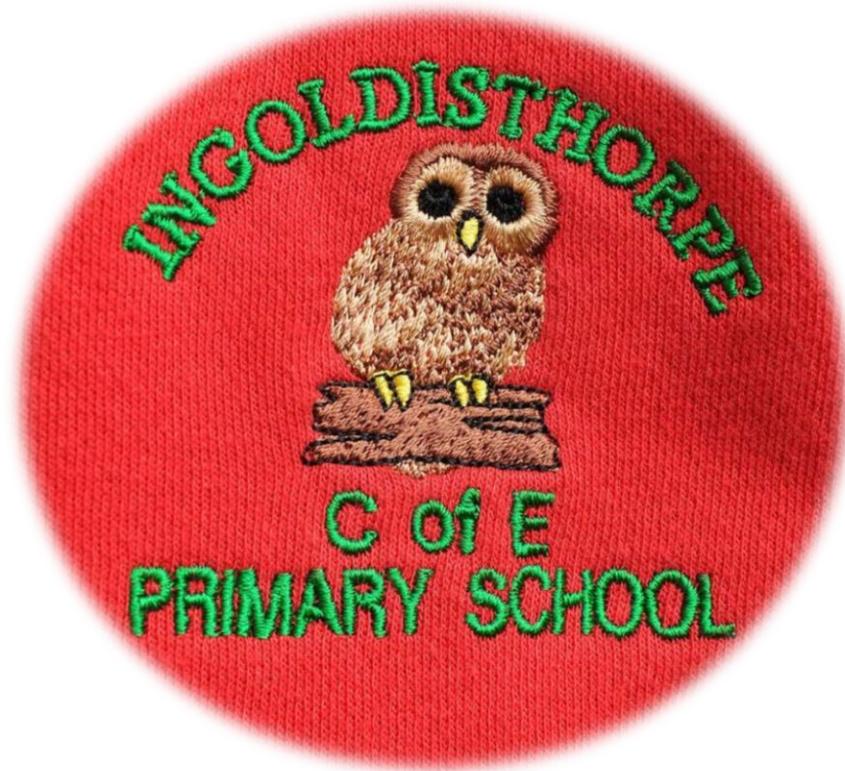


INGOLDISTHORPE C of E VA PRIMARY SCHOOL



Holiday Club Agreement Terms and Conditions

When you book a Holiday Club Session, you are accepting the Terms and Conditions as detailed below, which act as an agreement between you and Ingoldisthorpe Primary School, as well as letting you know what to expect from our Holiday Club Service.

Contact Details

For all holiday club enquiries, please call 07826 389003 or email holidayclub@ingoldisthorpe.norfolk.sch.uk or message through the holiday club Dojo page.

Children

Our Holiday Club is open to all primary school-aged children from Reception to Year 6, who attend Ingoldisthorpe Church of England Primary School. It runs on the school site and is led by school staff or staff previously known to the school.

SEND

If your child has additional needs, where more staff are required to support your child, please contact Mrs Amy Taylor via email holidayclub@ingoldisthorpe.norfolk.sch.uk to discuss your child's specific circumstances before making a booking. We will need to ensure that we have the correct ratio of staff and the support in place before we can guarantee a place for your child. This will depend on the recruitment of suitably trained and experienced staff and the financial income to enable the club to operate safely.

Bookings

Bookings can be booked during school holidays (excluding weekends, bank holidays, staff training days and Christmas Holidays.) Days that the holiday club will be running in the forthcoming holiday will be advertised and communicated to parents in advance.

Bookings need to be made through our Compass online system, where they must be booked and paid for in advance. No late bookings will be accepted and children who turn up on the day requiring holiday care will be turned away.

Bookings need to be made and paid for no later than two weeks in advance of the holiday club starting. This is so we can plan staffing and ensure the club is financially viable to run. If we do not have adequate uptake on any planned day, the holiday club will not run and will be cancelled. We need a minimum of 10 children a day for the club to run.

Places for sessions will be allocated on a first come first served basis. Once the maximum number of children has been met for the club, no additional bookings can be made. We can accept a maximum of 30 children on each day.

If you have booked and paid for the club and your child does not attend, no refund will be given.

Fees

The price is for Holiday Club is **£25 per day**. You will need to pay for a full day even if you do not need the full hours in the day, prices are detailed below:

Charge for the day:

09:00 - 15.00 (including drinks, snack and a light lunch)

Payment - £25

Payment terms are as follows:

When you book via your Compass account, payment must be made at the time of booking.

If you are paying by childcare voucher or tax-free childcare, you must transfer the funds immediately after booking.

