club, children must be collected by an approved adult and must be signed out before leaving, any other arrangement must be made in writing (ie by email) in advance and agreed with school. The club will end at **18:00** by which time all children must have been collected. Late collection will result in an additional charge which covers staffing costs. Repeated late collections will mean that you will not be able to continue to use the Club. If children are not collected by 18:15 pm, outside agencies may be involved to ensure the safety of your child(ren).



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Standard terms and conditions: Reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees. Notice of any changes will be given in writing as soon as practicable. Fees are published on the extended schools pages of our website.

Termination of the Contract: A child will no longer be registered with our service if they have not attended for one year or if they no longer attend The Beacon Church of England (V.A.) Primary School.

Fees

Payment of fees: Fees must be paid in advance. We do not operate a credit system. A family who do not pay fees will be unable to use the service. Please speak with the Headteacher before this situation arises. Fees are the joint responsibility of each person who has signed the Registration Form. Payments should be made online through School Gateway. Please see the school office for more information. If you wish to pay by cheque, please contact the school office. Cheques should be made payable to 'Devon County Council'. You will be issued with a receipt, via the SchoolGateway system, which you should keep for your records.

Voucher Service: Many companies offer an online childcare voucher service e.g. Edenred and Computershare. Before using this form of payment, please ask your employer for registration details. By making payments this way, monies are deducted from your gross salary making it more tax efficient. Alternatively, if you are a UK taxpayer, you may be able to sign up for the Government Tax Free Childcare Voucher scheme.

Our school unique reference number (URN) is 113430, our DfE number is 8783309. The payment reference to ensure the payment is allocated to the correct fund is G121,G3309,9331. Please send separate payments for breakfast and 330 club to ensure they are allocated as required. Please note, as a Devon maintained school, the vouchers may take a while to be allocated to the school and processed. We are not advised by the Government Tax Free Voucher Scheme (GTFV) about any payments, it would be helpful if you could send a screenshot of your transaction so that we can ensure that the payment is correctly allocated to us.

Items Covered - Breakfast Club: Fees pay for breakfast (a choice of fruit, cereal and/or toast is available with a drink served until 08:15 only) and childcare. **After School Childcare Club:** Fees pay for childcare and activities, a snack and a drink.

Universal Credit: Parents can get up to 80% of childcare costs. The amount that parents get will depend on their income. Parents can calculate how much support they can get online at <http://www.hmrc.gov.uk/taxcredits/payments-entitlement/entitlement/question-how-much.htm>

Cancellation, Withdrawal and Fees in Lieu

Cancellation policy: If parents/carers do not wish their child to attend a session they must cancel on the Schoolgateway system or by notifying the school office by E-mail: admin@beacon-ce-primary.devon.sch.uk at least **five** full working days in advance. Failure to do so will mean full payment must be made, whether sessions were attended or not. Fees will not be waived through absence or sickness.

Removal: Parents/carers may be required to remove their child temporarily or permanently if, because of the conduct of a parent/carer or the child, it appears to the Leaders that the continued presence of the child is incompatible with the interests of the Clubs. There would be no refund of fees in these circumstances.

General Conditions

Disclosures: The School 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.



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Contact during club hours: Should you need to make contact with after-school club staff for any urgent reason and the school office (telephone number 013295264300) is closed, please ring 01395204887 during extended school operating hours only

Child Protection: The staff have a duty to report any significant concerns s/he might have about the safety/well-being of a child to MASH (Multi-Agency Safeguarding Team) in liaison with the school's Designated Officers for Safeguarding (see safeguarding posters & policy).

Confidentiality: Parents/carers agree to inform Club Leaders 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.

Equal Treatment: Our Club welcomes staff and children with different experiences, needs and backgrounds. Similarities and differences are valued and respected and all are treated equally.

Behaviour Management: Clubs will follow the same Behaviour Policy as the school which is available on the school website. The parents/carers hereby confirm that they accept the authority of the Club staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Clubs' community.

Photographs/video: The use of photographs and video of the children will be based on the school permissions form. To review what permissions you gave, please see the school office.

Severe weather: In the event of either Clubs' closure due to severe weather, parents/carers will be contacted via the school's Jotter App. Fees will not usually be waived in these circumstances.

Insurances: Breakfast / 3:30 Clubs undertake to maintain those insurances which are prescribed by law. All other insurances are the responsibility of parents.

Concerns/Complaints: Parents/carers who have cause for concern should speak to the Club Leaders or the Headteacher in the first instance. If there is a complaint in relation to any matters of quality, safety or care, parents must inform staff without delay, following the school's complaints procedure located on the school's website.

Waiver: Any waiver of these terms and conditions is only effective if given in writing by and on behalf of the Headteacher.

Reviewed by Resources Committee..... 5.2.2025 Next Review dateSpring 2028
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Please retain this section of the agreement and return the signed agreement section on the following page.

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Name of child/children: _____

Parent/Carer Signature: _____ Name in full: _____

Relationship to the child: _____ Date: _____

By signing this document, you agree to the terms and conditions as set out in the previous pages.

Please return this section to the school office

Reviewed by Resources Committee..... 5.2.2025
Next Review dateSpring 2028