

**Hugh Sexey Church of England Middle School
Before and After School Provision
Registration Form with Terms & Conditions**



Child's first name	
Child's surname	
Child's tutor	
How does your child usually get home? (If by BUS please state the number or route)	
Name of Parent(s)/Carer(s)	
Parent(s)/Carer(s) telephone numbers	Mobile: Work:
Name and telephone number of person(s) regularly dropping off/collecting if different from above:	Dropping off: Collecting:
Name & telephone number of emergency contact (provision hours only)	Name 1: Number 1: Name 2: Number 2:
Doctors surgery & telephone number	
Any other relevant information i.e allergies/medical details/asthma/medications etc	

**Continued overleaf*

As parent/carer of I confirm that I have read and understood the information provided to me by Hugh Sexey Church of England Middle School and am satisfied with the details contained therein.

Print name:

Signed: **Date:**

- I understand that if there are insufficient funds in my Childs account on the day of booking, that MCAS will **automatically** cancel the booking and my child will **not** appear on the register.
- I understand and have informed my child that normal school rules apply during wraparound care provision
- I agree to pay in advance fees for any booked wraparound care sessions as below
 - £5 per child for before school provision (not including a meal) – 7.30am – 8.30am
 - £5 per child per hour for after school care (not including a meal) – 4pm-5pm and 5pm-6pm
- I consent to my child receiving medical treatment in an emergency
- I understand that wraparound care staff members cannot accept responsibility for my child’s possessions or valuables whilst under their supervision
- I will ensure that I fill in a contact form annually and keep the wraparound care staff updated so that the information held remains correct
- I understand that in the event of sickness/absence I may still be charged for any booked sessions should insufficient notification of cancellation be given (less than 24 hours)
In the event of an unpaid debt against my child’s account, I understand that school will withdraw the right for them to participate in any extracurricular school activities until the debt has been cleared
- In the event of a late collection, I agree to pay the late charges of £5 for 1-9 minutes and £10 for each 10 minute period thereafter.

The personal data we hold

We hold the information above to ensure the safety of your child at Wrap Around School Club.

Why we use this data

We use this data to help run the Wrap Around School Clubs, including to:

- Get in touch with parents/carer’s when needed
- Look after your child’s wellbeing

Our legal basis for using this data

We only use your information when the law allows us to. Most often, we will use your information where:

- We need to protect the interest of your child (or someone else’s interest)
- Get in touch with parents/carer’s when needed

How we store this data

We will hold this information for one academic year after which it will be shredded.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carer’s unless the law and our policies allow us to do so.