

Bishop Wood C of E Junior School

FROGMORE STREET, TRING, HERTFORDSHIRE, HP23 5AU

Tel: 01442 822024



BREAKFAST AND SUPPER CLUB REGISTRATION FORM

PUPIL DETAILS			
LEGAL FORENAME		PREFERRED FORENAME	
LEGAL SURNAME		MIDDLE NAME(S)	
DATE OF BIRTH		GENDER	MALE / FEMALE

ADDRESS			
TOWN / CITY		POST CODE	
COUNTY		HOME TELEPHONE NUMBER	

PARENT / CARER CONTACT DETAILS		
CONTACT PRIORITY	1	2
TITLE		
FIRST NAME		
SURNAME		
ADDRESS IF DIFFERENT TO PUPIL		
RELATIONSHIP TO PUPIL		
HOME TELEPHONE		
WORK TELEPHONE		
MOBILE NUMBER		
E-MAIL ADDRESS		

SIBLING NAME(S)	AGE	DATE OF BIRTH

ADDITIONAL CONTACTS

Please place in order of priority two further contacts who live LOCALLY and would be able to collect your child on your behalf should an illness or emergency arise during the sessions and we are not able to contact you.

TITLE	FIRST NAME	SURNAME	RELATIONSHIP TO PUPIL	CONTACT NUMBER(s)

DAYS REQUIRED - Please circle the days you wish your child to attend:

Breakfast Club (7.35am – 8.45am) **MON** **TUE** **WED** **THUR** **FRI**

Supper Club: (3.30pm – 6pm) **MON** **TUE** **WED** **THUR** **FRI**

MEAL ARRANGEMENTS

A light tea is provided during each After School Club session. Menu available upon request.

Special Dietary Needs

Including any food allergies/intolerances.

MEDICAL INFORMATION

HAS YOUR CHILD ANY HEALTH CONDITION WE SHOULD KNOW ABOUT, ESPECIALLY IN RELATION TO PHYSICAL ACTIVITIES OR MEDICATION? IF YES, PLEASE GIVE DETAILS BELOW. EPIPENS & ASTHMA PUMPS NEED TO BE KEPT ON THE SCHOOL PREMISES IN A NAMED PLASTIC CONTAINER.

YES

NO

DELETE AS NECESSARY

DETAILS:

PLEASE LIST ANY ALLERGIES AND THEIR TREATMENT

FAMILY DOCTOR

**TELEPHONE
NUMBER**

ADDRESS

In the event of the need for urgent medical treatment, when attempts at parent contact prove impossible, we would like to know that we have permission for your child to be given the treatment deemed necessary by hospital medical staff.

I have read the above information, I understand the insurance position, and give my permission for my child to be given necessary hospital treatment in an emergency situation, if I / We cannot be contacted.

SIGNED

DATE

BREAKFAST AND SUPPER CLUB BOOKING AND PAYMENT AGREEMENT

Invoicing and payments for the Breakfast and Supper Club are based on calendar months rather than half terms. A calendar of invoicing dates is available from the school office. Payment can be made using the school's on-line Gateway payment system, as is the case for school trips and dinner money. Childcare vouchers will also be accepted.

Invoicing:

Invoices will be sent out monthly and will cover the whole month **in advance**. Invoices need to be paid by the end of the first term-time week of each month. Places are invoiced at **£5.00 per morning session and £12.00 per afternoon session**. Charges will be subject to annual review in April with one terms notice of any increase.

Charging will be per session, for the sessions available. For example if your child attends on three afternoons per week, then the invoice will be calculated based on those 3 sessions per week for that month. Parents are not charged for school holidays, INSET days, Bank Holidays, or for the last day of the term when school finishes early and there is no afternoon session available. Invoices will take these days into account.

If you experience any difficulty with payments we ask that you contact Debs Bourke or Sonia Colston as soon as possible. **Repeated late payment will result in the place being withdrawn.**

Cancellations and Refunds:

Once the initial agreement has been signed a **£15 non-refundable registration fee** is payable in advance to secure a place. As outlined below, any cancellation of the contract requires one months' notice. Sessions not attended during the notice period will be chargeable.

