

APPENDIX 2



WOODE'S AFTER SCHOOL CARE

CONTRACT WITH PARENTS/CARERS

SEPTEMBER 2023

Wood End Primary School, and its Breakfast and After School Clubs (known as WoodE's), is registered with Ofsted and is committed to equal opportunities both in provision for the children and it's staffing policy. It will be open on each day that Wood End Primary School is open to pupils for normal school, except on the last day of each term when After School Club will not be open. It will not open during school holidays even if other activities for children take place on site.

We aim:

- To provide a happy, safe, warm and stimulating environment for all children to play learn and develop freely
- To help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals
- To encourage children to have a positive attitude and respect for both themselves and other people
- To promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children

We expect parents:

- To pay fees at the time of booking in advance according to the current Schedule of Charges.
- To collect their child promptly and appreciate that they will need to pay the full cost of staff overtime involved in extended care should collection of their child be delayed.
- To keep WoodE's staff informed of all matters that may affect the welfare or care of their child by completing a registration form on entry to the club and keeping the club co-ordinator informed of **any changes to the information given.**
- To inform the club of the identity of the **adult(s)** who will be collecting the child if not themselves.
- To provide the club with the contact telephone numbers, mobile phone numbers whenever possible and contact addresses for parents during the hours of After School Care. **To notify club directly of any changes.**

We expect pupils:

- To cooperate with staff and follow their instructions.
- To treat all members of the club with politeness and respect.
- To follow the club behaviour policy.
- To participate in the full breadth of activities on offer.

WoodE's Parent/Carer Contract Agreement

I, the parent/carer of _____ agree
to the terms of admission to Wood End Out of School Care (Wood'E's)

Signed _____ (parent/person with parental responsibility)

Name: _____ Date _____

I, _____ (the pupil) agree to the expectations of the
pupils terms.