

Extended Services Contract with Parents



This contract reflects the latest safeguarding guidance for providers of activities, after-school clubs, tuition and other out-of-school settings ([Department for Education September 2023](#)).

- I consent for my child/ren to attend Bakewell Methodist Junior school's wrap around care.
- I understand that the school has established policies and procedures including, but not limited to:
 - ✓ Child protection and safeguarding policy;
 - ✓ Behaviour policy;
 - ✓ Children missing from education;
 - ✓ Health and safety policy;
 - ✓ Administration of Medication policy.

All policies are available for reference within the school.

I agree to abide by the expectations and obligations set out below.

- I understand that Bakewell Methodist Junior school is legally responsible for my child/ren whilst they are accessing the school's wraparound care (including when accompanying the children between the infant and junior school sites).
- Once my child is with the employees of Bakewell Methodist Junior school, they will be in the care of the school until collected and signed out by a named contact (as specified on the attached registration form).

Booking and payment

- Parents will state which days of the week they require on the table below. They will be charged for that/those days all term.
- After registration, parent will be sent a termly booking form to be completed and returned to info@bakewell-jun.derbyshire.sch.uk
- School will consider an irregular attendance due to shift patterns. This must be agreed by the Headteacher and changes may only be made in writing one month in advance.
- Changes to the regular days required, can be made in writing one month in advance. This will form a new contract.
- Extra sessions may be requested by existing members of the club by giving one week's notice in writing. This should be sent to info@bakewell-jun.derbyshire.sch.uk
- Payment should be made in advance and can be made monthly or termly. If you are struggling to make your payments, please contact the school office in advance to agree a repayment plan.

- I will book my child into the club on a termly basis and will pay within 7 days of receiving the invoice. I will pay for all booked sessions whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the school.
- If I wish to cancel my place at the school's wrap around provision then I will give a term's notice.
- Sessions missed for any reason (illness, holidays, appointments etc) will not be refunded. Sessions missed because of school closures (things like snow or heating failure) will be fully refunded.

Health and Safety

- It is my responsibility to keep the club manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc).
- If my child has an accident at the club, they will be treated by an appropriately qualified first aider.
- If there are any accidents or incidents at wraparound care involving my child, I will be informed in writing upon collection unless immediate urgent medical attention is required.
- Children will be supervised by trained staff from Bakewell Methodist Junior school. Appropriate supervisions ratios will be adhered to.
- Like many wrap-around care providers we deem it acceptable for members of staff to work alone for short periods of time.

Transition to and from Bakewell CE Infant school

NB: Applicable only to those whose children attend Bakewell CE Infant school.

- Staff from Bakewell Methodist Junior school will accompany children to the Infant school for the start of the school day.
- Staff from Bakewell Methodist Junior school will collect and walk Infant children to the Junior school at the end of the school day so that they can access after school provision.
- Bakewell Methodist Junior has a selection of waterproof coats and trousers for extreme wet weather conditions. School will also keep a range of clothes in school in case children get wet.
- Employees of Bakewell Methodist Junior school will take the school mobile, their personal mobile, a first aid kit and Hi-Viz vests for use when accompanying children between the school sites.

Collection from After School provision

- The school's After School Club closes at 5:30 p.m. If, due to unforeseen circumstances, I am going to be late, I will contact the school as soon as possible. I understand school is locked at 5.30pm and that lateness will be monitored. (Please see our 'Uncollected Children' policy on our website.)

Safeguarding

- All staff and volunteers will have appropriate checks which will be recorded on our Single Central Record.
- There will be always one of three trained Designated Safeguarding Leads available (either on site or via phone) when the club is open to children.
- Any safeguarding concerns about children from the Infant School will be reported in writing (via safeguarding@bakewell-inf.derbyshire.sch.uk) to the Designated Safeguarding Leads at Bakewell CE Infant school.

Privacy notice

- This contract and all communication will be between myself and Bakewell Methodist Junior School.
- I consent to the sharing of information, including medical information, with the staff at the Junior School
- Information held by the school regarding my child will be treated as confidential.
- However, I understand that school has a legal duty to pass appropriate information on to agencies.

-
- I have read and **understood** the above terms and conditions and I agree to abide by them.

Signature: _____ Date: _____



Bakewell After School Club Registration Form

Please return to Mrs Jenkins in person or to info@bakewell-jun.derbyshire.sch.uk

Name of 1st Child		D.O.B.	
Names of 2nd Child		D.O.B.	
Names of other Children		D.O.B.	
Address			
Name of parent/carers		Name of parent/carers	
Relationship to child:		Relationship to child:	
Address (if different from child)		Address (if different from child)	
Contact Numbers			
Contact 1		Email:	
Contact 2		Email:	
Home Phone Number		Email:	
Emergency Contact 1		Email:	
Emergency Contact 2		Email:	
Doctor's Address & Telephone Number:			
Child 1 Please give details of any medical conditions or allergies.			
Child 2 Please give details of any medical conditions or allergies.			
Please note that medicines will be administered in line with Bakewell Methodist Junior School's Administration of Medicines Policy available on the school website or from the school office.			