



QUEEN VICTORIA PRIMARY SCHOOL

EXTENDED SCHOOL CLUB

REGISTRATION PACK

2023/2024

Breakfast Club
After School Club

QUEEN VICTORIA PRIMARY SCHOOL EXTENDED SCHOOL CLUB CLUB AGREEMENT – 2023/2024

Our Vision

Our vision is the same as our School's:

All are welcome at Queen Vic Extended Club as they develop into pioneers of their own learning, whilst reaching beyond their horizons to become valued citizens of the future.

Wrap Around care strives to produce engaging activities that meet all needs, whilst offering time for physical exercise, being creative and artistic, quiet time for reading or homework tasks. Most importantly we provide children with a chance to relax after a long day of learning.

The Club aims to provide:

- A variety of activities.
- A safe, caring and stimulating environment for all the children to play and learn, in both structured and unstructured play settings.
- A healthy breakfast meal, e.g. toast, cereals, yogurt or fruit, and/or healthy snacks after school.
- High quality care.
- A high standard of qualified and experienced staff.
- A commitment to equal opportunities.
- Safe and educational equipment.
- We make available to parents/carers all club policies and procedures.
- Compliance with OFSTED inspection regulations and requirements.

The Club expects from you as Parents/Carers and children:

- To complete a club agreement form, along with personal and medical forms.
- To become familiar with the Club's rules and behaviour policy.
- If your child is ill or will be absent from the club, you inform the Club Manager by emailing esc@queen-vic.dudley.sch.uk
- To make the club aware of any special requirements your child may have.
- To bring your child to the main school entrance in Bilston Street. Children must be handed over to a member of the Queen Victoria Extended School Club staff by either the parent/carer or nominated responsible adult.
- To inform the club immediately by email of any changes to your personal circumstances or changes to details given on the forms completed when registering for the Club, such as contact numbers or persons authorised to collect your child.

Booking and Payment Procedures

All bookings are made via ParentPay. Any changes can be made up until midnight the day before a booked session. All sessions need to be paid for in advance. ParentPay will not allow you to book a session unless there is money on the account.

We are unable to accept a child into the setting unless an official booking has been made in advance. If you have any concerns regarding meeting payment deadlines, you must contact Miss Donet to discuss this. In exceptional circumstances a payment plan may be considered.

All payments are to be paid through our e-payment system, Parentpay. If you do not have online access, payments can be made in cash at local stores that display the Paypoint logo. A bar code is available on request. All payments and charges can be viewed on your ParentPay account.

Child Care vouchers are accepted and you will need to make arrangements for payments to be made to the school. These payments will then be reflected on your ParentPay account.

All cancellations must be made in writing to esc@queen-vic.dudley.sch.uk giving 24 hours notice, otherwise charges will still apply. You can also cancel these sessions yourself, the day before.

If you fail to use any of your allocated days for two consecutive weeks, your place will automatically be given to someone else who requires it and your child will no longer be able to attend on that day, unless a space becomes available.

Extended School Club Provision

BREAKFAST CLUB is run from 7.30am - 8.40am. The club offers a healthy breakfast which includes cereal, toast and a drink.

The cost is as follows:

7.30am - 8.40am	£5.00 per day
8.00am - 8.40am	£3.00 per day

Parents should accompany their child to the main entrance where they will be signed in. Please arrive before 8:15am. At the end of Breakfast Club, staff will escort Nursery, Reception and Year 1 to their classrooms. The children in Years 2 - 6 will make their own way to their classroom.

AFTER SCHOOL CLUB is open from 3.20pm - 5.45pm and will include healthy light refreshments.

The cost is as follows:

3.20pm - 4.30pm	£3.50 per session
3.20pm - 6.00pm	£5.50 per session

There are a selection of activities and resources available which include crafts, board games, construction, physical play and reading. When weather permits we will utilise our play areas for outdoor time. There will also be quiet areas for those children who wish to do their homework.

Reception and Year 1 children will be collected from their class and escorted to the club by a member of staff. All other children will make their own way to the club from their classroom.

Please be aware that the Extended School Club provision is available for children from Nursery to Year 6. Unfortunately, we are not able to offer this service to Time for Twos.

Late Collection Fee

There will be a late/non collection fee of £5.00 (per child) for every 10 minutes you are late in collecting your child.

By signing this document, I confirm that I have read and understand the above information and agree to the terms of the Queen Victoria Extended School Club.

Child's Name: Class

Parents Name:

Signature: Date
Parent/Carer

Manager: Date



**QUEEN VICTORIA
PRIMARY SCHOOL
EXTENDED SCHOOL CLUB
ANNUAL PARENTAL CONSENT -
(ACADEMIC YEAR 2023/2024)
(Low risk activities)**



This form MUST be completed annually by parents/carers for every child whose parents/carers wish to give consent for their child to take part in low risk activities that will involve leaving the school premises. If the activity is low risk but further afield out of the Dudley borough, explicit details will be provided to parents/carers. Schools/Centres are expected to make a judgement on the nature of the risk involved and the level of consent/information required.

