



Midfield Primary School

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Orpington
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Midfield Den – TERMS & CONDITIONS Spring Term 2019

Please complete a separate Registration Application Form for both Rise n Shine and Midfield Den. Forms are available from our website www.midfield.bromley.sch.uk. The clubs will run concurrently with published term dates (excluding INSET and Bank Holiday days), which can also be found on our website. The clubs are run for the exclusive use of children attending Midfield Primary School.

PROVISION:

Employees of Midfield Primary School will staff Midfield Den unless there is a staffing shortfall when we may use supply staff. Please note that you are paying for the childcare provision and therefore a snack may be provided depending on the time the child is collected. We will make good use of our school site to provide a mix of sports and homework activities as well as the usual range of craft and independent activities. As this is primarily a play facility, children will be encouraged to do their homework when appropriate but the choice will be the child's.

FEES: £5.00 per session per child until 4.00pm (no snack) or £9.00 per session per child until 5.55 pm.

Fees are payable in advance either weekly or half termly via Parent Pay. Please tick the preferred option on your booking form.

****If you are in arrears by one week, this WILL result in your child's place being suspended until all outstanding monies have been paid in full****

AD HOC:

We are no longer able to accept any pupils who turn up on the day of the Club and now require pre-booking (checking space availability) and payment IN ADVANCE of **£10.00 per pupil and per session (Please note new changes)**. Failure to make prompt and full payment WILL result in your child's place not being secured.

CANCELLATION / CHANGE OF CONTRACT/CHANGE OF DAYS:

Cancellation of a place or change of days request must be done in writing or by email and giving at least one month's notice. No verbal cancellation or changes will be accepted. Failure to do so will result in you being charged.

MEDICAL INFORMATION AND CONTACT DETAILS:

The clubs will use the medical and contact details held in the school. Please inform us know of any changes to this information.

TIMINGS: After school Club: 3.15 – 5.55pm

LATE COLLECTION CHARGES:

It is the responsibility of all parents/carers to collect their child/ren promptly by the end of the session at 5.55pm. Failure to do so will constitute a breach of Terms & Conditions entitling the Club to charge a Late collection fee per child-

Up to a maximum of 10 minutes late - £15.00 (per child)

More than 10 minutes late - £30.00 (maximum charge payable per child)

A Spring Partnership Trust School | Registered office: George Lane | Bromley | Kent BR2 7LQ

020 3121 1144

springpartnershiptrust@hayes-pri.bromley.sch.uk

springpartnershiptrust.co.uk

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**ABSENCE:**

If your child is absent from school we will ensure they are marked absent from the clubs too. Please inform us if your child is in school but you do not need to make use of our provision in order to maintain our attendance records and staffing levels. Please note that normal session charges will still apply.

HAND-OVER OF CARE:

If you are unable to collect your child please let us know who will be collecting them by calling the Midfield Den mobile number 07749 392386.

BEHAVIOUR:

Midfield Den expect the same behaviour from children as we do during the normal school day. We would also like to remind you that if a child does not follow the high expectations of behaviour, they will be asked to leave the club either temporarily or permanently. We will inform you if this occurs.

GROUNDINGS FOR EXCLUSION:

Persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endangers children or staff) will be recorded as poor behaviour in the incident book. Three recorded incidents may result in a temporary or permanent exclusion at the discretion of the Head of School/Deputy Head of School.

COMPLAINTS POLICY:

If you have any suggestions regarding our after school club provision, please let us know. In the unlikely event you need to complain about our service, please ask for our formal complaints procedure.

INDEMNITIES, WARRANTIES AND LIABILITIES:

Midfield Den runs under the same indemnities, warranties and insurances as the school.

RESERVATION OF RIGHTS:

Midfield Den reserves the right to exclude a child or family from attending the club or to refuse to accept a registration. Midfield Den reserves the right to close the club on the grounds of staff shortage, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible. Midfield Den reserves the right to change these terms and conditions at any time and will give written notice of such changes to parents / carers.

LEGAL: WAIVERS, EXCLUSIONS, JURISDICTION:

No failure or delay by Midfield Den in exercising any of its rights or remedies shall prejudice or affect its ability to do so unless it has provided a specific waiver or release in writing. These terms and conditions are governed by English law and subject to the jurisdiction of the courts in England and Wales. Midfield Den shall not be liable for any direct or indirect loss suffered by parents/carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs or expenses or wasted expenditure. Midfield Den accepts no liability for the administration of medicine in accordance with parents/carers written instructions. Medicines will not be administered in the absence of written instructions. Midfield Den accepts no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of



children or third parties or for accidental damage caused by club staff. Midfield Den accepts no responsibility for injury caused from pre-existing medical conditions which are not notified to the club.

Mrs J Barton
Head of School
Midfield Primary School part of The Spring Partnership Trust

Child/Children's Name (Print name/s)_____

Parent/Carer (Print names)_____

Signed:

Date: