



## 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?<br>(If by BUS please state the number or route)             |                                                          |
| Name of Parent(s)/Carer(s)                                                                        |                                                          |
| Parent(s)/Carer(s) telephone numbers                                                              | Mobile:<br><br>Work:                                     |
| Name and telephone number of person(s) regularly dropping off/collecting if different from above: | Dropping off:<br><br>Collecting:                         |
| Name & telephone number of emergency contact<br>(provision hours only)                            | Name 1:<br><br>Number 1:<br><br>Name 2:<br><br>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 Child's 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.