Name of child:(Male/Female)

D.O.B:Age.....Class.....

Home Address:

.....Postcode:

I agree that my child (name)be allowed to take part in low risk activities without further consent from myself. I understand that there will be some activities e.g. sporting events, nature visits, local library visits which will take my child off the school/centre premises. They may walk or go in a minibus or coach (public or private) transport. If the activity is low risk but involves travel further afield out of the Dudley borough e.g. theatre trips, theme parks etc, explicit details will be provided. I understand that there may be occasions when my child may be taken by a member of staff in his/her car to hospital or home, or sporting fixtures and other activities. Children will normally be dismissed from the school/centre for events taking place at the end of or extending beyond the school day. Parents/carers will be informed where different arrangements are made.

PLEASE NOTE
For activities involving an overnight stay or participation in outdoor adventurous activities, full details of that activity will be given and parent/carers consent/medical details sought on an individual basis.

Name of parent/carer (please print): Signature of parent/carer: Date:	Address (if different from child): Postcode:
Tel No. for use in emergency: Name: Relationship: a) Home: b) Mobile: c) Alternative: <i>(Indicate times of day if relevant)</i>	Alternative Tel No. for use in emergency: Name: Relationship: a) Home: b) Mobile: c) Alternative: <i>(Indicate times of day if relevant)</i>

The information you provide on this form will be used to administer the event and assist in maintaining the health and safety of your child whilst under the supervision of the Directorate of Children’s Services/School/Centre. Personal, and sensitive personal information, will only be disclosed to others if the need arises, for example: to a medical professional or a service provider to the school in line with their safeguarding policy e.g. level 2 school games. It will not be used for any other purpose and will not be retained by the Directorate/Centre beyond the events in question.



**QUEEN VICTORIA
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PARENTAL MEDICAL CONSENT (ACADEMIC YEAR 2023/2024)

1. Does your child have any condition or impairment (medical or otherwise) that requires regular treatment?

Yes: No:

If YES, please continue overleaf, if NO go to question 3

2. What is the nature of their condition/impairment?

.....

Is there anything your child needs additional help or support with?

.....

Please advise if there is any activity that your child is not able to participate in or you would not wish them to engage in?

.....

Please give as much information as possible regarding your child. The more information we have the better we can cater for their needs.

Does your child access any of the following services?

Speech & language therapy Yes: No:

Physiotherapy Yes: No:

Occupational therapy Yes: No:

Physical Impairment/Medical Inclusion Service Yes: No:

Hearing Impairment Service Yes: No:

Visual Impairment Service Yes: No:

For sports activities:

Are you aware whether your child has an individual risk assessment for PE & sport at school?

Yes: No:

If yes do you consent to us having a copy of the individual risk assessment Yes: No:

How does your child's condition affect their ability to participate in the activities on offer?

Please give us as much information as possible. This will not prevent them taking part but will help us provide the best service we can appropriate to your child's needs.

.....

.....

Any additional information regarding your child you feel maybe useful:

.....
.....

3. Does your child require regular medication? Yes: No:

Please give details of any prescribed medication that may be required to be administered to your child during this activity. Medication **must** be provided in its original and prescribed packaging. If your child has asthma they must bring their blue inhaler with them:

.....

** NB – it is the responsibility of the school/provision to ensure the needs of the young people are met - this includes the administration of prescribed medication.*

4. Does your child have a health care plan at their school/centre? Yes: No:

5. Is your child allergic or sensitive to penicillin or any other substance, which might be used in treatment? Yes: No:

If YES, please give details:

.....

6. Has your child been immunised against the following diseases?
POLIOMYELITIS Yes: No:

Date given if known:

TETANUS (LOCKJAW) Yes: No:

Date given if known:.....

7. Does your child usually suffer from travel sickness? Yes: No:

8. Does your child have any special dietary needs, e.g. food allergies, vegetarian, gluten free, religious etc? Yes: No:

If YES please give details:

9. If participating in water borne activities please complete the following if not go to question 10:

Is your child water confident? Yes: No:

Can your child swim unaided? Yes: No:

If so how far? 0 – 10 Metres
11 – 25 Metres
25+ Metres

10. Please give any other relevant information you wish the accompanying staff to be aware of:

.....

(continue on back page if necessary)

11. At the end of the visit /trip my child will leave unaccompanied or be collected by:

.....



QUEEN VICTORIA PRIMARY SCHOOL EXTENDED SCHOOL CLUB



Parental Consent form for Educational Establishments (Photos) Academic Year 2023/2024

Queen Victoria Primary School support Dudley Safeguarding People Partnership in recognising the need to ensure the welfare and safety of children and young people.

