



The Copse@Hillcross
HILLCROSS PRIMARY SCHOOL

Terms and Conditions

Welcome to The Copse@Hillcross Breakfast and After-School Clubs.

The Copse@Hillcross aims to provide excellent care for your children in a safe and friendly environment that promotes respect for all. We would like to outline our policies below so that you have a clear idea of how the clubs will be operating. Full details of all our policies and procedures will also be available on the school website.

Operating hours

The Breakfast Club will be operating from Monday to Friday (term times), 7.30am until 8.45am when the children will be handed over to the school.

After-school Club will operate Monday to Friday (term-times), from 3.00pm until 6.00pm.

On the last day of each term, the After-school Club will close at 5.00pm.

Allocated times

To reserve your child(ren)'s place these must be decided in advance. If you wish to change sessions permanently, you must give **The Copse@Hillcross** two weeks written notice. For cancellation of a place, one month written notice is required. **Regrettably, any days missed through sickness or holiday cannot be refunded.**

Subject to availability, additional days and times can be agreed on an occasional basis. These must be paid for immediately.

Please understand that these measures are necessary for us to be able to provide adequate staffing levels to care for your children.

Fees

Invoices will be issued on a half termly basis giving details of the charges for the stated period. Fees must be paid on a monthly basis at least one month in advance. The charging structure is as follows:

Breakfast Club

From 7.30am: £6.75

From 7.45am: £6.00

From 8.00am: £5.50

After School Club

Until 5.00pm: £9.75

Until 6.00pm: £14.25

Payment is required as follows:

- At least one month in advance via bank transfer, Childcare Vouchers or payment through ParentMail.
- Once a session has been booked it must be paid for in full. No refunds are offered for cancellations with less than one month notice.

Non/late-payment will incur a charge of £5 per day and may forfeit your child(ren)'s place.

Late collection will incur a penalty of £10 per half hour.



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Fees will be reviewed annually and half a term's written notice will be given of any change.

As an inclusive provision, we will also be offering up to four free places per year to families who financially may not be able to cover the cost but whom the school feel would benefit from their child attending this provision (either breakfast or after school club). If you would like to be considered please get in touch with our School Business Manager, Ruth Short to request an application form.

Unplanned/Occasional Bookings

Subject to staffing availability, it may be possible for parents to book a place at The Copse on a one off occasion to accommodate unforeseen changes to childcare arrangements or working hours. Requests should be made via email to thecopse@hillcross.merton.sch.uk. Wherever possible please put in any such request at least 48 hours prior to the session you are requesting. In order to cover the administrative costs of such bookings the charges for unplanned/occasional bookings payments, will be as follows:

Breakfast Club

From 7.30am: £8.75

From 7.45am: £8.00

From 8.00am: £7.50

After School Club

Until 5.00pm: £11.75

Until 6.00pm: £16.25

Payments to be made via bank transfer, Childcare Vouchers or payment through ParentMail.

About The Copse@Hillcross

We aim to ensure that all staff working with the children will hold, or be willing to work towards gaining, a childcare qualification and will have previous experience of working with children in the past. All staff are also trained in Child Protection, First Aid, Health and Safety and Food Hygiene. There will always be at least one member of staff with a Level Three Qualification and two members of staff with a full Paediatric/First Aid at Work qualification.

Breakfast/snacks

We will provide a healthy choice of cereals, toast, spreads, fruit, fruit juice and milk in the morning. After school, we will provide a variety of hot (e.g. pizza, pasta, jacket potatoes) and cold snacks (e.g. sandwiches with fillings of their choice) alongside a variety of crudité, fruit, and yoghurts. Please let us know below, where indicated, if your child(ren) has/have any food allergies, any special dietary requirements, or if there is any food you do not wish your child to have. **COVID-19: Depending on where your child's Copse bubble is located, snacks at the After School Club may consist mainly of cold options such as wraps and sandwiches because they may only have a microwave and toaster available for cooking. We therefore recommend that children have a hot school meal at lunchtime.**

Drop off/Collections

You will enter the school site via the Ashridge Way gate. Please use The Copse@Hillcross intercom to gain access to the school site when dropping off and collecting your child(ren).

Arrival



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- ✓ Children from Y2 to Y6 will enter the school site independently and walk to their entrance door.
- ✓ Only parents/carers of children in Nursery to year 1 will be allowed to enter the school site in the mornings.
 - If you are happy for an older sibling to walk their younger brother or sister onto the school site, please watch them from the street to make sure they arrive safely.
 - Nursery, Reception and Year 1 children should not walk in alone, even if their parent/carer is watching them from the road.
 - Only one parent/carer per family will be admitted to the school site.
 - Parents/carers will walk continuously in a single file line, always staying 2 metres away from the family in front. They will say good-bye to their child before they reach the Copse door and wave good-bye whilst returning to walk back down the pedestrian pathway.
 - Please ensure that you use the area by the bike shed as a layby to avoid crossing paths with other families who are entering exiting the site for breakfast club.
 - **Social distancing will be maintained at all times.**

Collection

- ✓ **All parents will enter the school site via the Ashridge Way entrance only.**
- ✓ Once on the school site, families will follow a one-way route for collecting their children. Families will walk slowly in a single file, socially distanced line across the playground and leave via the Monkleigh gate, collecting their child/ren from their Copse bubble along the way.
- ✓ All members of the school community to follow the rule: *"If the line slows down, you slow down. If the line stops, you stop."*
- ✓ The children will be sent by the staff to their parent/carer. Parents and children must not stop to greet each other if to do so will impact on other families trying to collect their children.
- ✓ Please hold hands with younger siblings or have them in a push chair in order to ensure family groups stay together at all times. Older children must remain with the family group at all times in order to maintain social distancing between groups.
- ✓ In order to keep the line moving, staff may not be able to verbally discuss each child's day. If there is important information to share we will do so via telephone, or via email if it is less urgent.
- ✓ **Parents should not gather at the school gates at the beginning or end of the day and should not enter the school premises, even if the gates are open, without first being invited to do so by a member of staff.**

Please ensure that you pick-up promptly. If you have any difficulties you will need to contact us on The Copse@Hillcross: telephone number 020 8353 4157 or mobile number 07724 781 537.

