



Sound and District Primary School

# RISING STARS

BEFORE & AFTER  
SCHOOL CLUB



## PARENT/CARERS

## WELCOME PACK



Please read this welcome pack very carefully.

This pack contains all the information you may need before sending your child to our before and after school club –  
Rising Stars.

Please complete and return the:

**Admissions form**

**Photograph Consent form**

**Terms and Conditions**

To the school office or by emailing  
[risingstars@sound.cheshire.sch.uk](mailto:risingstars@sound.cheshire.sch.uk)

Thank you.



**Sound and District RISING STARS Admission form**  
(Please complete this form in BLOCK CAPITALS)

**Details of Child:**

Surname .....

Forename(s) .....

Known as .....

Date of Birth .....

Home Address .....

.....

.....

Postcode .....

Email .....

**Details of Parent / Carer:**

**First contact**

Surname ..... Forename .....

Relationship to child .....

Home address (if different to child) .....

.....

.....

Home telephone number .....

Mobile number .....

Contact number (at work) .....

**Second contact**

Surname ..... Forename .....

Relationship to child .....

Home address (if different to child) .....

.....

.....

Home telephone number .....

Mobile number .....

Email .....

Contact number (at work) .....

**Emergency contact list:**

Please list in order of preference who you would like us to ring in case of an emergency (eg: Mum, Dad, Grandma, neighbour)

1. Name .....

Telephone Number .....

Relationship to child .....

2. Name .....

Telephone Number .....

Relationship to child .....

3. Name .....

Telephone Number .....

Relationship to child .....

4. Name .....

Telephone Number .....

Relationship to child .....

**People who are able to collect your child:**

Name .....

Relationship .....

Name .....

Relationship .....

Name .....

Relationship .....

Name .....

Relationship .....

***Please note that we will not release your child to anyone who is not on the list unless arrangements have been made with us. If the person on the list is not familiar to us we will ask for photo ID on their first collection.***

***In order to make safeguarding as tight as possible we also request that you choose a password. This password can be given to the people who collect your child. We may ask for the password when they collect, if they are not familiar to us.***

***My chosen password is .....***

**Medical information:**

Name of Doctor's surgery .....

Telephone number .....

Medical concerns/issues

.....

.....

Details of any allergies

.....

In the case of a medical emergency or critical incident where we have been unable to contact you (parent), do you give authority to the school to give their consent for any medical, dental or surgical treatment, including anaesthetic or blood transfusion that is considered necessary by the medical authorities present?

Yes / No

If no, who do you nominate .....

Contact phone number .....

Signed .....(parent/carer)

Date .....



# Sound and District

## Use of Photographs / media

The club may produce printed publications and add them to the school website which may include examples of children's work and/or photographs of children. Including images of children in club publications and on the school website can be highly motivating for children and provides a good opportunity to promote the club. However, we have a duty of care towards the children, which means that children's photographs will not be accompanied by names.

We ask that parents' consent to the club publishing their children's work and to the taking and using of photographs/videos of their children subject to strict confidentiality of personal information. Your preferences can be changed at any time by contacting the club manager.



### Sound and District Primary School

### Photography and Video Parental Consent Form



Name of Pupil: \_\_\_\_\_

Year Group: \_\_\_\_\_

Name of Parent(s)/Carer(s) \_\_\_\_\_

#### Use of Photography or Video

At Sound and District Primary School and at our Rising Stars club, we would like to photograph or video children to record and enhance their enjoyment of the curriculum. You can give your consent, or withhold it, and you can change your mind at any time.

*(1) I consent to my child being photographed or filmed on video to record and enhance their enjoyment of the curriculum (please tick the box as appropriate):*

AGREE  DISAGREE

At Sound and District and at our Rising Stars club, we would like to use photographs and video to communicate with current parents/carers about important school news. We will only do this if we have your consent. You can give your consent, or withhold it, and you can change your mind at any time.

*(2) I consent to photographs of my child being used in (please tick the box as appropriate):*

- school newsletters AGREE  DISAGREE
- the school blog AGREE  DISAGREE
- the school **Facebook** account AGREE  DISAGREE

At Sound and District Primary School and at our Rising Stars club, we would also like to use photographs and video to advertise and market the school to prospective parents and carers. We will only do this if we have your consent. You can give your consent, or withhold it, and you can change your mind at any time.