Drop off / Pick Up

Ideally, all children should be dropped off between 8.45am - 9.00am.

All children should be collected by 3pm.

Parents need to inform staff who will be dropping off and collecting their child, this should be detailed on the Holiday club data collection form. If there is someone different collecting your child, please let the holiday staff club know who this is before collection time.

If your child is in Year 5 - 6, and you wish for them to walk home from holiday club alone, prior written consent must be given. Please inform staff when dropping off, or by emailing holidayclub@ingoldisthorpe.norfolk.sch.uk . If your

child does not arrive by 9:30, as part of our safeguarding process, we will contact you.

Late Pick Up

If, for any reason you are unable to collect by 15:00, we ask that you call to inform staff. If you have not collected by 15:30, we may have to contact external agencies to advise them that we have an uncollected child. If you are unable to collect your child within the time frames detailed above, you may be charged a late pick-up fee. This will be £4 for up to an hour late and £18 for over an hour late. This will be added to Compass as a charge and needs to be paid at the latest by the following day.

Absences

If your child will not be attending a booked session, e.g., due to illness, you should notify the school before the start of the session, by calling 07826 389003 or messaging via the holiday club dojo group. Please leave a message providing your child's name and reason for absence. Unfortunately, no refund will be given for the session missed.

Sickness, First Aid and Emergency Medical Treatment

If your child becomes unwell while at Holiday Club, we will contact you and discuss whether you need to collect your child. Unfortunately, no refund will be given for the session.

The administration of First Aid and Emergency Medical Treatment will be in line with the schools 'Supporting Children with Medical Needs, First Aid & Administration of Medicines Policy'. An accident form will be sent home to parents via the Compass system, in the same way as when the pupils are attending school.

Please ensure that allergies and medical needs are detailed on the Holiday Club Data Collection Form, so our staff are aware and can manage accordingly.

Behaviour

Staff reserve the right to exclude or refuse any participant before or during an activity if it is considered that the child is wilfully and repeatedly disobedient or disruptive or shows lack of respect to others. We expect all pupils attending holiday club to adhere to the schools' rules and boundaries as detailed in our behaviour policy. Although always a last resort, if staff decide that your child's behaviour is unsatisfactory, it is your responsibility to plan for your child's immediate collection and that all costs are at your expense. No refund of the session will be made.

Cancellations / Refunds

If you give us at least two weeks' notice before the session you would like to cancel, you will receive a full refund.

If you give us less than a weeks' notice before the date(s) you would like to cancel, no refund will be payable.

If we must cancel holiday club (for example, due to staff shortages, not enough children attending or severe weather conditions), you will receive a full refund.

Timetable and Activities

From time to time, we may need to change dates, and activities for reasons within or outside our control.

Activities are subject to change in the event of unsuitable weather or other circumstances beyond our control. Timetables displayed on our website are a guide and are subject to change. Specific activities are scheduled in advance as much as possible, however, if you are booking individual days, we cannot guarantee these activities will fall on those days.

Meals

Snacks and drinks as well as a light lunch will be provided for all children attending holiday club. A limited choice will be given and is incorporated into the cost of the fees for the day. If you child would like to bring their own lunch, they may, but there will be no reduction in the cost for the day.

When booking your child into holiday club on Compass you need to select the meal option for each day.

Personal Property

All your child's personal property is yours and your child's responsibility, and we are not liable for any lost or damaged property during sessions. We ask that children do not bring any personal toys or valuables with them to holiday club, activities and resources will be provided by us. If you believe that your child has left an item at the club, please telephone, or email us and we will do their best to assist you.

Mobile Phones and Electronic Devices

All electrical devices are prohibited. If found, children will be asked to hand over the device which will then be securely stored in the school office. The device will be returned to the authorised parent/carer at the end of the session.

Mobile devices are prohibited for use during holiday club. If you require your child to have a mobile phone with them, it will need to be handed to a staff member upon arrival for safe keeping. It will be returned at the end of the session. The school mobile phone is always with staff and should you need to contact us then you can call, email or message on dojo. They will be regularly checked throughout the day.

Safeguarding

The holiday club staff will be overseen by the leadership team and operate under our safeguarding policies which can be found on our school website.

Appendix 1

Holiday Club Data Collection Form

To be completed via a google form and submitted before the event

1. What is your child's name?
2. Medical information e.g. asthma, diabetes
3. Allergy information
4. Your name: _____ Signature
5. Date: (dd/MM/yyyy)
6. The following persons have permission to collect my child from holiday club. If there is someone different than those listed below coming to collect I will let the holiday club staff know in advance.
7. I confirm that the information provided above is true and correct to the best of my knowledge

Yes

No