

**BRETHERTON ENDOWED CE
PRIMARY SCHOOL**

South Road
Bretherton
Lancashire
PR26 9AH

Telephone of Manager:07957302125
School number 01772 600431

Enquiries to: theHUB@bretherton.lancs.sch.uk



PARENT/CARERS CONTRACT WITH THE HUB

NAME OF CHILD:

DATE OF BIRTH:

- I understand that Bretherton Endowed CE Primary School 'The HUB' is an out of school provision and that whilst my child is there, The HUB out of school club is legally responsible for him/her.
 - Once my child has been collected by the club he/she will be in their care until collected by a named responsible adult.
 - My child will be provided with a light tea/snack and drink whilst at the club unless otherwise stated.
 - My child will be provided with stimulating and challenging play opportunities in a fun and safe environment.
 - It is my responsibility to keep the club manager informed of any alteration to medical or health information as well as changes at home e.g. change of address regarding my child.
 - I will book into the club on a half termly basis where possible but at least 1 week before for guaranteed places and no less than 24 hours before if an ad hoc place is required.
 - I will inform the club manager if I am collecting my child from school on a day that he/she is booked in the club or if they are attending a club after school. If my child is ill I will inform the club manager.
 - I understand the fees are organised a week in advance and if my child does not attend a session booked I will still be charged.
 - I understand that the fees will be payable through the school's online payment system and I understand the frequency of payment permitted.
 - Bretherton Endowed 'The HUB' club closes at 6.00pm and if for any unforeseen circumstances I am going to be late, I will contact the manager as soon as possible. I understand that late collection may incur an additional fee as set out on our information booklet.
 - If any child remains in the club after 6:15pm and after ringing parents and emergency contacts, we can still not contact parent/carer then we will be legally required to contact social care. (using our non collected child policy.)
 - I understand that the HUB will ensure safety and security of items, however I understand that the HUB will not be held responsible for anything lost or stolen and will not be able to access any classroom after 3.30pm. All children must make sure they take their belongings from class to The HUB at home time.
 - I have read and understood the behaviour policies linked to The HUB.

- Should there be any incidents at the club involving my child, then I will be informed of the situation.
- I understand that the HUB will follow the school's policy regarding accidents.
- Information required will be treated as confidential. However, there may be times, for example in cases for child protection concerns, when details of my child may be passed on to other agencies (Following our Child Protection and Safeguarding policy)
- I understand that my child's records will be held on a computerised data base and that this is protected by the Data Protection Act 1984 and 1998 and subsequent GDPR regulations that they will be used for no other purpose than Club business. I understand that if I require a copy of this personal information I must make a request in writing.
- If I have any concerns or questions regarding my child/ren's provision, I know I can speak to the Club Manager in the first instance. If it is unable to be resolved or answered, I am able to follow the school complaints procedure, which is detailed on the website or information will be provided by the school office.

I have read and understood the Parental Agreement and I agree to be bound by it and any other relevant booking terms and conditions that are issued from time to time.

Signature Date