(3) I consent to photographs of my child being used in (please tick the box as appropriate):

- on the school website AGREE  DISAGREE
  
- in school displays or exhibitions AGREE  DISAGREE
  
- in leaflets or flyer about the school AGREE  DISAGREE
  
- in banners or signs AGREE  DISAGREE
  
- in display advertising in newspapers AGREE  DISAGREE

You can change your mind at any time. Just notify the school office/Club Manager.

Signed: \_\_\_\_\_

[Signature of Parent/Carer)

\_\_\_\_\_

Date of Signature:

**Please note that you can withdraw your consent at any time.**

**Please contact the school office if you wish to do this. This form is valid whilst your child is**

**at Sound and District Primary School.**



# **TERMS AND CONDITIONS**

## **1) GENERAL INFORMATION**

- a) Prior to your child attending Rising Stars you will be asked to complete a child's admission form. In order for us to best meet their needs, you must disclose any relevant medical conditions affecting your child, including any dietary requirements, allergies and sensitivities and also any additional needs that your child may have.
- b) If at any time during the course of this agreement there is any change to your contact details you need to notify us immediately. This applies to all additional contacts that you have registered with us.
- c) These terms will become binding once your booked session has been confirmed. By applying for a place in any session you are agreeing to our terms and conditions.
- d) School policies (eg: health and safety and safeguarding/child protection will apply to the before and after school club also. These policies are available on the school website and from the school office. )
- e) The school will be following the parent/pupil privacy policy (meaning the data collected will conform to current GDPR regulations). This policy can found on our school website under key information – policies and procedures.
- f) The information you provide to us will be used as described in the Sound and District Primary School Privacy Policy. A copy can be found on the website (as mentioned above) at <https://soundprimary.co.uk/dataprivacy/> or is available to view at school on request. Sound and District Primary School will not share your information for marketing purposes.
- g) Anyone collecting your child must be named on the admissions form. If anyone other than those named on the form arrive to collect your child we will not release them until we have confirmed this with you.
- h) Whilst every reasonable care is taken we cannot be held responsible for any loss or damage to your child's property.
- i) Terms and conditions may be changed by the school in order to improve our service. You will be given a minimum of one month's notice of any changes. You may end your agreement with us by giving one month's written notice.

## **2) PAYMENT TERMS**

- a) All bookings must be paid for. If you do not use a confirmed session, because for example your child is sick or on holiday, the session will still be paid for and no refunds will be available. This applies to regular and ad-hoc bookings.
- b) If you fail to pay for a booked session we reserve the right to end this agreement immediately and cease providing childcare services.
- c) All booking and payments including ad-hoc sessions must be made online.



- d) It is not possible to swap any booked sessions (regular, termly or ad-hoc).
- e) Payments are to be made via Teacher2Parents (Eduspot) or Childcare Vouchers. If using childcare vouchers, once logged on to the system, your voucher credits will show. However you will still need to book your child's place for the days you require. We do not accept cash / cheque payments.

**3) BOOKING TERMS**

- a) If your child will not be attending a booked session for any reason you must let us know as soon as possible by email [risingstars@sound.cheshire.sch.uk](mailto:risingstars@sound.cheshire.sch.uk)
- b) Bookings are made by using the Teacher2Parents (Eduspot) system. If you require the link or information on this contact the school office.
- c) When booking your child's sessions online, payment will be required to confirm the place.
- d) If a late booking (ad hoc) is made on the day, please book online and also email [risingstars@sound.cheshire.sch.uk](mailto:risingstars@sound.cheshire.sch.uk) or ring the school office to let us know.

**4) CANCELLATION OF BOOKINGS**

- a) If we are unable to provide a session which you have booked due to school closure a full refund will be made. However, we will not be liable for any other costs incurred.
- b) If you wish to end your contract with us you need to give 1 months' notice in writing. If you do not give us the required notice you will be required to pay in full for each session for which notice has been given.

**5) LATE COLLECTION**

- a) Rising Stars club closes at 6.00pm. Any parent arriving after 6.00pm will be charged a late collection fee. Please see fees and charges.
- b) On the third instance of late collection we will have a discussion with you and we reserve the right to end this agreement immediately and cease providing childcare services.

