

Appendix 2

Brindishe Green/Brindishe Manor Tea Club

Registration contract and guidelines for parents and children

Thank you for showing an interest in joining our Tea Club. Included in the pack below are the club's guidelines, aims and policy details plus the contract and registration form.

Please read the guidelines carefully and explain them to your child. When filling in the form please take care with your answers. If you have any queries, please talk to our Extended Services manager. It is important that you fill in the form accurately, your child's welfare and safety depend on it. Please remember to inform a member of the school office of any changes to the details on the form as soon as they occur, this is particularly important with your contact details. The pack also contains the procedures the members of the Tea Club team will take in an emergency.

The School and the Tea Club Team's main aims and responsibilities will be the supervision of the children in their care. They will ensure each child's health, safety, and well-being throughout the period of their attendance until the end of Tea Club when they are returned to their parents/carers. The school expects parents to collect their child promptly at the end of each club session, make payment for their child's club sessions in advance or in accordance with any arrangements made with the Headteacher and/or the Extended Services manager, and keep the school informed of any changes in parental/carer contact details and collection arrangements.

Tea Club Contact Details and collection point

Brindishe Green Tea Club pick up is situated in the main school hall.

Brindishe Manor Tea Club pick up is situated in the Dining hall.

Tea club is open Monday to Friday during term times only.

Brindishe Green

Address	Brindishe Green Primary School, Beacon Road, Lewisham, SE13 6EH
E-mail	extendedservices-bg@brindisheschools.org
Telephone	020 8852 7245 07787434200 (Please use in the event of an emergency after 16:15)
Registration number: URN 100687. DfE number: 209/2304	

Brindishe Manor

Address	Brindishe Manor Primary School, Leahurst Road, Lewisham, London, SE13 5LS
E-mail	extendedservices-bm@brindisheschools.org
Telephone	020 8852 0852 07301 080982 (Please use in the event of an emergency after 16:15)
Registration number: URN: 100693, DfE number: 209/2381	

Tea Club Guidelines

These rules are to ensure the safety of your child whilst attending the club. Please read them and explain them to your child and then sign the registration and contract forms to indicate that you and your child agree to the conditions.

- Children will be registered every afternoon by a member of the Tea Club team.
- Children must not leave the club until they are collected by their parent/carer. It is the parent/carer's responsibility to ensure that their child understand(s) that they cannot leave until collected by their parent/carer.
- It is the responsibility of parents/carers to let the Extended Services manager know if their child is not attending a session.
- Children should not go into any unsupervised area.
- Children should not bring their own toys to the Tea Club.
- Whilst the Tea Club team will endeavour to ensure that the children take their belongings with them at the end of each session, they cannot accept responsibility for any belongings left behind and will be moved into lost property. Please ensure that your child's belongings are suitably labelled so that they may easily be returned to them.

Your child is expected to always behave appropriately in accordance with the Good Behaviour Policy on the school website.

Behaviour Policy

Children and adults are expected to always adhere to the school's good behaviour policy. (Full details on the school website)

Child Protection Procedure

All breakfast club employees are fully conversant with the school's Child Protection Policy and Safeguarding policies. (See Child Protection and Safeguarding and Safer Recruitment Policies on the school website).

I have read the above guidelines and explained them to my child(ren) and we agree to follow the guidelines as stated.

Contract for Users of Tea Club

Pupil(s) name(s):

- 1.
- 2.
- 3.

Terms and conditions below form the contract between the parent/carer and Brindishe Green/Brindishe Manor Primary School.

Tea club will be open during the school's term times, 5 afternoons a week, Monday to Friday from 15:15 to 18:00. Your children will be registered by a Tea Club team member on arrival at the club.

Your child will be offered a suitable healthy snack, meal, and plenty of drinks during the session.

The school reserve the right after discussion with a parent/carer to withdraw a place for a child who does not observe the good behaviour policy or whose parent/carer does not pay for their child's Tea Club sessions.

Payment for Tea Club should be made online via Arbor. Payment should be received at the start of the half term in advance unless a prior agreement has been made with the Headteacher. **The current cost is £14.18 per session.** This includes a 1.257% fee to cover the costs incurred by the school from Stripe.

Payment should be made for any days that form part of this contract even if a child does not attend unless prior agreement has been reached with the Headteacher.

Parents should book their sessions by the half term or any longer period. Parents should give notice in writing to The Extended Services manager when they wish to relinquish their child's place at the Tea Club. Any ad hoc sessions must be agreed with the school prior to the day required.

All children need to be collected on time. Late collection will not be tolerated. The club will operate a 'late fee' policy. **A charge of £10 for every 5 minutes late** will be payable and an invoice will be sent each half term for all late fees. If this is a reoccurring situation the parent / carer will be asked to remove their child from the club.

The Headteacher and Governing Body are the final arbiters over any issue relating to the Tea Club.

Full policy available [here](#).

I have read and agree

Parent/carer name

Signed Dated / /

Headteacher (signed) Dated / /

Tea Club Registration Form (Confidential)

Child(ren) details		
Name (1)		
DOB	Year	Class
Name (2)		
DOB	Year	Class
Name (3)		
DOB	Year	Class
Days requested *please tick where applicable		
MONDAY <input type="checkbox"/>	TUESDAY <input type="checkbox"/>	WEDNESDAY <input type="checkbox"/>
THURSDAY <input type="checkbox"/>	FRIDAY <input type="checkbox"/>	
Parents/Carers (1)		Parents/Carers (2)
Name		Name
Home address		Home address
Mobile		Mobile
E-mail		E-mail
Emergency Contacts Please give details of three people to be contacted in the case of an emergency and that they can collect your child should the need arise:		
Name	Relationship	Contact Number
1.		
2.		
3.		
Medical details		
Does your child(ren) have any medical problems/requirements that the Tea Club team should be aware of? Yes / No		
Does your child(ren) have any dietary needs/requirements that the Tea Club team should be aware of? Yes / No		
Please list below (continue the back if needed)		
Childs name	Medical need	Dietary need
1.		
2.		
3.		

Doctor's Name:

GP Surgery address:

Telephone number:

EMERGENCY PROCEDURES

Accidents

Should your child injure themselves at the club, the procedure is:

The incident and any treatment will be recorded on a first aid form your child be sent home with a copy.

If the injury is to the head or a more serious injury and might require medical treatment parents/carers would be contacted as soon as possible.

Fire

The club have a fire evacuation plan in case of emergency in line with the school's evacuation policy.

Behaviour Policy

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Child Protection Procedure

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I have read the above guidelines and explained them to my child(ren) and we agree to follow the guidelines as stated.

Parent/carer name

Signed Dated / /