

Loughton School Wraparound Care – Breakfast and After School Clubs

Terms and Conditions

1. A copy of the Terms and Conditions and a Pupil's Details Record sheet must be signed and completed before your child can start attending Wraparound Care.
2. Parents must ensure that all information on the Pupil's Details Record sheet is accurate and up to date. Any changes must be emailed to Loughton School Office.
3. To access the Wraparound Care area, please go to the door the Wraparound Care area. School Office Staff will not admit children through Reception.
4. Children must be dropped off and collected by a responsible adult. There will be a signing in sheet by the door that must be completed when dropping off or collecting your child.
5. If you wish someone else to collect your child on a particular day, this must be made clear in writing in advance.
6. Breakfast Club starts at 7.30am. Children must arrive before 8.20am should they wish to have breakfast. No breakfast will be served after this time. Lessons start at 8.45am at Loughton School and the children will be escorted to class. Glastonbury Thorn School children will be escorted to school via a walking bus, arriving in time for lessons.
7. After School Club starts at 3.00pm. Loughton School children will take themselves to the Wraparound Care area and attendance will be checked off by the Manager. Loughton Manor First School and Glastonbury Thorn School children will be collected by walking bus at 3.00pm and escorted to the Wraparound Care area.
8. Food will be served to After School Club children between 4.30 - 5.00pm. After School club ends at 6.00pm. Parents can collect their children at any time before 6.00pm but we would advise you, if possible, to collect your child outside of the meal time.
9. Parents/carers agree to abide by the Uncollected Child Policy (available on the School website). Late collection from After School Club will incur a penalty of £5 for each period of 15 minutes that the child remains uncollected.
10. Any child who has suffered from diarrhoea or sickness must be kept away from Wraparound Care for a period of 48 hours after the condition has ceased.
11. Any child suffering from head-lice must be kept away from Wraparound Care until the hair has been fully treated and cleared.
12. All pre-existing and subsequent new medical conditions must be notified to Wraparound Care prior to attending. Please see our Supporting Children with Conditions Policy.
13. Medicines will not be administered in the absence of a completed copy of the Parental Agreement to Administer Medication (Appendix A to the Policy), in line with the school's Managing Medicines in School Policy. All prescribed medicines must be in the original bottle/packet with the doctor's instructions on the pharmacy label.
14. It is possible for your child to attend an organised after school activity at Loughton School before attending After School Club.

15. We will make every effort to care for items which your child has brought into school but cannot accept responsibility for any money, toys, mobile phones, musical instruments or valuable items.
16. As Wraparound Care is part of Loughton School, the children will be expected to demonstrate respectful behaviour towards adults, other children and resources, in line with the current Loughton School Behaviour Policy.
17. The well-being and safety of all of the children attending Wraparound Care is of paramount importance to us. As a fully inclusive club we will work in partnership with Parents/Carers to achieve this.
18. If a member of staff has any concerns about a child's personal safety, Loughton School's Safeguarding Policy will be followed (available on the school website).
19. The latest you may book a session is a week in advance, but if an emergency arises, please phone the School Office as we will try to accommodate emergency bookings.
20. If you wish to cancel your child's place at either Breakfast Club or After School Club, we will require a month's notice.
21. Wraparound Care does not operate on days when the school is closed to pupils.
22. Wraparound Care will be inspected and registered as part of Loughton School's Ofsted registration.
23. Wraparound Care is covered by Loughton School's existing insurance policy (available on request).

Loughton School Wraparound Care

I agree to the terms and conditions as set out for the Loughton School Wraparound Care
(Breakfast Club and After School Club)

Name of Child _____

Signed _____ Date _____

Print Name _____

Relationship to child _____