**6) COMPLAINTS**

Should any parent/carer wish to discuss an issue around the club they should speak in the first instance to the School Office. If this doesn't resolve the issue then the school's complaints policy needs to be followed. This is available on the website and also from the school office.

**7) RULES AND PROCEDURES**

- a) Parents/carers must sign their child out of the club at the end of the session, filling in both the time and their signature.
- b) All children are expected to behave with safety and consideration of others in mind at all times. Any inappropriate behaviour will be discussed with parents and logged.
- c) Any continued disruptive behaviour may jeopardise your child's place at the club.
- d) The club operates under the school rules of Sound and District Primary School; these are explained in the school's behaviour policy which is available on the website and from the school office.

## 8) CONTACTING US

You can contact the club manager directly on **07947141543** or by email at [risingstars@sound.cheshire.sch.uk](mailto:risingstars@sound.cheshire.sch.uk) . If you are unable to make contact with us by this method then you may ring the school office on 01270 780270 but we request that you try to contact the manager directly first.



## Rising Stars Information

**Access** – Breakfast club starts at 7.30am. Breakfast will be served between 8.00 - 8.20am.

When coming to the Rising Stars club children are collected by club staff in the playground.

When collecting your child please use the door to the entrance for the mobile otherwise the side white door if the children are in the school hall. For safeguarding reasons it is essential that your child is signed out before you take them home.

**After School clubs** – If a child attends an after school activity they will be taken to the after school club by a member of staff once this activity has finished.

**Evening snacks** – Evening snacks will be served at approximately 4.30/4.45pm. This is not intended to be an evening meal but will be plenty to satisfy your child until they go home.

**Your child's personal belongings** – We do remind all children to make sure they have all of their belongings with them when they come to the after school club. If your child realises that they have left something in their classroom or cloakroom please speak to a member of the club staff. We are not able to let pupils and parents go back to classrooms after club sessions.

**Attendance and collection** – **If your child will not be attending the after school club for any reason it is essential that you let us know.** If your child is going to be collected by someone who does not normally collect and is not recorded on your admission form you must contact the deputy manager. If the person is unfamiliar to us we will ask for proof of ID and your personal password before releasing your child. If your child is sick whilst attending the club we will contact you to collect them. Please ensure that all contact details are kept up to date. If you have not collected your child by 6pm then you will need to collect them from the main entrance to the school.

**Activities** – During breakfast club we provide breakfast and aim to provide a calm and relaxed atmosphere for children to chat and play before beginning their school day. In after school club we offer a range of activities such as sports, arts and crafts, board games,

puzzles, toys, role play activities, space for relaxed reading, and sometimes computer games / films. Children will have access to outdoor activities every day (weather depending) and if we have any special events planned you will be given as much notice as possible. If the weather is poor the children will also have access to the school hall/mobile on evenings when it is not being used for other school activities.

### **Fees and Charges**

- Breakfast Club (7.30am to 8.45am) in term time - £6.50 per session
- Breakfast Club (8.00 to 8.45am) in term time - £4.00 per session
- After school club (3.15pm to 6.00pm, with snack) in term time - £10.00 per session
- After school club (3.15pm to 4.30pm, with snack) in term time - £5.50 per session

Where two or more children (siblings) attend the club a discount of 10% will be applied to the youngest child's fees.

- Late Charges - If a pupil is collected late from a session the charge will be £10 for the first 15 minutes and an additional charge of £10 for every 10 minutes after that time.

**PLEASE NOTE: The following prices are valid until July 2020, prices will then be reviewed any changes, a notice of one month will be given.**

### **Payment**

Payment can be made by:

Teacher2Parents

Childcare Vouchers – please advise school of provider

### **Ways you can contact us –**

Email: [risingstars@sound.cheshire.sch.uk](mailto:risingstars@sound.cheshire.sch.uk)

Phone: 07947 141543 in business hours

School Office : 01270 780270

### **Rising Stars team**

Mrs S Newton - Administrator

Mrs Minshall-Thomas/Mrs Cotterell – Club Managers

Mrs J Davies – Deputy Manager

Ms A Davies – Deputy Manager

For more information please refer to the school website, there is a section for Rising Stars in the section 'Community'