



# The Quinta Primary School

## Club Quinta Registration Pack

- Everyday Excellence
- Authentic Care
- Independence
- Opportunity

### Registration Pack

This registration pack is the formal agreement between the school and the family of the child attending wraparound care at The Quinta Primary School. It is essential that you read and understand all of the terms and conditions of the setting before signing the form.

- In order to attend the wraparound care provision, your child must attend The Quinta Primary School.
- Your child's key information will be taken from the school's database so there is no need to register this information twice.
- This form contains a link to a google form at the end of the pack which you must complete to sign that you have read and understood the information.

If you have any questions, please speak to a member of the office staff who will be happy to help.

### General Information

Club Quinta is managed by The Quinta Primary School and is an extended provision for quality childcare for pupils attending The Quinta Pre School and The Quinta Primary School.

### Eligibility criteria

- Over 3 years old
- Able to use toilets independently
- Parents/carers/pupils agree to the behaviour policy
- Parents/carers agree to the payment conditions
- Parents/carers agree to the conditions of bookings

### Payments

Any bookings made will generate a charge on the school's Scopay system. Payments need to be made prior to attendance at the club.

Breakfast Club: 7am - 8am drop off (with breakfast) = £7

After 8am drop off (without breakfast) = £3.50

Afterschool Club: 3pm - 4:30pm collection without snack £6

After 4:30pm collection with light snack £12.50

Please note: all late bookings (made within the current week) will incur an extra charge of £1 per session.

Payment can be made by bank transfer or childcare vouchers. Please ask at the office for further information. Online payment details to follow.

### Bookings

The form will be available to book via SCOPAY app. This form will close for the coming week to enable us to arrange staffing ratios. Any bookings made after this will be charged at the higher rate. If you require a place after the form has closed, please call or email the school to check availability.

If the numbers in the club fall below 10, we may not be able to run the provision. On those days we will give parents a minimum of 48 hours notice. It is therefore more beneficial for all families to make their bookings at the earliest convenience.

### Non-Attendance

All fees are due if a place has been booked for your child/children, irrespective of attendance. In some circumstances we may allow a pre booked session to be moved ie. later in the week. If your child is absent due to illness, please contact the school office to discuss this.

### Medical Information

Club Quinta uses the school's data management system. It is essential that parents keep us informed about any changes to contact details, medical information or dietary needs.

In line with the school's No medication will be given to a child unless it has been prescribed by a doctor and a medication form has been completed.

Accidents occurring at Club Quinta will be recorded and parents/carers, notified on collection. In the event of any serious accident, emergency contacts (held on Arbor) will be telephoned immediately.

### Collection of Children

Children can only be collected by the parent/carer or emergency contacts named on the registration form.

Any person unknown to staff will be challenged to provide a code word (provided on the registration form).

If another family member or friend is collecting, please inform the school office. The person collecting children from Club Quinta must be over the age of 16.

### Staffing

The day to day running of Club Quinta is carried out by Mrs Louise Connor (Breakfast Club), Mrs Sarah Frodsham (KS2 after school club) and Mrs Elena DaSilva-Schraner (KS1 after school club). They are responsible for leading the sessions under the supervision of Mr Sharpe (Headteacher and Safeguarding Lead).

All staff can be identified via their staff lanyards.

## Terms and Conditions

- These conditions must be agreed prior to the child attending Club Quinta by signing the form in the link at the end of this pack.
- Charges will still be made for places that are booked but not attended.
- Please telephone 01260 221640 if you are running late due to unforeseen circumstances and we can reassure your child you are on your way.
- Collections after 6pm will incur a charge of £10 for every 15 minutes (or part of) after this time.
- Sessions need to be booked in advance by the date given on Club Quinta website.
- Charges will be issued on Scopay in advance of sessions (and must be paid within 7 days if a late booking).
- Club Quinta has no obligation to continue to provide childcare in the event of fees becoming outstanding.
- Failure to pay will result in the withdrawal of childcare.
- In cases of non-payment The Quinta Primary School debt process will be followed which may result in court action.
- Any costs incurred relating to the recovery of fees will be added to any outstanding amount.
- The Quinta Primary School/Club Quinta policies and procedures will be followed (including the complaints procedure).
- You agree to keep our Data Management System (Arbor) up to date with contact numbers and keep us informed with regard to medical and dietary requirements.

## **Club Quinta School Behaviour Policy**

At Club Quinta we aim to promote the same positive behaviour and we aim to do this by our staff continuing to have a fostering, caring and co-operative attitude.

Our aims are:

- To create a disciplined yet caring environment, where children feel valued and secure.
- To teach children to make appropriate and responsible choices in their behaviour.
- To encourage and acknowledge individual achievement.
- To encourage children to realise their own potential and to develop a sense of worth.
- To encourage children to respond positively to the opportunities and challenges presented.

This policy provides a clear, consistent structure within which pupils, parents and staff work together to encourage, and expect, good standards of behaviour. These are based on shared values, supported by a system of rewards and, where necessary, consequences within the context of a positive community atmosphere. Bullying of any sort will not be tolerated.

We aim to provide a consistent and positive approach to behaviour using the same system of rewards and sanctions that the children are used to during school time.

These are:

- Words of praise, thanks and/or encouragement.
- Positive feedback will be passed on to parents on a daily basis.

If a child breaks the club rules, these are the consequences:

- Step 1: If your child breaks a club rule: to be ready, respectful and safe, they will be given a verbal warning and reminded of the rules.
- Step 2: If the behaviour continues the child will then be given a final chance and will be asked to stand with a member of staff for a period of time.
- Step 3: If the negative behaviour persists over a session or across sessions your child will be suspended from accessing the provision. This will begin with an immediate 1 day suspension for the first occasion, 2 days for a repeat suspension and then a week suspension.
- Step 4: If, after a week suspension, the child continues to break the club rules they will be suspended for a term.
- Step 5: As a last resort if a child continues to break the club rules, upsets other children or if an assault or severe incident has occurred then the school reserves the right to refuse admission to the club permanently. \*All suspensions will reset at the start of a new academic year.

Please note:

The club reserves the right to go straight to step 3,4 or 5 where a pupil's behaviour is severe.

For example:

- disregard for staff or pupil safety,
- attempting to harm or harming another pupil or staff member
- insolence or refusal to follow a simple request.
- Deliberate vandalism
- Theft
- Use of abusive language

Where the child is at risk of suspension, a full investigation of the incident will take place for training and accuracy.

Please read our policy documents below and sign the bottom of the form to declare that the information provided is correct and that you understand the terms.

## **Communication**

Most of our communication is by email and text messages.

## **Communication at Club Quinta**

To keep you, the parent, updated about your child/children we use the various forms of communication as outlined below:

- Schoolspider via the parent app
- Telephone/Answerphone
- Seesaw

**The Quinta Primary Website – www.thequinta.cheshire.sch.uk Section – Virtual Quinta/Club Quinta**

This site holds general information for parents to access 24/7.  
Parents can access general information.

Once you have read and understood the conditions to your child securing a place, please sign the form in the following link:

<https://forms.gle/5ocmqbYDNRJcorDX8>

**Club Quinta Registration Form**  
Ullswater Road, Congleton, CW12 4LX  
Tel: 01260 221638 / 01260 221640

