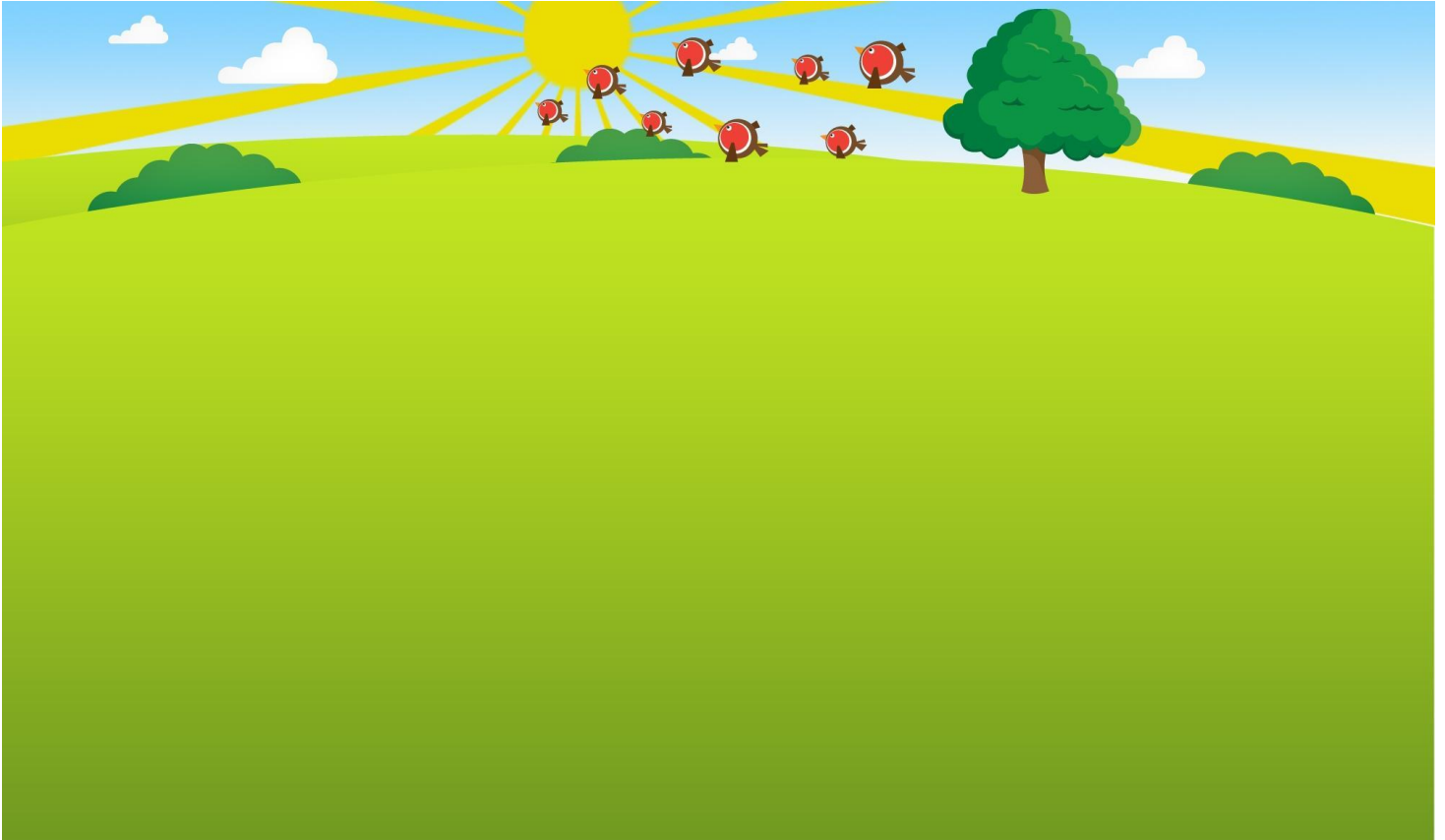


Newchurch Robins Welcome Pack



Newchurch will give every child a flying start by working in partnership with parents, staff and the community to develop well-rounded citizens who will contribute in a positive way to society

Newchurch Robins Information



At Newchurch we are very proud and passionate about our school. Our warm family ethos flows throughout our school and Newchurch Robins club, we are confident that your child will be happy here. Our breakfast and after school club operates onsite daily during term time.

Staff: The club is run operationally by experienced members of school staff supported by key workers. All of our staff are fully trained in safeguarding. Key personnel are fully trained in first aid and hold the appropriate level of food hygiene certification. Newchurch Primary Head Teacher and Senior Leadership Team are responsible for the strategic operational management.

Operating Times:

Session Time	Fee
7.30-9.00 am	£6.28
8.00-9.00 am	£4.21
Start – 4.30pm	£5.18
Start – 5.00pm	£7.27
Start – 6.00pm	£11.48

Emergency Contact Number: if you need to urgently contact Newchurch Robins, please call – 07432405146 this number is not to be used for bookings or enquiries. If you wish to make any changes to your bookings please email Newchurch_Robins@warrington.gov.uk and we will respond to emails between 8am and 4pm Monday to Friday. This system will be reviewed on an ongoing basis and we will continually make improvements based on feedback.

Early drop off: please note that children cannot be dropped off before 7.30am.

Late collections: please note that the club closes at 6pm. A late collection fee of £1 per minute is charged after this time to cover staff costs. If a child is collected late on a continuous basis you may be asked to find alternative arrangements for your childcare.

Booking of sessions: we welcome sessions being booked four weeks in advance to support our operational planning and staffing. We appreciate that this is not always possible and we will try our utmost to accommodate ad hoc sessions / extensions to sessions which will be debited on the day via ParentPay. We operate on this basis to cover our operational costs.

Cancelation of sessions: we understand that plans change and we ask that you provide a minimum of one week notice if you need to cancel a session. If you do not provide this notice, you will be billed for the session. If your child is absent from school, you will still be billed for the session. We operate on this basis to cover our operational costs.

Fees: we have chosen to use ParentPay as the system for the collection of our fees. Sessions will be debited on ParentPay on the day that your child attends. The benefit of ParentPay is that it provides a real time up to date picture of your charges and it also allows you the facility to pay straight away, if you choose. We expect the accumulated daily debits to be cleared by the 1st day of the following month. For example, if you attend sessions in June, your ParentPay account debits must be cleared by the 1st July. We have childcare voucher accounts in place with the following providers: Edenred, Fideliti, Care-4.co.uk, Computershare, Busy Bees, Kiddivouchers and Sodexo. Our Ofsted number for account purposes is: 111189.

If you wish to use the government tax free childcare facility you must let us know via email: Newchurch_Robins@warrington.gov.uk when you have sent the payment to Newchurch Primary School. We request that our fees be paid on time, we feel that we are very fair with our terms and any debt will be unfairly carried and impact on our school budget. If you do not pay within timescales, your child will be unable to continue to attend the club.

If you have any queries regarding your fees, please email Newchurch_Robins@warrington.gov.uk. We will look to continuously improve this process based upon feedback.

Catering:

Breakfast – a cold breakfast (cereal, brioche and pancakes etc.) is served from 7.30am and a hot breakfast (toast, crumpets and bagels etc.) is served from 8am until school start time.

Afternoon snack – a light snack will be served during the afternoon session (sandwiches, wraps, cheese, crackers and fruit). This is a light snack designed to provide refreshment until a child has dinner at home.

Resources and activities: a wide selection of toys, games and craft activities are available for the children to use. Our resources are updated regularly and children are asked to share their views on what resources and activities they would like.

Homework: our club is a place for children to build relationships with their peers, have fun and relax after school, if they wish to do their homework there will be a quiet area for them to complete it.

Behaviour: we expect the same level of behaviour in our club as in school. Policies that apply in school also apply at club. Any disruptive behaviour will be reported to parents and the Head Teacher.

This is a brief overview of our club, if you require more in-depth information, we have a complete policy and procedure document covering all aspects of the club.

Please note that as your child currently attends Newchurch Primary School and to reduce additional paperwork, we will use the information that we hold regarding ethnic origin, home language and religious affiliation.



Newchurch Robins Booking Form

Name of Child:	
School Year:	

Session	Monday	Tuesday	Wednesday	Thursday	Friday
7.30-9.00					
8.00-9.00					
School finish – 4.30pm					
School finish – 5.00pm					
School finish – 6.00pm					

I agree to the terms & conditions contained within the Newchurch Primary Welcome to Newchurch Robins Information Pack.

Name of Parent:	
Contact Number:	
Email Address:	
Signed:	
Date:	

Newchurch Robins Payment Method

We wish to pay for our sessions via:

Payment Method	Please Tick	Name of Provider and Reference Number
Childcare Vouchers	<input type="checkbox"/>	
Government Childcare Account	<input type="checkbox"/>	
ParentPay	<input type="checkbox"/>	

Please note – we do not accept cheques or cash



Newchurch Robins - Emergency Contact and Collection Permission Form

Order of preference	Name	Telephone Number	Relationship to child
1		H	
		W	
		M	
2		H	
		W	
		M	
3		H	
		W	
		M	
4		H	
		W	
		M	

Details Supplied By:

(Please seek permission from the contact to supply these details)

Medical History and Health Services Permission Form

NHS number:

	YES	NO
Has your child been immunised against tetanus?		
Is your child allergic to Penicillin?		
Does your child suffer from asthma?		
Does your child have speech difficulties?		
Does your child have hearing problems?		
Does your child have any form of fits or convulsions?		
Does your child wear glasses?		
Does your child have diabetes?		
Does your child have any other medical condition?		
If yes please give details:		
Does your child have any other allergies?		
If yes please give details:		
Is your child on any regular medication?		
If yes please give details:		
Doctor's name:		

Doctor's address:
Doctor's tel no:

Does your child have any medical conditions/disabilities which Newchurch Robins club should be aware of - in particular any of the following?

(Please tick any relevant box and circle the condition)

Allergies e.g. dairy products, nuts, fish, wheat, hayfever, penicillin or any other (including contact allergy)		Deafness or Hearing impairment /related conditions which may affect hearing e.g. Glue Ear	
Visual impairment (blind or partially sighted) or colour blindness		Accessing English as a language	
Genetic Disorders –Cystic Fibrosis Down's Syndrome Brittle Bone Disease Muscular Dystrophy Prader-Willi Syndrome		Autism or Autistic Spectrum Disorder (including Aspergers Syndrome)	
Cleft Lips/Palates (or history of)		Premature Birth	
Cerebral Palsy		Spina Bifida	
Difficulty with general mobility e.g. due to Arthritis		Attention Deficit Hyperactivity Disorder(ADHD)	
Difficulty with physical co-ordination e.g. Dyspraxia		Mental or Emotional Disability	
Upper Limb or Back Problem		Difficulty with Manual Dexterity	
Speech and Language Difficulty		Dyslexia	
Touretts Syndrome		Problems with Continence	
Chronic Recurrent Condition e.g.Asthma, Epilepsy, Diabetes, Heart Defects)		Chronic Progressive Condition e.g. Multiple Sclerosis , Cancer, HIV	

Please give any details here - if you have ticked any of the boxes, do you feel that we need to consider any adaptations when meeting your child's needs and if so, in what way?

.....
.....

Does your child require any long-term medication?

.....

If so, please give details:

.....
.....

Many thanks for your co-operation. All information will be treated with utmost confidence. However, if you wish to discuss any of the information, please do not hesitate to contact:

- Mrs Sara Lawrenson - Head teacher

Visual Images and Email Permission Form

I understand that from time to time my child may be photographed or filmed. These photographs or films may be used to illustrate the work of the school or illustrate childcare and education in Warrington. Names of specific children will not be used in connection with photographs. Please tick, and sign, to give permission for visual images:

	Twitter
	School website
	Local press
	Local authority events
	Displaying within school

I give permission for Newchurch Robins to email the following:

	Newsletter
	Information / letters that we produce
	Information / requests for payment of fees

Signed.....Parent/Guardian

<p>Data Protection Act 2018: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE. Our Data Protection Officer is Sara Lawrenson.</p>	
Signature:	Date:
Name (please print):	Relationship to child: