



TRINITY CHURCH OF ENGLAND /METHODIST PRIMARY SCHOOL
-BUCKSHAW VILLAGE-

Headteacher - Mrs Jill Wright Email - head@trinitybuckshaw.lancs.sch.uk
School's Out Manager - Mrs Julie McLean Email - schoolsout@trinitybuckshaw.lancs.sch.uk

Schools Out @ Trinity Out of School Club

Terms and Conditions



School's Out @ Trinity Out of School Club (School's Out) is a wraparound care service. Trinity CE/Methodist Primary School manages this club in accordance with policies in place within the school, including; Child Protection, Behaviour Management, Inclusion, Equality and Complaints. These are available on the School's website.

Before your child can attend the club, these Terms and Conditions and an app / paper registration form must be fully completed, signed, then submitted / returned. No deposit is required. **All fees are to be paid in full prior to the commencing half term.** If your child joins midway through the half term you should pay the full amount for the remainder of that term prior to starting.

- Places must be booked and paid for to ensure a place is available for your child, the payment in full guarantees your child's place.
- On arrival to the club, children will be offered breakfast in the morning and a light snack in the afternoon. Children will have access to drinking water as and when required.
- KS1 children should be dropped off at Brookwood Way from 7.30 am and brought onto the premises by the parent/carer to be signed in. The children will be escorted to their classroom in time for the start of school at 8.55 am.
- KS2 children should be dropped off at Unity Place from 7.30 am and must be brought onto the premises by the parent/carer and signed in. Children must not be dropped off on the car park to enter alone. The children will be directed to their classrooms for the start of school at 8.40 am.
- KS1 children will be collected from their classrooms or extra-curricular club by school staff and signed in to School's Out (at Brookwood Way) by School's Out staff at the interior club entrance.
- KS2 children will be collected from their classrooms or extra-curricular club by school staff and signed in to School's Out (at Unity Place) by School's Out staff at the interior club entrance.

School based extra-curricular clubs:

- If your child attends a school based extra-curricular club or activity, the leader of that club will have responsibility for your child during his/her attendance until he/she is signed in to School's Out.
- KS1 children will be directed by the club leader to School's Out (at Brookwood Way) and signed in by School's Out staff on arrival.
- KS2 children will be directed by the club leader to School's Out and signed in (at Unity Place) by School's Out staff on arrival.
- **In the interests of safeguarding your child, School's Out staff must be informed if alternative arrangements have been made regarding the collection of your child directly from school or extra-curricular activity club.**
- Parents/carers collecting children should arrive at Brookwood Way (KS1) or Unity Place (KS2) no later than 6.00pm and ensure the child is signed out on departure. **No child can be collected by anyone under 16 years of age. You must inform us in writing or via email if anybody else, other than those listed on the registration form, will be collecting your child.**

Please ensure you have completed and signed the 'Emergency Contacts' & 'Authorised Collectors' section of our Registration Form or completed the relevant App submission.

- If your child is not collected by 6.00pm you will be charged a £5 fee for every 15 minutes or part thereof. **This is charged per child.** The school reserves the right to contact social services and/or the police if a child is not collected by **6.30pm** without notification or parental/emergency contact made.

- Prior to the last week of every half term your fees for the following half term will be added to your ParentPay account. **These fees must be paid in full prior to the commencing half term in order to secure your place.** Child care vouchers are accepted. Please email for more information if you wish to pay this way. **Should payments not be made we reserve the right to withdraw your child's place from School's Out and will offer it to the next person on the waiting list.** You will be issued an annual fees statement which confirms places allocated and provides an overview of the expected costs per half term for your personal financial planning.
- Non-payment of debts: We reserve the right to pass any overdue debts to an external collection agency or through the necessary legal channels.
- **Refunds cannot be made for non-attended sessions due to absence (including Covid 19), illness or school trips.**
- Due to the demand for places at School's Out we cannot accept ad-hoc bookings. If you require an emergency place you are welcome to contact the School's Out manager who can make a decision based on that day's attendance, but no guarantee of a place can be made.
- **Two weeks written notice must be given if you wish to cancel. Cancellations will be applied on a continuing bases. All charges still apply within this period. We do not accept ad hoc cancellations even if notice is given.**
- Staff working within School's Out adopt the principles of the school Behaviour Policy. Children are expected to show good behaviour to staff and other children. Any concerns staff have regarding a child's behaviour will be notified to the parent/carer the same day.
- The school reserves the right to revoke membership on the grounds of anti-social behaviour or any repeated behaviour affecting the wellbeing of School's Out children / staff in general.
- Any additional information which may be significant in caring for your child, eg; allergies, medical or behavioural conditions must be provided. Failure to do so may put your child's place at risk.
- In the event that you, or any emergency contact, are unable to be contacted you agree for School's Out to take any necessary action relating to your child receiving any emergency medical treatment as deemed necessary by a medical professional.
- School's Out does not accept responsibility for valuables.
- Information held by School's Out regarding your child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, the Child Protection Lead has a legal duty to pass certain information onto external agencies including but not limited to; Local Authority Designated Officer for Safeguarding and Social Care in line with the school's Child Protection Policy.

Please retain the above for future reference.

I confirm that I have read, understood and accept School's Out Terms and Conditions:

Child's Name (Please print)

Year Group (Sept 2022/23)

Parent/Carer's Name (Please print)

Signature of Parent/Carer

Date