



ST BERNADETTE'S  
CATHOLIC PRIMARY SCHOOL

# School's In and School's Out Parental Agreement

St. Bernadette's Catholic Primary School

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## Introduction

School's In and School's Out are run by our Wrap Around Care Assistants and other members of staff from St Bernadette's. Existing to provide high quality out-of-school hours childcare for our parents/ carers, it provides a range of stimulating and creative activities in a safe environment.

School's In operates from 7:45am - 8:40 am, and School's Out from 3:00 pm - 5:30 pm Monday to Friday. A copy of this agreement is available on the school website and parents/ carers of the pupils attending Schools in and Schools out will need to sign the policy agreement.

***All parents/ carers must complete their bookings through the Clubs payment item on ParentPay. Booking spaces are limited and you are able to book in advance or up to one day before the session. Payment is required before you're able to book in the session, if you pay with childcare vouchers you will need to do the claim up front and the office will credit your account. Please contact the school office to enquire about spaces available if you have missed the deadline.***

## Admissions

- Only pupils attending St Bernadette's are eligible to attend. This includes all year groups from Nursery to Year 6.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.

- All parents/ carers will be able to view this policy via our school website. Paper copies are available upon request.
- All members of staff assisting with Schools in and Schools out are made aware of the details of new pupils.
- Pupil's attendance is recorded via ParentPay, and you will be required to pay to book onto any of the sessions in advance.

## **Attendance**

- If your child is booked in and doesn't attend you will still be charged for the session booked, unless this is due to illness and your child is sent home from school. You need to inform the school office at least 24 hours in advance if you would like to cancel a session booked, failure to do so will result in being charged to cover staff costs.

## **Payment - ParentPay**

As previously stated, you will be required to pay for the sessions when you book them. If your child isn't booked in and we have space to accommodate him/her and we have to add them to the list manually, you will receive a bill through email at the end of week from ParentPay Clubs. If the debt is not cleared, you will not be able to book on to further sessions. If you pay using a childcare voucher scheme, you must have a credit on your account to be able to make bookings. You may only pay for BASC using ParentPay, cash will not be accepted.

### Prices:

- School's In 7:45am - 8:40am - £4.00
- School's In 8:15am - 8:40am - £2.00
- School's Out 3:00pm - 3:30pm - £2.00
- School's Out 3:00pm - 4:00pm - £4.00
- School's Out 3:00pm - 4:30pm - £6.00
- School's Out 3:00pm - 5:00pm - £8.00
- School's Out 3:00pm - 5.30pm - £10.00
- School's Out (Following an activity) 4:00pm - 4:30pm £2.00
- School's Out (Following an activity) 4:00pm - 5:00pm £4.00
- School's Out (Following an activity) 4:00pm - 5:30pm £6.00

## Arrival and Departure

Parents/ Carers are required to bring their child *directly to the club* where a member of Staff will let your child into the school. **School's In opens at 7:45am if you're early please wait outside.** You should enter from the main Reception office which will be **open from 7:45am**

When collecting from School's Out will **need to come through the door at the Main Reception and press the buzzer.**

**The last collection time is 5:30pm**

***If you're going to be late collecting your child you need to contact the school office on 01642 310198***

## BASC Routine

### School's In

- From 7:45am - 8:40am
- Pupils have the opportunity to go on computers, play games, read, colour and draw etc.
- 8:40am a member of staff allows KS2 pupils to go to their classroom as long as their teacher is present and the BASC Assistant walks KS1 and EY to their classrooms.

### School's Out

- At 3:00pm KS1 pupils will be collected by a member of staff and KS2 will wait in their classrooms until an adult is there to supervise pupils.
- Pupils are offered fruit and vegetables as a light snack alongside a biscuit and a drink. Pupils have the opportunity to draw, enjoy a film/ programme, read and play games inside school.
- If the weather is appropriate staff will take the children outside where they can play various games on the playground. Please ensure you send pupils in with appropriate outdoor clothing as we want pupils to spend as much time outside as possible. If the weather doesn't support this and the hall is free, pupils will be taken into the hall to play games.

## Allergies, intolerance and medical conditions

***When booking into BASC it is your responsibility to inform BASC staff/ school office if your child has any allergies, intolerances or medical conditions. This affects the shopping and the food that is available at BASC. Staff must be aware of medical***

***conditions to ensure your child is looked after correctly for their personal needs/ requirements.***

## **Behaviour**

Whilst attending BASC pupils are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Ask for help if needed.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents/ carers about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the pupil will be temporarily removed from activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between pupils to try and resolve conflicts through discussion and negotiation.
- Staff will consult with parents/ carers to formulate clear strategies for dealing with persistent inappropriate behaviour.

## **First Aid**

- During BASC there will always be at least one member of First Aid trained staff. Any incidents will be accurately reported to the parents/ carers upon collection. If urgent contact is required you will be contacted via the mobile number you have provided when filling in the Google Form.
- Parents/ Carers of any pupil who becomes unwell during BASC will be contacted immediately. If a pupil is sent home during school hours but is booked into the Club you will not be charged for the session.

## **Uncollected Children**

If a pupil has not been collected by the end of the session parents/ carers will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance.

***If someone else other than yourself is collecting your child/ children please inform the office either by telephone or email.***

***Telephone - 01642 310198***

***Email - [enquiries@stbernadettes.npcat.org.uk](mailto:enquiries@stbernadettes.npcat.org.uk)***

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# Schools in and Schools out Agreement

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I ..... Parents/ Carer of  
..... have read and accepted a copy of Schools in and  
out policy and agree to abide by the terms stated.

I accept that I am the 'contracting parent' for the above pupils and agree to make payments on time through ParentPay for St. Bernadette's Schools in/out. I accept that failure to pay in accordance with the agreement may result in my child being withdrawn from Schools in/out. I accept that if my child has continuous challenging behaviour that my child will not be allowed to attend Schools in/out. I accept that it is my responsibility to advise staff of any allergies, intolerances and medical conditions.

Parent/ Carers signature: .....

Print name: .....

Date:.....