Photographs and Digital Film Recording

Within school we use photographs and digital film for a number of reasons. The main purpose is to celebrate the success of pupils. Photographs are used on display boards, plasma screens and on the school website e.g. photographs of pupils learning, sports teams and members of the cast of school productions. Film is generally used to help with learning e.g. role plays.

Your child's identification will not be disclosed unless the photograph is used to celebrate individual success. We will always take great care to only show photographs if we feel the medium is appropriate.

In order to comply with Data Protection Law explicit consent is required for each area we use the images for.

Please sign the areas you consent to individually.

Use by the press (NB this may include sharing on social media platforms. There are risks associated with this)

I agree to my child's image being used as above signature

I agree for my child being named alongside their images signature

General Publicity (leaflets, posters, documents)

I agree to my child's image being used as above signature

I agree for my child being named alongside their images signature

School Websites

I agree to my child's image being used as above signature

National guidance recommends children should not be named on websites alongside their image.

School Prospectus

I agree to my child's image being used as above signature

I agree for my child being named alongside their images signature

Newsletter

I agree to my child's image being used as above signature

I agree for my child being named alongside their images signature

Displays around the setting

I agree to my child's image being used as above signature

I agree to my child being named alongside their image signature

Curriculum Documents

I agree to my child's image being used as above signature

I agree to my child being named alongside their image signature

Training Materials (e.g. where images are taken and used in training materials for staff)

I agree to my child's image being used as above signature

I agree for my child being named alongside their images signature

Images made available to purchase via the internet (where applicable e.g. when a photographer comes into the setting and takes photos commercially)

I agree to my child's image being used as above signature

For the Academic Year 2023/2024 the school photographer has not yet been appointed.

Use in Learning Journey/Portfolio (where applicable)

I agree to my child's image being used as above signature

I agree for my child being named alongside their images signature

Use in the Learning Journeys/Portfolios of other children who attend the Educational Establishment (where applicable)

I agree to my child's image being used as above signature
It is recommended that children are not named in other children's learning journeys

Capturing images via recording of video conferencing e.g. Zoom, Microsoft Teams meetings/tutorials/lessons

I agree to my child's image being taken signature

Live Streaming and recording of events

I agree for my child's image being used as above. signature

You do have the right to withdraw consent at any time by writing to the Head Teacher

If you need clarification or are concerned about the use of your child's image, please contact the school.

Name of child/young Person: Year Group:

Signed parent/carer: Date

Steps will be taken to ensure these images are used solely for the purpose they are intended. If you become aware that these images are being used inappropriately contact your local social care team to report these concerns or visit <http://safeguardingchildren.dudley.gov.uk> or visit the Information Commissioner <https://ico.org.uk/concerns/>



QUEEN VICTORIA PRIMARY SCHOOL EXTENDED SCHOOL CLUB



Parental Consent form for Educational Establishments Academic Year 2023/2024

Collection of Children

Child's Name:

Date of Birth:

Collection Details

My child will be collected by:

Password:

My child should not be collected by

Contact Details

If my child is ill, please contact the following people:

First Contact

Name:

Relationship to Child:

Contact Telephone Number:

Description of individual:

Second Contact

Name:

Relationship to Child:

Contact Telephone Number:

Description of individual:

Third Contact

Name:

Relationship to Child:

Contact Telephone Number:

Description of individual:

Permission for Cooking and Food Testing

As part of our exciting curriculum we would like your child to take part in more cooking and tasting activities. To ensure that we are aware of all the children’s individual allergies/dietary requirements or circumstances could you please state below any food type or ingredient that your child cannot have. If circumstances change please can you notify a staff member as soon as possible so we can update your child’s profile.

My child can eat all types of food

My child cannot eat foods that contain the following ingredients:

Intimate Care

During your child’s time here at Queen Victoria Primary School, there may be an occasion when there is a need to change or shower your child after an accident. This will, of course, minimise any disruptions to your child’s learning.

I do give my consent for my child to be showered or changed.

I do not give my consent to shower or change my child.

Emergency Treatment and First Aid Administration

Within school, when necessary, your child receives first aid treatment. This is administered by a qualified first aider. In the event of an accident requiring further treatment, you will be contacted using the emergency details provided. In extreme circumstances emergency services will be contacted, which may result in your child being taken to hospital via ambulance/other form of transport, in order for them to be treated by a registered health practitioner.

Halal Meat

In accordance with Dudley MBC catering we are obliged to offer halal meat on our lunch menu. The school therefore need to establish which children CAN ONLY BE GIVEN halal meat. The school only offers a chicken halal option on the menu.

In order to ensure that your child is given the correct option can you please confirm whether your child should only receive halal meat and no other meat products.

My child is only allowed to have halal meat.

Parent/Carer Signature:

Date:

Staff Signature:

Date received: