

# Langley Fitzurse

## Church of England Primary School



Middle Common, Kington Langley, Wiltshire SN15 5NN

Executive Headteacher: Mrs Karen Winterburn

Head of School: Mr James Osler

### **Langley Fitzurse C of E Primary School**

### **Early Morning and After School Club – Terms and Conditions**

#### **COLLECTION AUTHORITY**

Each child MUST be collected by a parent/carer or by a person authorised on our records. We understand that emergencies can arise during the day, but we ask that the school office is made aware of any collection changes ASAP. We require photos of any people who you authorise to collect your children on your behalf. These will be kept in their records for reference.

**Children will NOT be allowed to leave with un-authorised people.**

After school club - Parents/carers must sign children out, using the club register, noting the time of collection.

If a child is booked into a session and fails to arrive, checks will be made with the parents/carers to locate where the child is.

#### **SAFEGUARDING CHILDREN**

LF Primary School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. Please refer to the Safeguarding and Child Protection Policy on our website for further details.

#### **COMPLAINTS**

It is inevitable that problems may arise from time to time and on most occasions a staff member will resolve these informally. If the matter cannot be resolved in this way then the complaint should be brought to the attention of the senior leadership team.

Please refer to the Complaints Policy on our website for further details.

#### **BEHAVIOUR**

At Langley Fitzurse, we recognise and value the importance of good, positive behaviour. In order to achieve this we believe that everyone is responsible for working together to create a positive and consistent approach.

Please refer to the Behaviour Policy on our website for further details.

Amaze ● Excite ● Inspire

**t:** 01249 750295

**e:** admin@lfssq.wilts.sch.uk

**w:** www.langleyfitzurse.wilts.sch.uk

# Langley Fitzurse

## Church of England Primary School



Middle Common, Kington Langley, Wiltshire SN15 5NN

Executive Headteacher: Mrs Karen Winterburn

Head of School: Mr James Osler

### **ABSENCE AND SICKNESS**

It is the parent/carers responsibility to ensure that their child is not ill when brought to morning club. Children suspected of suffering from infectious conditions will be considered for sending home.

Parent/carers should inform the school as soon as possible of their child's absence. Should your child be poorly and unable to attend EMC and school, a refund can be given for the missed session.

In the case of a child becoming ill at EMC, staff will inform parents/carers as soon as possible and they will be requested to collect their child. This is for the wellbeing of other children and staff on the premises and to prevent the spread of infection.

### **LATE AND UNCOLLECTED CHILDREN**

All children must be collected by 5.25pm. Failure to do so will incur a charge of £10.00.

In the event of any child(ren) being left at The Nest due to unforeseen circumstances, Children's Services (MASH) would be contacted and if necessary, the local police would also be contacted.

Staff will record any late or non-collection of children. If the problem is consistent, staff will work in partnership with parents/carers to address the issue. Repeat late pick-ups may result in a fine.

### **MOBILE PHONES AND DIGITAL DEVICES**

Morning and After School Club staff have access to the school phone on which to contact parents if required. Parents/carers must not have mobile phones out whilst collecting their children. Children attending these clubs should not have a mobile phone with them, however if they do, it must be handed to a staff member on arrival at school in the morning. The phone will be returned to the child at the end of the session.

### **FEES AND BOOKING POLICIES**

All fees are payable in advance. Payment by childcare vouchers is arranged between parents and the school office. If you wish to use childcare vouchers, please contact the school office to arrange.

Places usually need to be booked 1 week in advance, however if you require a booking at short notice please contact the school office.

A late collection charge of £10.00 may be made at the discretion of management for late collection of a child.

Amaze ● Excite ● Inspire

**t:** 01249 750295

**e:** [admin@lfssq.wilts.sch.uk](mailto:admin@lfssq.wilts.sch.uk)

**w:** [www.langleyfitzurse.wilts.sch.uk](http://www.langleyfitzurse.wilts.sch.uk)