



## Federation of Pinvin C of E First School and St Nicholas C of E Middle School

Main Street, Pinvin, Worcestershire WR10 2ER

**Federation Head teacher: Mrs Sandra Jennings**

*Together, we inspire, discover and achieve*

### **Breakfast/After School Club Contract of Terms and Conditions**

#### **Parents Contract:**

Noah's Ark and Rainbow Breakfast/After School Club Terms and Conditions are to enable us to provide and maintain the highest standards of care and to ensure there is clarity about the contractual relationship between parents and Pinvin Federation. We set out below our standard conditions:

#### **Welfare of the Child:**

We will do all that is reasonable to safeguard and promote your child's welfare. Our Breakfast/After School Club will work with children, parents and the community to ensure the welfare and safety of children.

#### **Behaviour:**

Wrap Around Care follow the same behaviour policy as the school and children are expected to behave in accordance with that policy. A child may be banned either temporarily or permanently from the facility if their behaviour is a continuing issue and disruptive to the effective and smooth running of this provision.

#### **Health and Medical Matters:**

If your child becomes ill during a session, the leader in charge will contact the parent / carer or the emergency contact supplied. Parents must inform Pinvin Federation immediately (01386 554 196 or email: [noahsark@pinvinfed.co.uk](mailto:noahsark@pinvinfed.co.uk) or [rainbow@rainbow@pinvinfed.co.uk](mailto:rainbow@rainbow@pinvinfed.co.uk)) of any changes to these contact details.

Parents / carers are required to notify Pinvin Federation (numbers and email above) if your child is absent from the Breakfast/After School Club. Wrap Around Club staff cannot administer any medicine to a child this needs to be given to the school only if prescribed by a doctor and presented in its original packaging. Should the child be on prescribed medication, it is the responsibility of the parent or carer to notify the School and you will be asked to sign the necessary form of consent prior to any medication being given. Wrap Around staff will act in loco parentis whilst your child is in our care and as such we reserve the right to call an ambulance in an emergency and a member of staff will escort your child to the Emergency Department of the nearest hospital. In that event, staff will contact parents / carers immediately. If your child is suffering from an infectious illness that is contagious, they should not be brought to Breakfast/After School Club until such time as the infection has cleared.

#### **Food and Dietary Requirements:**

Please inform Pinvin Federation by filling out the relevant dietary requirements on the data sheets given to you yearly to check so staff are able to take the necessary steps, so your child does not come into contact with certain foods. Please make sure if your child need medication relating to allergies a care plan must be put in place with the school along with the medication which parents and staff must complete together. Nuts

**Tel: 01386 554196**  
[office@pinvinfed.co.uk](mailto:office@pinvinfed.co.uk)

[www.pinvinfed.co.uk](http://www.pinvinfed.co.uk)

The Pinvin Federation of Schools is part of The Diocese of Worcester Multi Academy Trust, which is a charitable company limited by guarantee and registered in England and Wales with registered number 10390487. Its registered office is at The Old Palace, Deansway, Worcester, Worcestershire, WR1 2JE.



of any kind are not allowed within Pinvin Federation at any time. Noah's Ark and Rainbow club do provide a healthy breakfast in the mornings and a healthy snack at Afterschool Club daily.

#### **Concerns/Complaints:**

Any question, concern or complaint about the care or safety of a child must be made in the first instance to the Breakfast/After School Club Leader or Manager. If the matter cannot be resolved at this level, the matter should be referred to the school office at 01386 554196 or email [office@pinvinfed.co.uk](mailto:office@pinvinfed.co.uk)

#### **Disclosures:**

In order to ensure the Child's welfare and happiness, the parent / carer must disclose any medical condition, health problem or allergy affecting the child, any concerns about the child's safety or wellbeing, or any family circumstances or court order which might affect the child at the time of the application or as soon as it is known whilst the child remains at Pinvin Federation.

#### **Fees:**

All fees are charged monthly and must be paid within 14 days of receipt of the invoice. Fees will be invoiced to the person(s) named on the Booking Form by email. Fees are payable during periods of absence from the Breakfast/After School Club unless you have given us 48 hours' notice to cancel. Any parent(s)/Carers having financial difficulties, or a change of circumstances should discuss this in confidence with the Management Team. Fees are reviewed annually and so any increases will only occur once during the year. Any such increase will be notified by Pinvin Federation at least one half term in advance of the increase being applied. Prices quoted are per child at a sessional rate. One full week's written notice by either letter or email is required if you no longer require the setting place. If you wish to withdraw your child or make changes to your child's sessions or days fees will remain payable until such date. If Noahs' Ark or Rainbow club have to close due to any reason beyond the control of the /Breakfast/After School Club, such as power failure or adverse weather conditions, no compensation will be paid, or refund given unless deemed exceptional circumstances by the Federation Headteacher.

#### **Unpaid Fees:**

If fees remain unpaid and go into arrears, Noah's Ark and Rainbow club have the right to deny the child a place at the Breakfast/After School Club and a late payment fee of £10.00 will be applied to your account. For dishonoured cheques/payments, bank charges apply, which will be added to the amount of the fees sought from the parent. In these instances, Wrap Around Club reserves the right to add on any other reasonable costs incurred in seeking payment. We understand and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation [Late Payment of Commercial Debts (Interest) Act 1998] if we are not paid according to agreed credit terms.

#### **Late Collection:**

Noah's Ark and Rainbow Club arranges staffing to cover normal hours and seeks to recover those and all other costs through the normal fee arrangements. Noah's Ark and Rainbow Club do not provide cover outside the normal working hours. Whilst Noah's Ark and Rainbow club seeks to provide some cover in emergencies, an additional fee of £5 per 15 minutes will be charged if children are persistently picked up late.

**Tel: 01386 554196**  
[office@pinvinfed.co.uk](mailto:office@pinvinfed.co.uk)

[www.pinvinfed.co.uk](http://www.pinvinfed.co.uk)



### **Belongings:**

Noah's Ark and Rainbow Club does not accept responsibility for accidental damage or loss of property. Parents are requested to label all children's clothing, including all outer wear, and that you keep your child's personal items to a minimum.

### **Photography:**

You should be aware that Noah's Ark and Rainbow may take photographs within the setting which may be used in promotional material. Permission to photograph your child will be sought via the permissions Consent Form from the school. We adhere strictly to your preferences. You should also be aware that parents are requested to NOT use mobile phones within Pinvin Federation or to take pictures of their children whilst they are inside. Staff are also not allowed to use personal mobile phones whilst working and all phones are locked securely away.

### **Safeguarding Children:**

It must be understood that the Pinvin Federation, Noah's Ark and Rainbow Club is under obligation to report any incident where we consider a child may have been abused or neglected to the relevant authorities. This may be done without informing the parent / carer. Any information given by a parent or carer regarding their child will be treated with the utmost confidentiality, except in cases where harm towards a child is suspected. Divulging confidential information relating to school, its employees, children or parents/carers to any third party is considered a breach of confidence and, as such, is regarded instituting gross misconduct which could lead to summary dismissal from employment for staff or cancellation of a Breakfast/After School placement. Staff are instructed to limit discussions with parents regarding school or your child to Breakfast/After School session times and on school premises, and then only regarding children for whom they have specific responsibilities. Parents / carers are asked to respect that fact and not approach staff outside of those times. Parents / carers and staff will not discuss details pertaining to their own or other children and the Breakfast/After School Club on any social networking site or in social environments. Privacy for children is essential, so parents / carers are requested to respect this condition and not ask a staff member to deviate from this rule. Social media is not a secure way to discuss a child. Parents / carers can contact Wrap Around via email or in person.

### **Insurance:**

Pinvin Federation undertakes to maintain those insurances required by law. Details of these are available from the Management Team. A Copies of the current Employer's Liability and Public Liability Insurance Policies are can be viewed on the school premises – ask at office.

### **Security:**

It is the parent / carer's responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, not authorised or known, without prior notification from the Parent/Carer with legal responsibility for the child. We ask if someone other than the Parent/Carer will be collecting your child to please fill out the Collection form through School, we also request where possible for a password.

**Tel: 01386 554196**  
[office@pinvinfed.co.uk](mailto:office@pinvinfed.co.uk)

[www.pinvinfed.co.uk](http://www.pinvinfed.co.uk)



### **Data Protection:**

It is a legal requirement for Pinvin Federation to hold information about children using the Breakfast/After school club and its staff. Basic information is used for registers, invoices and for emergency contacts; however, all records are held securely.

### **Legal Contract:**

The offer of a place and its acceptance by parents gives rise to a legally binding contract on the terms of these Terms and Conditions and the Policies and Procedures of Pinvin Federation. It is important that parents and staff adhere to those terms, any queries about them should be raised with the Federation Headteacher or Local Academy Board.

**Tel: 01386 554196**  
**[office@pinvinfed.co.uk](mailto:office@pinvinfed.co.uk)**

**[www.pinvinfed.co.uk](http://www.pinvinfed.co.uk)**

The Pinvin Federation of Schools is part of The Diocese of Worcester Multi Academy Trust, which is a charitable company limited by guarantee and registered in England and Wales with registered number 10390487. Its registered office is at The Old Palace, Deansway, Worcester, Worcestershire, WR1 2JE.