



TERMS & CONDITIONS

Child's Name	
Parent/Carer's Name	

1. I consent to my child attending BHPS Xtra and understand that Biggin Hill Primary School (BHPS) manage this club in accordance with policies in place within the school and on the school website.
2. I understand that BHPS Xtra is a wraparound care service and that BHPS will be responsible for my child whilst in attendance. If my child attends an after school club or activity, the leader of that club will have responsibility for my child during their attendance and until they are collected by BHPS Xtra staff.
3. A registration pack must be completed including a booking form and confirmation of a place provided before my child will be allowed to stay at BHPS Xtra.
4. Places must be booked in advance to ensure a space is available for my child. Bookings can be made during term time, for morning sessions (7.30 -8.40am) and afternoon sessions (3.15-4.30pm) (3.15 – 6.00pm) by completing the Term Time booking form. All forms are accessible from the website.
5. Once a booking has been secured payment must be paid regardless of attendance.

DAILY PROCEDURES

6. Children should be dropped off at the Biggin Hill Primary School main entrance by the parent/carer to ensure they arrive safely. Y6 children, if agreed with the parent/carer, may arrive independently and sign in. The morning session starts at 7.30am and all children must be signed in to the register on arrival.
7. All the children attending BHPS Xtra in the morning will be escorted directly to their classroom to ensure they start the school day promptly.
8. After school the KS1 children (Year R, 1 and 2) will be accompanied to BHPS Xtra by staff and the KS2 children (Y3 to 6) will make their way independently to BHPS Xtra.
9. On arrival the children will be offered a drink and a light healthy snack, unless parents have requested otherwise. The children will also have access to drinking water as and when required. Children may bring in their own packed tea (please note that nut products are not permitted).
10. If a child attends an after school activity staff can, with notification upon booking, arrange to deliver the child and collect them once the club has finished. KS2 children can make their way independently to and from the activity with the exception of activities not on school premises e.g. girls football at Charles Darwin
11. Parents collecting their children should arrive at the school promptly by 6:00pm or by 4.30pm if attending the Mini club and ensure their child is signed out on departure. Penalty fees will be charged for late arrivals.

FINANCE & BOOKING

12. Payments and bookings will be made online using Parentpay accessible via the school website. The school will be able to accept child care vouchers and has registered with a number of childcare voucher providers as listed on the website. If your provider is not listed please advise by sending an email to xtra@bigginhillps.com

13. Where possible, I agree to notify the school in advance if my child will not be attending a session that has been previously booked. All sessions booked but not attended must be paid for in full.
14. BHPS Xtra aims to be accessible to all children and families but is dependent on staffing and space available. Admission is approved by the BHPS XTRA leader and a waiting list system will be used when the need arises. The waiting list will be operated on a first come-first served basis depending on availability of sessions requested, with the exception of siblings who will have priority for the same days as a sibling.
15. I understand my child will NOT be allowed to leave the premises without my permission. I will confirm which person will collect my child on which days and will contact BHPS Xtra to arrange a password beforehand if I require anyone else to collect my child.
16. BHPS Xtra sessions end promptly at 6.00pm
 - Children booked into the Mini club and not collected by 4.30pm will be charged the full fee of £10.50
 - Children MUST be collected before or at 6pm. This means that parents and carers should arrive at The Hangar door by no later than 6pm.
 - Late collection between 6.00 and 6.15pm will result in a late collection fee of £10.50
 - Late collection after 6.15pm will result in the full late letting charge of £35 being passed on to parents carers.
 - If we have been unable to get hold of a parent or carer by 6.30pm, social care will be contacted for advice.

GENERAL

17. If I do not collect my child by 6.45pm and staff have been unable to reach me or any other emergency contact, I understand that the staff will follow the school's procedure for uncollected children held within the Safeguarding policy. (available to download from the school website)
18. The school reserves the right to revoke membership on the grounds of anti-social behaviour or any repeated behaviour affecting the wellbeing of BHPS Xtra in general.
19. I will supply any additional information, which may be significant in caring for my child eg. Allergies, medical or behavioural conditions or specific care plans.
20. I have read the school's Behaviour Policy and understand that the staff working within BHPS Xtra will adopt the main principles held within it. Children are expected to show good behaviour to staff and other children. I understand that if staff have concerns regarding my child's behaviour they will notify me the same day.
21. In line with school policy, BHPS Xtra cannot accept responsibility for valuables.
22. The School Governing Body reserves the right to withdraw any child if their account is not paid when due.
23. I understand that I should provide a minimum of four weeks-notice, in writing, if the place is no longer required or if changes to sessions attended are required.
24. Information held by BHPS Xtra regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the Safeguarding Officer has a legal duty to pass certain information onto external agencies including; Local Authority Designated Officer for Safeguarding and Social Care in line with the school's Safeguarding policy.
25. To contact BHPS Xtra please email xtra@bigginhillps.com or call the school office on 01959 575 846 outside of school hours BHPS Xtra can be contacted on 01959 575 846 option 5

I confirm that I have read and understood the conditions above.

Signature of Parent/Carer: **Date**

Name (Print) :