

Upton Earlies and Upton Lates - Registration Form and Agreement

All children who attend must be registered with the clubs

Child's details	
Name:	Class:
Date of birth:	Home address:
Child's doctor:	
Telephone:	
Surgery Address:	
I consent to my child receiving medical treatment in the event of an emergency YES / NO	
Parent/Carer details	
Name:	Name:
Address:	Address:
Relationship:	Relationship:
Home telephone:	Home telephone:
Mobile(s):	Mobile(s):
Work telephone(s):	Work telephone(s):
Person/s authorised to collect children in an emergency	
Name:	Name:
Address:	Address:
Relationship:	Relationship:
Contact number:	Contact number:

Medical Details (allergies, reactions, asthma or any other conditions)	
Other Relevant Details	
<i>Additional information or anything else the club leaders should know about your child:</i>	
Charges and Payments	
<ul style="list-style-type: none"> • Places will be allocated upon receipt of an Upton Earlies/Lates booking form only, and on a first come first served basis. Once your place has been allocated Parent Pay will allow you to pay online. • New booking forms will be made available as appropriate. • Payments should be made one week in advance using Parent Pay. • Your child will NOT be able to attend Upton Earlies/Lates if payment has not been made in advance. • Payments will not be refunded if your child does not attend a session which has been booked. • Any late collection (after 6pm) WILL INCUR a penalty charge of £30 for every 30 minutes or part thereof. 	
Declaration	
<p>I have read the policies and procedures relevant to Upton Earlies/Lates and hereby agree to them.</p> <p>I understand that I will report to a member of staff upon arrival to register my child for each Upton Earlies session booked. And that I will sign my child out of each Upton Lates session attended.</p> <p>I understand that if payment is not made that my child's place will be withdrawn.</p> <p>I understand that Upton Earlies/Lates cannot accept responsibility for children's possessions or valuables whilst they are attending the club.</p> <p>COLLECTIONS AFTER 6.00PM WILL INCUR A LATE PAYMENT CHARGE OF £30.00 FOR EVERY 30 MINUTES OR PART THEREOF.</p>	<p>I certify that I have read all of the terms and conditions and hereby agree to them.</p> <p>NAME of Parent/Carer:</p> <p>SIGNATURE of Parent/Carer:</p> <p>Date:</p>

Please return completed forms to the School Office as soon as possible

Data Protection Act 1998: Upton St Leonards C of E Primary School is registered under the Data Protection Act (DPA) for holding personal data and complies with the General Data Protection Regulations (GDPR) (EU/2016/679) which forms part of the replacement for the DPA 1998.

The school will hold this information in order to carry out its duties in line with our obligations to you and comply with safeguarding regulations.

The school has a duty to protect this information and to keep it up to date. It will be destroyed in a confidential manner at the start of each academic year when new forms are completed or when the pupil no longer attends the Before or After School Club.

We will collect additional personal data relating to learning, assessment and safeguarding through work within the school, this will include photographs and video images of pupils will be taken to support their learning for internal use within Upton St Leonards C of E Primary School. e.g. Learning Journeys, projects, books etc.

This information will be treated as confidential to the School and to you except where such information has to be disclosed by law to relevant statutory bodies. Upton St Leonards C of E Primary School will share details relating to safeguarding, learning and academic performance with education support companies for the purpose of improving outcomes for your child.

The data will be given to debt collection agencies where a debt remains unpaid on your account.

If you have any query or concern regarding the recording and use of this information, please contact the School Business Manager at finance@upton-st-leonards.gloucs.sch.uk or the Data Protection Office at GDPR@schoolpro.uk.