



Mayfield Primary School

'Valuing Every Achievement'

Headteacher: Mr G T Denton

St Leonard's Road East, Lytham St Annes, Lancashire, FY8 2HQ

Tel: 01253 723465

General Enquiries: info@mayfield.lancs.sch.uk

Finance Enquiries: bursar@mayfield.lancs.sch.uk

Headteacher: head@mayfield.lancs.sch.uk

Safeguarding: jmiller@mayfield.lancs.sch.uk

Special Educational Needs: rhinchliffe@mayfield.lancs.sch.uk

Family Support: lcarter@mayfield.lancs.sch.uk

MAYFIELD PRIMARY SCHOOL AFTER SCHOOL CLUB CONTRACT WITH PARENTS

Child's Name:

Please list below the names of all adults who may collect your child from after school club. Your child will not be released to anyone not listed below or anyone under the age of 16.

Name: Relationship to child:

Name: Relationship to child:

Name: Relationship to child:

Name: Relationship to child:

If a different adult needs to collect your child for any reason this must be communicated in writing in advance to the after school club staff. Ad hoc pick up from different people will not be permitted. In extreme circumstances where a different person has to collect the child, an email to afterschoolclub@mayfield.lancs.sch.uk must be received.

Emergency Contacts	Contact 1	Contact 2
Relationship to the child/family:		
Home Address:		
Post Code:		
Home Telephone:		
Work Telephone:		
Mobile:		
Email:		

I consent for my child to attend Mayfield After School Club, I understand that the club has policies and procedures and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them. Once safely collected from the entrance of the club, responsibility lies fully with the person collecting the child when exiting the premises.

- Once my child arrives at the after school club they will be in the care of Mayfield After School Club staff until collected and signed out by an authorised person.
- If I require a place last minute, I understand that this will only be possible if the club has not reached full capacity. We will do our very best to accommodate you. (Please check with the office staff for availability).
- I understand that all payment must be made weekly in advance and no refunds will be given if my child does not attend a pre-booked session.
- I understand that I must provide 1 weeks' notice in writing if I wish to cancel my child's place at the club.
- It is my responsibility to keep the After School club staff informed of any alterations to the information regarding my child (eg contact details, medical conditions, etc).

- Mayfield After School Club closes at **5.30 pm**. If, due to unforeseen circumstances, I am going to be late, I will contact the After School Club staff as soon as possible on **01253 723465, (from 3.30 pm onwards) selecting the option for After School Club.**
- **A record will be kept if your child is repeatedly picked up late. On the second late pick up in a term, I understand I will be issued with a fine.**

****IN THIS INSTANCE, LATE CONSTITUTES COLLECTION AFTER 5.40 PM ON TWO OR MORE OCCASIONS IN ANY ONE TERM****

IF I DO NOT COLLECT MY CHILD BY 5.40 PM I WILL PAY A CHARGE OF £10 TO COVER THE COSTS OF THE STAFF WHO ARE LEGALLY REQUIRED TO SUPERVISE MY CHILD

- If I do not collect my child and the club has been unable to reach me or any of my emergency contacts, I understand that Mayfield After School Club will unfortunately have no other option but to call Children Social Care and/or Police.
- Whilst Mayfield After School Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the club.
- I have read the school's Behaviour Policy (please see website) and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club. I understand that although it is an after school club, the same rules regarding behaviour and conduct still remain.
- If there are any accidents or incidents at Mayfield After School Club involving my child, I will be informed.
- If my child has an accident at the club, they will be treated by a qualified first aider and I will be informed when I collect my child.
- I understand that the information held by Mayfield After School Club regarding my child, will be treated as confidential.
- In keeping with our Child Protection Policy, I understand that information regarding my child is confidential. I also understand that if there are child protection concerns, then the club has the legal duty to pass certain information on firstly, to the Designated Safeguarding Lead and then possibly other agencies in accordance with the School's Privacy Notice.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated and could result in loss of place at the club with immediate effect.
- I have read and **understood** the above terms and conditions and I agree to abide by them.
- Mayfield Primary School has the right to object and refuse a place at the after school club upon receipt of an application.

Signed: Date:

Print: