



Conker Club Terms and Conditions

Parents and Carers wishing to use the clubs are asked to carefully read the terms and conditions below. Terms and conditions are reviewed yearly.

1. The Clubs

Conker Club provides Breakfast and After School provision run by Little Sutton staff, who may also have roles in school during the day. In this way the club is able to offer consistency and continuity of provision as the staff and children know each other well and share the same core values as are enjoyed during the school day. Children can join in with the planned activities, take time to read or do their home learning or access independent play. The club aims to be flexible and reasonably priced. Children have a choice of breakfasts and snacks.

Breakfast Club and After School Club places must be booked in advance on the ARBOR parent portal; this ensures that the club has adequate staffing levels to fulfil safeguarding requirements. Cancellations must be made in line with these terms and conditions otherwise unattended booked sessions will be charged for.

Conker Club is committed to safeguarding and promoting the welfare of children. To achieve this commitment, the club will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst the staff and volunteers.

- Aims
- To provide before and after school childcare.
 - To offer a safe, secure and friendly environment in which children can enjoy a breakfast and afternoon snack served in a relaxed and supervised environment.
 - To promote healthy eating by providing a nutritious breakfast and healthy snack.
 - To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.

2. Staff

All the staff are DBS checked and there is a First Aid Trained member of staff on duty in every session. Relevant staff have completed food hygiene training.

Staff team and their role in school:

Donna Graham – Conker Club Manager and Teaching Assistant

Denise Hadley – Playworker & Kitchen Assistant

Alison Thomas – Playworker and Teaching Assistant

Elaine Nix – Playworker and Midday Assistant

3. Conker Club Emergency Contact

The direct dial number for the above is: 07395 286433 The phone will be checked for messages at various intervals during the day. If you need to speak to someone during the school day, please contact the school office: 0151 312 8338.

You can also email Conkerclub@littlesutton.cheshire.sch.uk.

4. Opening Hours

The clubs are held in the school hall. The Breakfast Club is open from 7.45am - 8.50am. The After School Club is open from 3.15pm – 5:45pm. Club is run term time only. There may be exceptional days throughout the year when the Club may not be open, have different opening and closing times or a change of venue within school. Parents and carers will be notified of any changes as soon as possible.

5. Arrival and Departure for Breakfast Club

For parents using the Breakfast Club, please do not park in the staff parking spaces, where possible please park outside on the residential road. Staff will collect the children at the door and sign them in. Please do not allow your child/ren to be left at the door without an adult. Children will be sent to their classes at the end of the session by the staff.

6. Arrival and Departure at the After School Club

Children will be sent to the school hall by their class teacher, younger children may be collected by a club staff member/older peers during their first term in school or until they are confident to move through the school independently. The club manager will contact parents and carers of any child not booked in. Once children have arrived at club a daily register is completed, any children that have been booked in but are not present will be located. Parents and Carers collect their children from the school hall via the front entrance.

7. Parental/Carer Involvement

The Breakfast and After School Club's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. It is important to work together with parents to ensure their children's best interests are met. The After School Club staff are always happy to discuss any parental concerns at the end of your child's session. It is the aim to resolve any concerns quickly by the club staff. A copy of the Trust's Complaints Policy can be found on the website. www.thesamaratrust.cheshire.sch.uk

8. Contact Details

Parents/carers must fill out a Registration Form on their child's first session at either of the sessions. This form allows the club to gain important information about your child's contact details, health and wellbeing. Registration forms are available from the school office, Conker Club and the school website. All information about your child is kept securely.

9. Payment

BREAKFAST CLUB The current fees are: £4.00 per session

AFTER SCHOOL CLUB The current fees are: £7.50 per session.

Late Collection: If a child booked in are collected late, there will be £15 charge applied to the session cost. Please be aware staff are only employed until 6:00 pm.

Payment is required in advance and must be paid at the time of booking a place using the ARBOR Parent portal. This portal can be accessed via smart phones, ipads or laptops etc. If you require any help with this please contact the club team or school office.

10. Booking System

Breakfast Club and After School Club must be booked in advance using the ARBOR parent portal. Both session bookings cut off 48hrs before the session begins and if a booked session is no longer required then 48 hours notice of cancellation is needed due to the need to ensure adequate staffing levels. Please note there is a limit on the number of places in both clubs and places are allocated on a first come first served basis. Please contact Conker Club by phone on 07395 286433 or e-mail Conkerclub@littlesutton.cheshire.sch.uk to manage any bookings or request last minute places should an unforeseen circumstance arise. We will try our best to accommodate your needs.

11. Late Collection/uncollected child

Please notify Conker Club by calling 07395 286433 if you are unable to pick up your child on time.

If a child is not collected, then the club manager will use the information on the child's registration form to try to contact one of the key contacts listed. Should she be unable to contact any one listed then she will seek advice from the school safeguarding team.

12. Security

For security and safeguarding purposes if any person other than a parent is collecting a child the parent must notify Conker Club by phone on 07395 286433. Adults collecting any child/children must present themselves to a member of staff.

13. Sickness

If your child has been ill through the school day or there has been an emergency and they cannot attend the booked After School Club session this session will still be charged. If a child is showing signs of being unwell whilst they are in the After School Club, staff will notify the parent/carer and ask them to collect their child. If a child needs to be collected early, the full session will be charged for. Staff at the club cannot administer any form of medication unless the parent/carer has filled in a medication consent form. These forms are available from the school office/Conker Club and will be held in a secure file.

14. Accidents and First Aid

Sensible precaution is taken to ensure the safety of children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An injury form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are trained in First Aid and a First Aid kit is kept on the premises.

15. Absences

If your child is absent from school and has been booked into either club, please could you make the office aware that your child will not be attending the club. The booked session will still be charged unless the 48 hours notice condition has been satisfied.

16. Valuables

Staff ask that children keep special items of interest to them i.e. phones, toys and books in their school bags when they are attending the club. The Club has a large range of toys and books and sometimes personal items can get lost within these.

17. Behaviour

The Conker Club staff encourage the children to respect themselves and others in a relaxed, friendly environment with clear expectations and boundaries. The Club use the school's core values to underpin our behaviour policy. A copy of the Behaviour Policy is attached.

18. Refreshments

The sessions are nut free. Breakfast and snacks are available daily. The Club meets individual dietary requirements and parental preferences wherever possible. They recognise the importance of healthy nutrition for children and for it to be delivered in a calm and friendly environment. Drinking water is available at all times.

19. Parental Conduct

To ensure the best outcomes for the children, everybody needs to respect the professional relationships required in schools. The Club asks that all parents frame questions and concerns in a calm and respectful manner. Violence and verbal abuse towards staff members will not be tolerated and may mean your child will not be able to use the club.

20. School Agreement

We agree to:

- Provide a safe, stimulating and caring environment where children and parents are valued.
- Ensure that all children move safely through the school building to and from the clubs.
- Not allow any child to leave Conker Club with anyone other than the parent/carer unless they have advised the staff of other contacts and permission has been given.
- Notify parent/carer if your child is showing signs of being unwell making every attempt to contact one of the people listed on the Registration sheet to arrange collection of your child.
- Follow Conker Club's behaviour policy.
- Ensure opportunities are made for child initiated play.
- Ensure that all children are supervised at all times during club opening hours.

Pupil Agreement:

Pupil's attending the clubs must agree to:

- Demonstrate the school's core values at all times showing respect for themselves, adults, peers and resources.
- Tell an adult if they have a worry or concern.

21. Parent/Carer/Pupil Feedback

Conker club values the opinions of its pupils and parents. Systems will be in place, and communicated to parents/carers and pupils, to facilitate feedback.

22. Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate on the far side of the rear playground. The club register should be taken outside and all names checked.

SUMMARY OF CONKER CLUB TERMS AND CONDITIONS

Booking

- All bookings must be made through the ARBOR parent portal.
- Booked Breakfast or Afterschool Club sessions will only be refunded if 48hrs notice is given.
- There are limited spaces available which are allocated on a first come first serve basis.
- Block bookings can be made in advance on the ARBOR Parent Portal

Payment

- All payments must be made in advance on the ARBOR parent portal.
- Non-payment of fees may affect future bookings for either club.

Changes to Bookings

- Cancellations for Breakfast or Afterschool Club sessions must be made 48hrs in advance, or there will be a charge for the booking.
- If the child is absent on a day that they are booked into Breakfast or Afterschool club, then a charge will still apply.

Use of Clubs

- Parents and carers need to accompany their child into the Breakfast Club.
- Children cannot arrive at the Breakfast Club any earlier than 7.45am. Staff may be present but this is to allow adequate time for setting up prior to the club opening.
- On collection from the Afterschool club the staff will sign the child out on the register by noting who collected them.
- Children must be collected on time, there will be a set charge for late collection outlined above.
- Conker Club must be notified if a parent is unable to pick their child up on time or if another person will be collecting their child.
- Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff
- Conker Club is part of Little Sutton C of E Primary School.
- Please be aware that the Club reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of the children. The Club also reserves the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.



DECLARATION

The parent(s)/carers of any child/ren attending Conker Club should have read and understood the Terms and Conditions before signing the following declaration.

Having read, understood and accepted all statements made in the Terms and Conditions, I/We will comply with all the procedures.

I understand that any decisions made by Conker Club will be final.

Please sign and return to Mrs D Graham, Conker Club Manager.

PRINT IN FULL

PARENT/CARER NAME:.....

Signed..... Dated.....

Name(s) of Child/ren:.....

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