

Welly Extra Terms and Conditions

To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions.

Admission

Children will be considered for entry to Welly Extra when the registration form has been completed and returned to us.

Welfare of the child

We will do all that is reasonable to safeguard and promote your child's welfare and provide pastoral care to at least the standard required by law and often to a much higher standard. We will respect your child's human rights and freedoms which must however, be balanced with the lawful needs and rules of our school and rights and freedoms of others.

Parents give their consent to such physical contact as may accord with good practice, and be appropriate and proper for teaching and instruction and for providing comfort to a child in distress, or to maintain safety and good order, or in connection with the child's health and welfare.

Health and medical matters

If your child becomes ill during a Welly Extra session, the manager will contact the parent/carer or the emergency contact as per Wellington Primary Academy policy. Parents must inform the school immediately of any changes to these contact details.

If your child is suffering from a communicable illness your child should not be brought to school until such time as the infection has cleared. A full copy of the schools infection control policy is available on the Wellington Primary Academy website and Welly Extra noticeboard.

Parents/carers are required to notify the school if your child is absent from Welly Extra through sickness.

Any child who has been sent home from school because of ill health will not be re-admitted for at least 24 hours (or 48 hours in the case of D&V).

Should the child be on prescribed medication, it is the responsibility of the parent or carer to notify the school and to sign the necessary form of consent.

We reserve the right to call an ambulance in an emergency and escort your child to the emergency department of the nearest hospital. Any decision regarding the child's welfare will then be made by the emergency department at the hospital.

Food and dietary requirements

We will work with parents/carers to provide suitable snack food for children who have a special dietary requirement as diagnosed by a doctor or dietician. Although all reasonable care will be taken to ensure that a child does not come into contact with certain foods, unless a doctor's note is provided, the school cannot guarantee this.

Concerns/complaints

Any question, concern or complaint about the care or safety of a child must be made in the first instance to the supervisor in charge or the office manager in their absence. If the matter cannot

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be resolved at this level the matter should be referred to the Head Teacher. A full copy of our complaints procedure is available on the school website.

Disclosures

Parents must, as soon as possible, disclose to the school any known medical condition, health problem or allergy affecting the child, or any family circumstances or court order which might affect the child's welfare or happiness, or any concerns about the child's safety.

Fees and booking

Welly Extra sessions must be booked and paid for at least 48 hours in advance. Fees must be paid via ParentPay or the relevant childcare voucher scheme.

Fees are payable during periods of absence from Welly Extra including sickness and holidays during the contract term. In an emergency situation, any additional hours or sessions taken up will be billed in arrears.

There is a sibling discount of 10%.

Fees will be subject to annual inflationary increase on notice from Welly Extra.

Fees will not be refunded or waived for absence through sickness or cancellations for which less than 7 days' notice has been given. This rule is necessary so that Welly Extra can properly budget for its own expenditure and to ensure that the cost of individual's default does not fall on other parents. No compensation will be paid or refund given if the school has to be closed due to any reason beyond the control of the school, such as power failures or weather conditions.

Unpaid fees

The School reserves the right to recover from parents any costs incurred in collection of overdue fees and may levy a surcharge on fees, which are paid late. The surcharge will be 2% per month over Base Rate. Where debts have to be collected by an external agency their fees + VAT will be added to the outstanding debt.

Exclusion for non payment

Children may be excluded from Welly Extra for failure to pay the fees that remain outstanding more than 10 working days beyond the due date. Welly Extra operate a 'no pay, no stay' policy. If your place is suspended, you will still be charged for these sessions as your place is held open until payment is made or we receive notification of cancellation of the place.

Cancellation of place

7 days' notice must be given to Welly Extra for cancellation of any place. Any prepaid fees will only be refunded if 7 days or more notice is given.

Late collection

Parents are required to inform Welly Extra if they are going to be late collecting their child, to ensure there is sufficient staff cover and they will be subject to a surcharge. Charges are £15.00 for the first 15 minutes and £1.00 per minute thereafter.

Belongings

Whilst we will make every reasonable effort to ensure children's belongings are not lost or damaged we cannot be held responsible for any accidental damage or loss of property. If the

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school has to supply items for the children that you are usually expected to provide then a charge will be made to cover the cost.

Insurance

The school and Welly Extra undertakes to maintain those insurances required by law. Details of these are available from the Head Teacher. Copies of the current employer's liability insurance policy are displayed on the notice board at the school.

General

You should be aware that Welly Extra occasionally takes photographs or video recordings within the school, which may be used, in display, training or promotional material.

Safeguarding

It is understood that the school is under an obligation to report to the relevant authorities any incident where we consider a child may have been abused or neglected. This may be done without informing the parent/carer.

The safeguarding policy can be found on the school website.

Any information given by a parent regarding their child will be treated with the utmost confidentiality, except in cases where abuse towards a child is suspected. The divulging of confidential information relating to the school, its employees or customers to any third party is considered a breach of confidence and as such is regarded as constituting gross misconduct which could lead to summary dismissal from employment or cancellation of a school place.

Security

Parents/carers are welcome to visit Welly Extra, however we will not admit anyone without prior notification. We will only release children into the care of people we know and who have been authorised in advance and have the relevant password to collect your child. If in an emergency it is somebody new please ensure we are informed and the adult has proof of identity with him or her.

Data Protection

It is a legal requirement to hold information about children using the school and clubs, and its staff. Basic information is used for registers and for emergency contacts; however all records will be stored in a locked cabinet.

For confidentiality reasons you agree not to put any information regarding Welly Extra or any child who attends the club on Facebook or any social networking sites.

Liability

Wellington Primary Academy accepts no liability for any pecuniary or other loss suffered by you, arising directly or indirectly, as a result of the school being temporarily closed or the non-admittance of the child to the school for any reason.

Car Parking

Parents are asked to park carefully when collecting their children and outside of the staff car park. The school can accept no liability for loss or damage to cars or their content whilst left in or outside the school grounds.

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Information

Please ensure you keep Welly Extra informed of any changes to the personal data submitted with your application.

Legal Contract

The offer of a place and its acceptance by the parents gives rise to a legally binding contract on the terms of these terms and conditions.

These terms and conditions are governed exclusively by English and Scottish law.

This agreement may be terminated if either party is in material breach of the agreement and fails to remedy such breach within 7 days, following written notice from the other party specifying the details of the breach.

Wellington Primary Academy reserves the right to terminate the contract without notice, for non payment of fees and if the behaviour of your child is unduly disrupting the enjoyment and smooth running of Welly Extra for other children or for any other reason.

Wellington Primary Academy reserves the right to amend these terms and conditions at any time.

Assignment

This agreement and all rights and obligations under it may be assigned or transferred by Wellington Primary Academy upon written notice to yourself.

Behaviour

Abusive or aggressive language or attitude towards staff, students or children will NOT be tolerated and any such behaviour may result in a place being revoked.

These terms and conditions do not affect the parent/carer's statutory rights.

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I have read and accept the above terms and conditions:

Name of Child/children.....

Address:

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Signed.....Signed.....Date.....

Parent/Carer Name.....Parent/Carer Name.....Date.....

Signed.....Date.....

On behalf Welly Extra c/o Wellington Primary Academy

Please return this form to Wellington Primary Academy, along with your application form.