



**Believe, Engage, Succeed, Together**  
**After School Booking Form**

**Start date:**

**Telephone number:**

**Email address To confirm place:**

**Child's Name:**

**DOB:**

**Class:**

**Child's Name:**

**DOB:**

**Class:**

**Child's Name:**

**DOB:**

**Class:**

**After School Childcare Sessions:**

1066 After School Club run from **3pm – 5.30pm** Monday to Thursday on each site and Friday from Lower Site.

As of September 2024, the charges will be as follows:

	<b>Short Session 3 – 4.00pm</b>	<b>Full Session 3 – 5.30pm</b>
<b>First Child</b>	£7.50	£10.50
<b>Siblings</b>	£7.00	£9.50

**Please tick days required below for permanent sessions:**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>

**Casual sessions:** bookings are based on availability and have to be paid for once your child's place is confirmed.

**Method of payment:** We would appreciate payment by electronic transfer direct into the bank (Bacs), **please quote your account reference and your child's name.**

**Please tick your method of payment below:**

- Bank payment to WLP Stamford Bridge Primary sort code: 306364 account: 45873360
- Cash       Voucher company (see over sheet)       Agora School System
- Cheque WLP Stamford Bridge Primary School

Please note we are registered under Stamford Bridge Primary School Church Road Stamford Bridge YO41 1BP. The club's name is: **'1066 Club' and is registered with Ofsted under Stamford Bridge School the URN number is: 143586**

We also accept payment by childcare vouchers and are registered with the following companies:

Care 4 – user account **48808781**

Computershare- user account **0019294264**

Edenred – user account **P20881758**

Cooperative – user account **85108180**

Sodexo – user ID **832433**

Busy Bees – use Ofsted registration URN number 143586

Kiddi vouchers- use Ofsted registration URN number 143586

Fair Care – not available on line

Fideliti - Account 106001C

Apple childcare Vouchers - **reference number CA 00005982**

RG Childcare

**To be completed if paying by childcare voucher:**

Child's name: \_\_\_\_\_ (Please reference your child's name on payment)

Name of person claiming:

Voucher company name:

Voucher contact details:

Employer's name:

**Please ensure that your child's name is referenced on your voucher payment.**

**To be completed if paying by childcare voucher.**

Name of Person claiming:

Voucher company name:

Voucher Contact details:

Employers name:

Please contact Miss Wiley [via the office email \(office@stamfordbridgeschool.co.uk\)](mailto:office@stamfordbridgeschool.co.uk) if you use a different voucher company. We will be able to register with that company. Please sign one copy of the term and conditions (attached) and return this and the booking form to school. Thank you.



**Believe, Engage, Succeed, Together**

## **Terms and Conditions - 1066 After School Club**

### **Introduction**

1066 After School Club is run by Stamford Bridge Primary School to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The Club operates from 3.00pm – 5.30pm term time, and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending After School Club and is also available on the school website.

***All parents must complete a registration form for each child attending and sign an agreement to adhere to the terms of this policy.***

### **Admissions**

Only children attending Stamford Primary School are eligible to attend the Club. Children are admitted in Nursery to Year 6.

All places are subject to availability.

The registration process must be completed prior to the child's commencement at the Club.

All parents will receive a copy of this policy and this policy is available to view via our school website.

All Club staff are made aware of the details of a new child.

Children's attendance is recorded in a register.

### **After School Club**

After School Club operates on the Lower School site, on Godwinsway for the Nursery, Reception, Year 1 and Year 2 children and on the Upper School site, on Church Road for the children in Year 3 - Year 6. On Fridays all children will be located on the Lower School site.

- Children on the Upper site are brought to the hall and meet a member of the After School Club staff. Year 2 children will be registered separately and walked over by members of staff.
- Children on the Lower School site are brought to the hall by member of school staff.
- Club staff will take a register of all children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for. At the start of the session children will be offered a snack,

staff members will sit with the children at this time. Those children taking part in Star club or other after school activities on site will be delivered to the Club and given the opportunity of snack when they arrive. Children can then choose from a range of play and planned activities, both indoors and outdoors (weather dependent).

## **Departure**

- When a child is collected at the end of or during a session, they must be signed out by a member of staff by writing the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform club staff if their child is going to be absent from club.
- Parents collecting their child/ren from the upper school site, please go to the back gate by the swimming pool and ring the mobile 07930 570715. Your child will be accompanied to the gate by a member of staff.
- Parents collecting from lower school site, please go to the main door and ring the bell. The lower site phone number is 07743 903716.

## **Booking:**

### **Bookings can be made as follows:**

Permanent places, i.e., on a repeating weekly cycle.

We endeavour to provide places for all children as required. Due to high demand this is on a first come, first served basis. The offer of places is subject to staff availability and financially viable staffing ratios. Our staffing ratios vary daily to comply with Ofsted guidance depending on the ages and need of the children attending. If a place isn't currently available, your child will be placed on the waiting list.

**Casual/Irregular bookings.** If places are available, we will accept casual and irregular bookings. However, these bookings must be paid for on the day of booking in order to secure the place. If the booking is not paid for within 24 hours the place will be cancelled. Same day bookings are accepted subject to availability. Payment must be made within 24 hours.

