



Loughton School Wrap-Around Care - Terms and Conditions 2018/19

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 Wrap-Around 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 amended and/or emailed to Wrap-Around care.
3. To access the Wrap-Around Care, please use the Wrap-Around door at the side of the school building. School Office Staff will not admit children through Reception.
4. Children must be dropped off and collected by a responsible adult. You must sign the children in and out of the building when dropping off or collecting your child.
5. If someone else is to collect your child on a particular day, this must be made clear in writing in advance or use a password system.
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.
Glastonbury Thorn School children will be escorted to school via a walking bus and Loughton School children will walk to their own classrooms at 8.45am.
7. After School Club starts at 3pm. Loughton School children will take themselves to the Wrap-Around Care area at 3.15pm and attendance will be checked off by a member of staff. Loughton Manor and Glastonbury Thorn School children will be collected by walking bus at 3pm and escorted to the Wrap-Around Care area.
8. Food will be served to Wrap-Around children between 4:30-5pm.
9. Parents/carers agree to abide by the Uncollected Child Policy (available on the School website). Late collection from Wrap-Around care will incur a penalty of £20 after the first 10 minutes, and £5 per five minutes thereafter.
10. Continual booking errors made in the wrong section of Tucasi will incur a £5 amendment fee to your child's account.
11. Any child who has suffered from diarrhoea or sickness must be kept away from Wrap-Around Care for a period of 48 hours after the condition has ceased.
12. All pre-existing and subsequent new medical conditions must be notified to Wrap-Around 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 Wrap-around, however all children must make their own way to Wrap-around once the club has finished and we must have been informed of the child's attendance in advance.
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 Wrap-Around 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 Wrap-Around 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. A £10 registration fee (or £10 per family) will be added to your child's account annually (from September –July) or from point of your child joining.
20. All bookings must be made one week in advance of service, If an emergency arises, please phone 07933 582607 or email humberstones@loughton.milton-keynes.sch.uk / moorel@loughton.milton-keynes.sch.uk and we will try to accommodate the emergency booking.
21. In order for a full refund at either Breakfast Club or After School Club we will require one month's notice in writing.
22. Wrap-Around Care does not operate on days when the school is closed to pupils. This includes school closures due to adverse weather conditions, and refunds at short notice will not be made.
23. Wrap-Around Care will be inspected and registered as part of Loughton School's Ofsted registration.
24. Wrap-Around Care is covered by Loughton School's existing insurance policy (available on request).

Loughton School Wrap-Around Care

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

Name of Child _____ Class _____

Signed _____ Date _____

Print Name _____

Relationship to child _____