



Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT

Telephone: (01932) 222536

www.cardinalnewmanschool.co.uk

Headteacher: Mrs C Burnham



WHIZZ KIDS

TERMS & CONDITIONS

OPENING HOURS

The Breakfast Club is open from 7.30am for the early start or regular sessions from 7.50am to 8.40am, term-time only (excluding INSET Days, School Closure days and bank holidays).

The After School Club is open from 3.20 to 6.00 pm term-time only (excluding INSET Days, School Closure days and bank holidays). The Club will not run following early school closure on the last day of each term.

APPLYING FOR A PLACE

You can apply for a place using the Application Form available on the school website which must be returned by email to wraparoundcare@cardinalnewmanschool.co.uk. If a place is available, you will be advised that you have been allocated a place at the Club in writing.

You will be asked to complete a registration form and sign to confirm that you have read and understood the Club's Terms and Conditions, Policies and procedures. If the Club is full, your child's name will be automatically added to the waiting list.

Application for places will not be accepted prior to a school place being offered and accepted. Reception children will be allowed to join the Club once they have started to attend school full time.

WAITING LIST

The waiting list will operate following the priority order detailed in the Whizz Kids Admissions Policy. A copy of this policy can be found on the school's website <https://www.cardinal-newman.surrey.sch.uk/>

DEPOSIT

If your child is offered a place in the Club, a deposit of £100 per new child (or per family if more than 1 new child) must be paid within 2 weeks of receiving the offer, to secure your place. Bank details and a specific reference will be provided to allow us to trace your payment and allocate the deposit to the right child.

AD HOC SESSIONS

Subject to availability, we may be able to offer ad hoc sessions, but these will need to be booked in advance by at least 24 hours prior to the start of the requested session, and wait for confirmation.

PAYMENT

Invoices will be issued monthly in advance at the beginning of each month. Payment for ad hoc sessions is to be made at the time of booking via Scopay. Invoices must be paid within 14 days of the invoice date. Failure to pay might result in withdrawal of childcare place. Online payment or childcare vouchers are the preferred methods of payment. The charge is for the whole club session, regardless of what time the child is dropped off or collected. Fees charged for attending the Club are reviewed annually by Governors during the Summer Term.

PAYMENT FOR ABSENCE

All sessions are pre-booked and pre-paid to make sure that we are fully staffed. Therefore, refunds will only be offered if the club is forced to close due to snow, heating failure, staffing shortage, etc. No refunds will be given for non-attendance, including non-attendance due to illness or school residential trips.

NOTICE

If you no longer require your child's place or if you would like to request a change in permanent days or sessions, you are required to give four calendar weeks' notice to the Club Supervisor. Please note we are not able to swap days or sessions unless requested four calendar weeks in advance and dependent on availability.

Prior to the start of the Summer Term, parents will be asked to confirm if they would like to keep their child's place for the following academic year. A deposit will be requested if no deposit is already held by the school.

ARRIVAL

Breakfast Club

When you arrive to drop off your child you can contact the Club staff via the intercom from outside the main school entrance. A member of staff will meet you to the main school office area, sign your child in and take them to the Club. At the end of the session, Reception and Year 1 children will be taken to their classrooms by a member of staff. All other children will make their own way through the school to their classroom.

After School Club

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

DEPARTURE

When you arrive to collect your child from the After School Club, you can contact the Club staff via the intercom outside the main school entrance. Children will be brought by a member of staff to the main school office lobby to be signed out. If there is an occasion when you are going to be late collecting your child, please ensure that you alert us as soon as possible. There will be a charge for late collection after 6.00pm of £1 per minute.

PASSWORD

If anyone other than the usual authorised person is collecting your child you must let staff know well before pick up. You are required to supply a password which will be requested from anyone other than the authorised person. Without this password we will be unable to handover your child and will contact you using the contact details you have provided. Please be aware that should this process run beyond 6.00pm the late collection charge will be incurred.

STAFF

All staff have valid enhanced Disclosure & Barring Service checks and have received training in Child Safeguarding, First Aid, Food Hygiene and Fire Procedures. At least one member of staff has received Paediatric First Aid Training.

ACTIVITIES

There is a planned programme of activities available each day to ensure that children are offered a variety of stimulating and interesting choices. Weather permitting, there are opportunities for outside play in the playground and field, and on the KS1 and KS2 adventure playgrounds which are fully supervised at all times. There are separate areas for quiet activities for homework, reading and rest periods if needed.

REFRESHMENTS

Breakfast is provided and includes toast, jam, honey, cereal, milk, and juice. This is included in the price of the session. Healthy snacks are provided at a set time during the afternoon and are included in the price of the session.

SICKNESS

Should your child become unwell whilst at the Club we will contact you and ask that he/she is collected as soon as possible. We reserve the right to take your child to hospital in an emergency.

SCHOOL AND XAVIER CET POLICIES

The relevant policies agreed by the school and the Xavier Catholic Education Trust also apply to the operation of the After School Club. These include our Child Protection and our Behaviour and Anti-Bullying Policies. All of our policies can be found on the school website <https://www.cardinal-newman.surrey.sch.uk/> and the Xavier CET website <https://xaviercet.org.uk/>

Revised May 2023