



TORRE C OF E ACADEMY



Pray, Praise, Potential, Pride, Persevere

"Our mission at Torre is to create an environment where God's children have the right to grow, learn, feel safe and be happy. We respect and look after each other in the way that God has taught us."

We "Live life in all its fullness." John 10:10.

Before School Club and Torrenadoz After School Club Fees and Payment Policy

Statement of intent

We aim to ensure that we offer our services to all sections of our community, regardless of their socio-economic background. A proportion of childcare costs can be claimed back as part of a families working tax credit. Childcare vouchers will also be accepted where appropriate. The charges have been calculated to be non-profit making.

Torrenadoz After School Club is not available for children in Tiny Torre Nursery.

Methods

In order to achieve this aim, our 'wrap-around care' operates the following policy:

- We plan to open our doors for the full 38-week academic year for five sessions per week for both the Before School Club and Torrenadoz.
Before School Club will begin at 8.00am and end at 8.50am.
Torrenadoz will begin at 3.10pm and end at 6.00pm.
Children can be picked up earlier than 6.00pm, however no refund can be given.
- We set our fees according to the community's demands, taking into account the setting's costs.
- Sessions for Before School Club and Torrenadoz are booked and paid for online in advance via ParentPay. The deadline for booking is midnight on the previous day.

Sessional costs

- Each Before School Club session will cost £1.50.
- Each Torrenadoz session will cost £7.00. There is a reduction for siblings, where subsequent places are charged at £5 per session.
- If sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close Before School Club and Torrenadoz until the beginning of the following term.

Children collected late from Torrenadoz session - costs

Where a child is collected late, after the agreed session ends, there will be a fee payable. This fee is to cover the costs of two staff remaining to care for your child and utilities costs. This cost is calculated to be £3.80 per 15mins late or part thereof.

Late payment

- The financial viability of the Before School Club or Torrenadoz depends on payment upfront for sessions.
- If a child is sent in for Before School Club or left to stay in Torrenadoz and booking and payment has not been made in advance, you will be contacted immediately and we will have to refuse your child entry to future sessions.

Form Completion

- Parents / carers will be asked to complete all the necessary forms and consents when registering their child / children with the setting.
- Parents / carers must not knowingly book their child into a session they will not then attend.
- Sessions should be booked in advance using the online booking and payment facility on ParentPay by midnight of the day before the required session. This will ensure that appropriate staffing levels can be managed and that the Before School Club and Torrenadoz remain financially viable.

Absences

- We cannot refund sessions a child has missed due to a parent / carer making other arrangements to have the child collected from school, illness or holidays.
- When a session is booked, it is held open for that child whether or not they then attend.

Extra-curricular clubs

If your child attends an extra-curricular club after school and childcare is required once the club has finished, a place at Torrenadoz will need to be booked and paid for online on ParentPay as above. The member of staff organising the club will send (or accompany if appropriate) the child on to Torrenadoz when the extra-curricular club has finished.

Funded sessions

Pupils in receipt of Pupil Premium or Pupil Premium Plus funding will be eligible for one funded session in Torrenadoz per week. The day can be agreed by negotiation, but the same day must be taken every week. It may be possible to change the day on a termly basis, but the day cannot be swapped on an ad hoc basis.

If a child misses their funded session and the office is not notified, you may be charged for the missed session.

Booster Groups and Siblings

The Before School Club staff will hold a register of all pupils who are needed in before school to take part in a booster group. They will tick off each child as they come in through the front entrance.

Siblings of children required in for a Booster Group will be added to the Before School Club register by hand on a day by day basis and this place will be free of charge.

Ethos and Behaviour Policy

The school ethos and behaviour policy will be followed in Before School Club and Torrenadoz.

Parents will be informed if their child has misbehaved during the session.

Repeated poor behaviour from a child will result in the provision being withdrawn by the Headteacher.

Complaints

The normal school complaint procedure applies to Before School Club and Torrenadoz.

Details are available on the school website.

Health and Safety

Before School Club and Torrenadoz always has a paediatric trained first-aider on duty.

Treatment will only be given for minor injuries. In the case of more serious injury, the parents will be informed, and the child taken to hospital.

Procedure:

- Phone the parent/carer
- Call an ambulance
- One member of staff to go with the ambulance, unless the parent has arrived
- Should an ambulance not be available, the school will fulfil its duty of care and take the child to hospital. Any member of staff on the premises will be asked to accompany the member of staff or stay at school if deemed more appropriate.

Children should have inhalers or other emergency medical equipment, during their time at Torrenadoz.

It is unlikely that medicines will need to be given during the time at Torrenadoz. However, the normal school medicine procedures apply.

Late Collection Policy:

In situations of late collection of children, the following procedure will apply if no contact has been made:

- After 5 minutes (i.e. by 6.05 pm), all contact phone numbers will be rung, including the emergency contact number.
- Messages will be left where possible, asking for contact to be made.
- After a further 25 minutes (i.e. by 6.30 pm), the numbers will be rung once more, and if no contact is made, Children's Services will be contacted. The Headteacher will be informed by telephone.
- The staff have the responsibility of reporting any suspected child protection issues to the Safeguarding Hub.

Good Will: If you break down on the way to collecting your child, please phone 07827586863 which is the current school mobile number. Unfortunately, you will still be charged for the overtime, although we will not contact Children's Services under these circumstances.

Food:

Please send a snack and a drink for their time at Torrenadoz.

Homework:

Children may do their homework whilst at Torrenadoz if they wish.

Registration and consent:

Any parent / carer wishing their child to access the Before School Club and / or Torrenadoz, needs to complete and return the registration form below to the school office prior to attending any sessions.

Please sign and return to the school office to say that you agree with the following:

- I understand that I will pre-book and pre-pay for sessions online via ParentPay by midnight of the day before the session I require.
- I understand that sessions for Torrenadoz will be charged at £7.00 per session and £5.00 per session for siblings attending the same session, regardless of what time they are collected.
- I understand that Before School Club will be charged at £1.50 per session and that a place needs to be booked if a child is going to be dropped off at school before 8.50am.
- I understand that I cannot drop my child off at school, or leave them unaccompanied before 8.00am.
- I have read and understood the Before School Club and Torrenadoz Policy which was included with this booking form.

I understand that this booking form will form an official contract once sessions in the wrap around care provision are booked.

Before School Club/Torrenadoz Registration Form

Child's name: _____ Class: _____ Date of birth: _____ Gender: _____

Full name of parent / carers with whom the child lives:.....

Details of person's who have permission to collect the child:

Name	Relationship to child	Contact details

If another person has to be sent to collect the child, the password they will be given to pass on to the Torrenadoz staff is:.....

Medical Information:

Details of any special dietary requirements or food allergies:
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Details of any significant health issues and medication that may be required (e.g. asthma inhaler):

Consent:

I give my child permission to attend Before School Club and Torrenadoz.

I confirm that I agree to the terms and conditions as set out in the Before School Club and Torrenadoz Policy.

Signed.....(Parent / Carer)

Date.....

PLEASE NOTE THAT NO SESSIONS CAN BE BOOKED IN BEFORE SCHOOL CLUB OR TORRENADOZ UNTIL THE OFFICE IS IN RECEIPT OF THIS FORM