PLEASE ensure that you let us know in advance if someone other than yourself will be collecting your child. We will not let any child leave the club with anyone other than his/her usual parent/carer unless we have been informed in advance. We will always refuse to allow a child to leave with anyone who appears to be either unsuitable or under 16.

Procedure to be followed in the event of a child not being collected

In the event of a child not being collected at his/her usual time, the child will be kept at the club and phone calls will be made to the child's parents/carers and other persons on the child's registration form. If we are unable to contact the listed persons by 6.45pm, Merton Social Services will be contacted and their advice will be followed. After 6.30pm we reserve the right to make a charge of £10 per half hour.



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Play/free-time

At both breakfast and after school club the children will have a choice of indoor and outdoor activities. We will provide suitable resources for your children to play with and help them socialise in a friendly setting such as books, board games, puzzles and the use of a computer with educational/age appropriate games. We plan to add to our resources on an ongoing basis and would welcome your feedback, as well as that of your children. We will also be leading the children in fun activities such as arts, crafts and cooking activities. Whilst we will offer a homework area and are happy to support your child with their homework, it is not our intention that this provision is an extension of the school learning day.

The children will be allocated to a smaller Copse bubbles.

Breakfast Club: Children in Nursery, Reception and Year 1 will be in a bubble in the main room of the Copse building. They will enter through the usual door. Children in Year 2 to Year 4 will be in a bubble in the back room of the Copse building, they will enter via the back door. Please note that children in the back room will have to walk along a temporary 'corridor' created using furniture at the side of the main room in order to go to the bathroom.

Children in Year 5 and Year 6 will be in a bubble in the Studio Hall.

After School Club: Children in Nursery, Reception and Year 1 will be in a bubble in the Orchard (this is a self-contained room with its own bathroom and will be organised with age appropriate toys and resources for the younger children.

Children in Year 2 to Year 4 will be in a bubble in the Copse building.

Children in Year 5 and Year 6 will be in a bubble in the Studio Hall.

Behaviour Management

Bearing in mind the broad age groups attending the clubs, inappropriate behaviour will be dealt with as set out in the guidelines of the club's Behaviour Policy. In any case of misbehaviour, it will always be made clear to the child that it is his/her behaviour that is not acceptable, not the child him/herself.

Records

It is important for your child(ren)'s care and safety that we have accurate, up-to-date contact details in case of emergency. Please ensure that you inform us of any change in the details we hold. It is also important that we know of any recent illness or injury suffered by your child(ren) and it is helpful to know of any other circumstances that may affect them. All information will be treated in the strictest confidence.

Illness and accidents

We ask you not to allow your child to attend the club if he/she is not well. Infections can spread very quickly in children facilities. Conjunctivitis and stomach upsets are two of the worst offenders. Exclusion times for communicable diseases are included in our policy documents.

We will contact you if your child becomes unwell in order that you can arrange to collect him/her as a matter of urgency. If your child has an accident it will be recorded in the accident book, which you will be asked to sign. If we are worried about a child who is unwell or injured, we will contact the parent/carer and the ambulance service/doctor as necessary. For that reason it is important that we have up-to-date contact



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numbers. If your child needs to go to hospital, a member of staff will travel with them. You need to inform us if your child has been unwell or injured recently. We can administer medicines only with your written consent. **The Copse@Hillcross** is fully insured in the event of accidents.

Provision on school INSET Days

If there is enough interest to make it financially viable (at least 20 children), The Copse@Hillcross will offer childcare to families on school INSET days. On these days the provision will be open from 7.30am to 6pm and the cost will be £35 per day. Breakfast will be provided but children will need to bring their own packed lunch. A light snack/tea (hot and cold option) will be served in the afternoon at around 4pm.)

At the current time we are unable to offer this service.

If your child has any food allergies or special dietary requirements, please give details below:

If your child has any other allergies or medical conditions, please give details below:

If your child has any other allergies or long term medical condition that requires them to have medicine in the setting for emergency use, such as Auto Adrenaline Injectors (AAI), Rescue Medication or Inhalers **you will need to provide appropriate medication to kept at The Copse (this must be in addition to any medication left with the school)**. If you have already filled in a consent form for the school this will be copied and given to The Copse Manager by the school Admin Team.

Parental Agreement

I have read the terms and conditions set out above. I understand the requirements placed on me as parent/carer. I agree to abide by these terms and conditions. I understand that there may be variations given in writing by **The Copse@Hillcross** from time to time. I also understand that that any breach of these terms and conditions may lead to my child(ren)'s place being withdrawn.

Signed.....

Date

Child/Children's Names.....

One copy to be retained by parent/carer and one signed copy to be returned to the school. An email from a parent's email address to **The Copse@Hillcross** is accepted as a signed copy.