**Fees:** After School Club fees are payable monthly in advance and payments are due on the 1<sup>st</sup> of each month. If your child does not attend, it may be possible, in exceptional circumstances, to credit your account with 50% of the session fee. Please note that this does not include non-attendance due to holidays taken in term time. Please contact either [office@stamfordbridgeschool.co.uk](mailto:office@stamfordbridgeschool.co.uk) or [1066holidayclub@stamfordbridgeschool.co.uk](mailto:1066holidayclub@stamfordbridgeschool.co.uk) to discuss your situation. The club does not offer a cash refund.

The fee for casual extension of sessions from short to long is £3.50 and should be paid on the day.

**Late Payment fee:** Late payment of fees will be subject to a 5% surcharge.

**Late Collection:** The club closes at 5:30pm. If you collect your child after 5:30pm for any reason, a late collection fee of £10.00 will be levied. For each subsequent 15 minutes, a further £10.00 is payable. Under OFSTED regulations, 2 members of staff

must remain on the premises with your child until you arrive, and as such will require payment for their time. The late collection fee is charged to allow for this.

Please telephone (1066 club mobile) on 07743 903716 (lower site) or 07930 570715 (upper site) to let us know your estimated time of arrival, as soon as you anticipate that you are going to be late, so we can ensure your child is kept informed and does not become anxious.

If a child has not been collected by 5:30pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and social services will be informed.

**Termination/Cancellation/Changes:** The club reserves the right to cancel your child's place and terminate the contract under these conditions:

- If payments fall into arrears and are not resolved or brought up to date on request.

One month notice in writing is required to cancel your booked place(s) or reduce your booking. Please note that if you are giving notice to cancel your child's place this will be deemed as a permanent cancellation and your child's name will be removed from the register. We cannot accept notice of cancellation of places for holiday purposes or other short term absence.

Increases in sessions will be accommodated wherever a place is available and we will endeavour to cater for demand. If a place isn't currently available your child will be placed on the waiting list.

## **Behaviour**

Whilst attending After School Club children are expected to:

- Follow the School Behaviour Charters (see school website).
- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Awarding stickers/rewards – Dojos.
- Informing parents about individual achievements.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff at After School Club will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring, taking into account the children's ages and stages of development.

When confronted with negative behaviour, staff will be clear to distinguish between 'disengaged', 'disruptive' and 'unacceptable' behaviour.

'**Disengaged**' behaviour may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity.

'**Disruptive**' behaviour describes a child whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.

'**Unacceptable**' behaviour refers to non-negotiable actions and may include discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behaviour, including in the first instance, temporarily removing a child from the activity session.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will make every attempt to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, be able to re-join the activity.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- The School's Behaviour Charter will be applied and incidents of amber and red recorded electronically and reported to SLT.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

The School's Behaviour Charter will be applied and incidents of amber and red recorded electronically and reported to SLT.

- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

**Exclusion from After School Club:** School Policies, including our Behaviour Charter, apply in the same way as they do during the school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable, for the safe and efficient running of the Club, parents will be informed, and a written warning given to the child. Any additional unacceptable behaviour will result in the child being excluded from the Club for a period deemed appropriate by the SLT.

**Photographs:** Occasionally we take photographs of the children participating in activities. The photographs may be used for publicity and display purposes and included in your child's records and on the webpage. If you do not give permission for your child's photograph to be taken please notify us.

**Liability:** The club accepts no responsibility for any financial or other loss suffered by you, arising directly or indirectly, as a result of the club being temporarily closed or the non-admittance of the child to the club for any reason. The club accepts no responsibility for your child whilst in your care on the club premises e.g. after collection.

**Property and Belongings:** The Club cannot be held responsible for the loss or damage to property brought to the club by the children. Please ensure all personal

items are clearly named and that no expensive or precious toys or equipment are brought to the club.

**Accidents/Illness:** Please notify the Club of any illness or other absence ASAP by text to the 1066 mobile 07743 903716 (lower site) or 07930 570715 (upper site). The Club reserves the right to administer basic first aid and treatment where necessary. For any accident of a more severe nature potentially requiring hospital treatment, all attempts will be made to contact parents. In failing this, the club will hereby act on behalf of the parents/carers and seek help and advice in a medical emergency. It is the club's policy to inform parents by telephone, or verbally if the incident has occurred close to point of handover, of significant bumps or injuries to the head. This is in addition to completing the electronic version of accident recording.

**Security:** Under no circumstances will a child be allowed to leave the club with anyone unknown to our staff unless previously arranged by parents/carers. Parents/carers must have provided staff at the club with full details of the person collecting their child, including their name and telephone number, and a physical description.

**Information/Data collection:** Data collection sheets are sent out annually in September for parents to check and, if necessary, update their child's registration details and contact details. If there are any changes during the year parents are required to inform the Club/school of these changes as soon as possible.



Wolds Learning Partnership – A family of schools with shared values.

[stamfordbridgeschool.co.uk](http://stamfordbridgeschool.co.uk)

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



**Believe, Engage, Succeed, Together**

**1066 After School Club Agreement**

I .....parent/carer of .....  
have read and accept a copy of the 1066 After School Club Policy and agree to  
abide by the terms therein.

I accept that I am the 'contracting carer' for the above child and agree to make  
payments to 1066 After School Club each month when invoiced.

The sessions in this contract are:

Session: 3:00pm to 5:30pm

Parent Signature .....

Print name .....

Date .....

Signed .....on behalf of the 1066 After School Club

Print Name ..... Date .....

**Please complete this page and return to school**