



Rainbow After School Club

Terms and Conditions

THE CATHOLIC ETHOS OF THE SCHOOL

At St Thomas More RC Primary School we aim to provide the highest quality education and care for all our children. We aim to offer a welcome to each child and family and to provide a safe, warm and caring environment within which all children can learn and develop.

Our school was founded by and is part of the Catholic Church. Our school is to be conducted as a Catholic school in accordance with canon law and teachings of the Catholic Church, and in accordance with the Trust Deed of the Archdiocese of Westminster and at all times the school is to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

1. AIMS OF THE RAINBOW AFTER SCHOOL CLUB

- To provide a warm welcome and a high quality, safe and happy service which meets the needs of the children and their parents / carers at the end of each school day.
- To provide an environment that is safe, supportive, encouraging and challenging where children can meet their friends, make new ones, try out new activities, relax, have fun and enjoy.

2. OPENING HOURS

The Rainbow after school Club sessions start at 3.15pm each day and finish at 5:30pm on Tuesday, Wednesday and Thursday, with an earlier finish of 5:15pm on Mondays and Fridays. It is a term-time only setting and therefore it does not open on Bank Holidays or "Inset" days. Term dates are in line with St Thomas More RC Primary School and can be found on the school web site or on the parent notice board. Rainbow Club does not run on the final day of each term as the school closes at 1:30pm.

3. ENTRY TO THE RAINBOW AFTER SCHOOL CLUB

The Rainbow After School Club caters for children who attend St. Thomas More RC Primary School from the day they enter full time school in Reception (FS2) until they leave at the end of year 6.

- Registration
Once a booking form has been completed and returned to the Rainbow After School Club a child will be registered with our service. If there are vacancies children will be offered places in the appropriate sessions.
- Booking a Place
Once the booking form has been completed additional sessions can be booked in writing or verbally. This will need to be done at least one week prior to the booking (unless it is an emergency). Once a place has been booked a charge will be incurred for that place unless the cancellation policy has been followed.

- Standard Terms and Conditions
Reasonable charges may be made from time to time to these standard Terms and Conditions.
- Termination of Contract
A child will leave the Rainbow After School Club when he / she leaves St Thomas More RC Primary School. A child will no longer be registered with our service if they have not attended for one term. The co-ordinators of the Rainbow After School Club reserve the right to refuse admittance to the club if the parents / carers or child do not comply with the Terms and Conditions of the Club.

4. FEES AND EXTRAS

- Fees

The Rainbow After School Club reserves the right to review fees termly. Notice will be given in writing as soon as practical.

- Items covered

Fees cover meals and snacks. Extra-curricular activities may be charged for separately and will not be waived or refunded.

- Payment of Fees and Extras

An invoice will be prepared on receipt of the registration form and must be paid in advance of each session. Children will be excluded from the Rainbow After School Club at any time when fees are unpaid. Fees can be paid by Wisepay, or childcare vouchers.

- Responsibility for payment

Fees are the responsibility of each person who has signed the Registration Form or who has parental responsibility for the child.

- Retainer Fee

If the parents / carers of a child wish to keep a place open for their child during an extended absence from the Rainbow After School Club they will be required to pay a retainer fee.

5. CANCELLATION, WITHDRAWAL AND TERMINATION

- Cancellation Policy

If parents / carers do not wish their child to attend a session they must notify the Rainbow After School Club at least one week in advance. Failure to do so will incur payment in full whether sessions were attended or not. **Fees will not be waived through absence or sickness.**

- Removal

Parents / carers may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Supervisor that the continued presence of the children is incompatible with the interests of the Rainbow After School Club. **There would be no refund of fees in these circumstances.**

- Termination

One month's notice is required in the event that a child should leave the Rainbow After School Club or cancel specific days booked. This termination should be made in writing.

6. ARRIVALS AND DEPARTURES

The children are the responsibility of their parents / carers until they have been handed to a recognised member of the Rainbow After School Club staff. Each child must be entered onto the daily register.



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Email: admin@stmore.herts.sch.uk



7. ABSENCE AND SICKNESS

Please advise the Rainbow After School Club if your child cannot attend for any reason. In cases of emergency you may contact the school by telephone.

Please keep your child at home if they are suffering from any of the following:

- diarrhoea,
- nausea,
- any unknown rashes,
- or any other illnesses combined with a high temperature.

Staff reserve the right to refuse acceptance of a child who is thought to be unfit to attend.

8. PERSONAL PROPERTY

No responsibility by the Rainbow After School Club can be accepted for loss or damage to clothing or children's property.

9. PHOTOGRAPHS

Photographs / video of the children may be used in the Rainbow After School Club promotional material such as press releases and the school website. Parents / carers are required to provide permission for images of their children to be used in this way by completing section 5 on the booking form.

10. ALLERGIES AND MEDICATION

It is the responsibility of parents / carers to inform Rainbow After School Club staff of their child's allergies. Precautions will then be taken to ensure the safety of the child concerned. The Rainbow After School Club will follow St Thomas More RC Primary School's Medication Policy.

11. ACCIDENTS

There is a first-aider present at each session. Some accidents are unavoidable but should one occur, you will be informed and it will be entered into the accident book.

12. COMPLAINTS

There is a school complaints procedure for you to use should the need arise. Rainbow After School Club co-ordinator and staff take each complaint seriously and will listen and reply to all your concerns. There is also an annual parental questionnaire for parents / carers to use as constructive way and to suggest their ideas for to improve the Rainbow After School Club provision.

13. POLICIES

The Rainbow After School Club follows the policies of St Thomas More RC Primary School. This provides consistency for the children. The policies are regularly reviewed and parents / carers may ask to see them at any time (please try not to make it at the end of the session)

14. CHILD PROTECTION

The Rainbow After School Club staff have a duty to report any significant concerns he / she might have about the safety / well-being of a child to the Executive Head Teacher or the Head of School. All staff will have had a CRB police check and It is made clear to all new applicants for work that positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

15. CONFIDENTIALITY

Parents / carers agree to inform Rainbow After School Club of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or another person. Rainbow After School Club staff will be informed of sensitive issues concerning the children on a 'need to know' basis.

16. LEARNING / PHYSICAL DIFFICULTY

Parents / carers should inform Rainbow After School Club that their child has learning /physical difficulties so that the appropriate provision can be provided.



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17. EQUAL TREATMENT

Rainbow After School Club welcomes staff and children from many different ethnic groups and backgrounds. Similarities and differences are valued and respected and all children are treated equally. The Rainbow After School Club will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities. Rainbow After School Club will follow the school's Equalities Policy.

18. DISCIPLINE

The parents / carers hereby confirm that they accept the authority of the Rainbow After School Club Co-ordinator and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Rainbow After School Club community. The Rainbow After School Club will follow the Behaviour, Anti-bullying and Equality policies of the St Thomas More RC Primary School.

19. SEVERE WEATHER

In the event of the Rainbow After School Club closure due to severe weather parents / carers will be contacted via the school's text messaging service. Fees will not be waived in these circumstances.

20. INSURANCES

The Rainbow After School Club undertakes to maintain those insurances which are prescribed by law. The Breakfast Club is covered by the school's insurance.

21. WAIVER

Any waiver of these Terms and Conditions is only effective if given in writing by and on behalf of the Co-ordinator.

22. JURISDICTION

The contract to comply with the Terms and Conditions of the Rainbow After School Club is made solely with the Rainbow After School Club and overseen by St Thomas More RC Primary School

**Should you wish to enrol your child with the Rainbow After School Club
please complete the attached booking form and return it to the school office.**



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