In the event of unplanned school closures due to snow or other emergencies, invoices for the following month will be adjusted accordingly.

We are unable to refund payments for sessions when your child is booked to attend but is absent e.g. due to illness/holidays.

Notification of changes to sessions:

Parents need to make any request to change their child/ren's regular sessions by the first Monday of any given month to be effective for the next invoicing period. Sessions will be invoiced and subject to payment in the event of short notice cancellation (less than one calendar month). **Notice must be given in term time, otherwise the notice period will start from the first day back after the holiday period.**

If the request is for regular additional days or a swap of days, we require 1 months' notice. Where there is availability we will endeavour to accommodate requests. This is subject to spaces being available on the days requested. We cannot therefore guarantee that all requests will be met. In cases where we cannot accommodate requests, the option of being put on a waiting list for a space on the requested day/s will be offered.

Short notice flexi-places:

For children already registered with the Breakfast and Supper Club there is limited capacity for additional short-notice flexi after and before school places. These can be booked subject to availability, in advance by email (bsc@bishopwood.herts.sch.uk) and will be invoiced at **£20.00 per session (Supper) and £10 per session (Breakfast)**. *Short notice flexi places must be booked in advance by email. Please do not assume a booking is secure until you receive a confirmation email.*

Late collection:

A late collection fee of **£5.00** will be charged for every full **5 minutes after 6:00pm** that a child is not collected.

We reserve the right to withdraw a place (with one month's notice) following persistent late payments or in the event of repeated disruptive or inappropriate behaviours.

I have read the above information; I understand the system for booking, invoicing and payment and agree to it. I also understand the position for changing or cancelling sessions (giving the required notice for the start of the next month) and will follow it.

Parent (Signed)		DATE:	
School		DATE:	

In the absence of a signed agreement, regardless of whether a signed form is returned to the school or not, by continuing to use BSC it is deemed to be an acceptance of the revised terms and conditions.

USING IMAGES OF CHILDREN

Occasionally, we may take photographs of the children at the Breakfast and Supper Club. We may use these in printed publications that we produce, as well as on our school website. We may also make videos as part of the children's chosen activities e.g. drama / sports or for publication purposes. From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998 and GDPR, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 5 below, then sign and date the form where shown. **Please circle your answer**

1	May we use your child's photograph in printed publications that we produce for promotional purposes?	Yes	No
2	May we use your child's image on our website?	Yes	No
3	May we record your child's image on video or webcam?	Yes	No
4	Are you happy for your child to appear in the media - e.g. if a newspaper photographer or television film crew attend an event.	Yes	No
5	May we use your child's image on our Twitter page?	Yes	No

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note the "Conditions of Use" of these photographs.

In the event I am not able to collect my child from the club, I will arrange for another responsible adult to collect. Your child will not be released from the club without this. This is the agreed password you will use and it is your responsibility to update us with any changes to this:

PASSWORD:		DATE:	
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I have read and understood the conditions of use.

NAME OF PARENT / CARER			
SIGNED:		DATE:	

Conditions of use

1. This form is valid for the period of time your child attends this school. The consent will automatically expire after this time. Please contact the school at any time if you wish to withdraw your consent.
2. Past publications that contain your child's image may remain on our website, but we will not re-use it in any new publications.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, on our Twitter page or in any of our other printed publications.
4. We will not include personal e-mail or postal addresses, or telephone numbers on video, on our website, on our Twitter page or in other printed publications.
5. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by the pupils.
8. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Data Protection Act 1998: The school is registered with the Data Commissioner's Office for managing personal data. Information provided on this form is subject to the Data Protection Act 1998 as well as the General Data Protection Regulations (GDPR) from 25th May 2018, and will be used as specified in the Privacy Notices issued.

Name of Parent / Guardian			
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Signature		Date	
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Notes

FOR OFFICE USE

DATE OF STARTING	
DAYS ALLOCATED	
NOTES e.g. siblings also attending	

RECORDS UPDATED	DATE	ADMINISTRATOR
REGISTER		
PARENT CONTACTS LIST		
E-MAIL LIST		
MEDICAL/ALLERGIES FOLDER		
INVOICING DETAILS		