

Pirbright Club Class

"Learning at the speed of life and beyond"



PUPIL PREMIUM

Contract and Registration Form

Pirbright Club Class After School Club Manager: Mrs Jodie Allen

e-mail: pcc@pirbright.surrey.sch.uk

Telephone: 01483 473884 / 07873 772165

Information recorded here is kept confidential

Child's personal details

Full name of child:

Date of birth: (day/month/year)

Gender: Male Female

Child's home address:

.....

.....

..... Postcode:

Parents'/Carers' Details

Full names:	Parent/Carer 1	Parent/Carer 2
Relationship to child:		
Home address:		
Postcode:		
Home telephone:		
Work telephone:		
Mobile:		
Email:		

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Details of persons authorised to collect child or who can be contacted in an emergency

Full name:	Contact 1	Contact 2	Contact 3
Relationship to child:			
Home address:			
Postcode:			
Home telephone:			
Work telephone:			
Mobile:			
Email:			

Proof of identity, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above. A password may also be required.

Signed Parent/Carer Date.....

Signed PCC Manager Date.....

Medical Information/Individual Needs

Doctor's surgery and address

.....

..... Postcode:.....

Doctor's telephone number.....

Known medical conditions, allergies, special dietary and health needs:

☐ Yes ☐ No

If yes, please give details

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Details of any medication being used:

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.....

I undertake to inform the Manager of Pirbright Club Class ('the Club') as soon as possible of any change in medical and/or any other relevant circumstances.

Signed Parent/Carer Date.....

Signed PCC Manager Date.....

Arrangements in the case of sickness and/or any emergency:

Pirbright Club Class does not accept children who are unwell and we expect parents/carers to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we contact the parent/carers at the earliest opportunity. Staff at Pirbright Club Class After School Club have undertaken appropriate training to deal with an emergency.

While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to Pirbright Club Class After School Club taking such action in your absence.

I (*print name*) give my consent to Pirbright Club Class administering basic first aid (of which a written record will be kept).

Signature of parent/carers:

Date:

I (*print name*) give my consent to Pirbright Club Class signing any written form or consent required by hospital authorities, including anesthetic, if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.

Signature of parent/carers:

Date:.....

Use of Sun Cream

During the hot weather, please send in your child's sun lotion clearly labelled with your child's name. Staff will encourage children to re-apply sun cream as and when appropriate but children do need to be able to apply it to themselves.

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Permission for Photographs and Digital Images

Our School Policy covers how we use and when we will take pictures of children. We require you to agree to its terms with a view to Pirbright Club Class as well. Please see the school's Photography & Social Media Policy for full details.

1. May we take photographs of your child and use them (unidentified by their full name):

- in school publications;
- on the school's website;
- on video
- Please note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Please circle your answer: Yes / No

2. Do you consent to your child being photographed by local newspapers and other news media, on the basis that their full names will not be published along with the picture?

Please note that:

- (a) newspapers will be asked to avoid using the child's name if their image is put on the newspaper's own website;
- (b) this consent will also be taken to apply to television images, provided that your child is not named except with your specific agreement.

Please circle your answer: Yes / No

Fees at Pirbright Club Class

The cost of each session will be:

Breakfast Club session: £4.50 (access to cereal and toast)

After School Club session: £10.00 (access to snack bar) £12.65 (dinner provided)

After successful registration, payment and booking via SCOPAY would be enabled. No bookings can be made without a debit balance on account. Bookings can be made three months in advance and up to 2 days before the session day, if spaces are available.

A session can be cancelled up to 2 school days before the session day via SCOPAY.

The club reserve the right to review booking activity and to suspend an account where frequent last-minute cancellations are made.

Bookings can be made with less than the 2 school days' notice by phoning the school office (if space is available). These bookings will incur a £5 admin charge.

LATE COLLECTION CHARGES

Please notify Pirbright Club Class by ringing the mobile number if you are unable to pick up your child on time. We appreciate that there will be the occasional unavoidable emergency however should this begin to happen more frequently you will be charged. Late pick up after 6pm will be charged at £5 for the first 10 minutes then £5 for every 5 minutes after that.

A child's continued place at Pirbright Club Class is dependent on continued payment of fees in advance & booking online. As we wanted to give parents more flexibility your child's place will not be guaranteed unless it has been pre-booked online and in advance. Places are allocated on a first come first served basis.

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Operational Hours

These are during school term dates only (excluding the last day of term) and exclude Inset days at Pirbright Village Primary School.

Morning session 7:45am – 8:45am

Evening session 3:15pm – 6:00pm

Signed Parent/Carer Date

Signed Pirbright Club Class Manager Date.....

Please note

- Pirbright Club Class reserves the right to amend the terms/conditions and registration fees at any time.
- A copy of insurance policies is available on the Notice Board at Pirbright Village Primary School for parents/carers to ensure that their needs and those of their child are met.
- It is our policy that everyone who attends, works in or visits Pirbright Village Primary School has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.

In the event of a compliment, concern or complaint, Pirbright Club Class welcomes discussion with parents/carers about the service they and their child can expect from us.

Please speak to:

1. Mrs Jodie Allen, After School Club Manager
2. The head teacher at Pirbright Village Primary School
3. Deputy head teacher at Pirbright Village Primary School and/or read the complaints policy and procedure.

Agreement Between Parent(s)/Carer(s) and Pirbright Club Class

- I understand that by completing and signing this contract and registration form I agree to meet the terms and conditions of Pirbright Club Class.
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from Pirbright Club Class immediately I am informed that he/she is unwell.
- I agree not to send my child to Pirbright Club Class if he/she is unwell.

Name of Parent/Carer 1

Signature of Parent/Carer 1 Date.....

Name of Parent/Carer 2

Signature of Parent/Carer 2 Date.....

Signature of Pirbright Club Class Manager..... Date.....

Personal information contained in this contract and registration form is kept confidential.

This contract and registration form was passed for use in Pirbright Club Class

On:

By:

Position:

Date of planned review:

Pirbright Club Class

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