Summerhill Academy Breakfast/After School Club - Registration Form 2023 – 2024

Child's Forename Name:	Child's Surname
Gender:	Date of Birth:
Class:	Child's UPN: *(Infants Only – obtained from Summerhill Infants School)*
Main Carer: Relationship to Child: Parental Responsibility: Yes/No	Other Main Carer: Relationship to Child: Parental Responsibility: Yes/No
Home Address: Postcode: Contact Telephone Number: Email:	Home Address: (if different) Postcode: Contact Telephone Number: Email:
Name of the person(s) who will usually collect your child: (Must be over 18)	Any person(s) who **should NOT be allowed** to collect your child:

INFANT SCHOOL PUPILS ONLY I would like to provide the following password, which will be quoted by any trusted persons collecting my child who does not have parental responsibility. **PASSWORD:** ………………………………………………………………………………………………. Should any person arrive to collect my child who does not have the password, I understand that my child will not be allowed to leave the school premises until the correct password has been provided.

Other Contact Details	
<u>Emergency Contact 1</u> Name: Relationship to Child: Mobile Telephone Number:	<u>Emergency Contact 2</u> Name: Relationship to Child: Mobile Telephone Number:

Does your child have any medical conditions/ issues? YES / NO Please give details:
Does your child have any allergies or specific dietary needs? E.g., Vegetarian/ Halal/ Sikh YES / NO Please give details:
Any further information you feel staff should be aware of when caring for your child:

Ethnic Origin:		
Religion:		
Child's First Language:		
Other Languages Spoken:		
During After School or Breakfast Club do you give permission for your child to:		
Taste Food	Yes	No
Access Internet	Yes	No
Photographs of your child to be taken whilst at the setting for internal/external purposes?	Yes	No

Please read the following statements carefully and sign the acceptance below:

- o I consent to my child receiving medical treatment from an appropriately qualified person or persons, in the event of an emergency.
- o I understand that a booking can only be made if there is credit on my SCOPAY account.
- o I will pay the said fees when they fall due and understand that the person signing the registration/booking form will be liable to pay the said fees.
- o I understand that **any sessions cancelled within 24 hours will not be refunded.** Any booking cancelled prior to 24 hours before the booked session, will be credited to my SCOPAY account with the amount originally paid for the session. This credit can then be used towards another session booking.
- o My child will only be released to the person(s) detailed overleaf (using the password supplied to the school) unless otherwise notified by myself.
- o It is my responsibility to provide the correct password to any responsible adult collecting my child.
- o I understand that if my booking is made after 12pm the same day for After School Club, then I will incur a higher charge of £12 per child for that session.
- o I understand that if my child is not booked into Breakfast Club prior to 7am the same day, I will incur a higher charge of £6 per child for that session.
- o I understand that if my child is attending After School Club due to non-collection from school (10 minutes after end of class day, or by 4.35pm for extra-curricular clubs), I will incur a higher charge of £12 per child.
- o I understand that if my child is not collected from After School Club by 5.45pm Monday - Friday I will incur a late collection fee of £5 per child any time from 5.45pm-6.00pm and an additional £15 for every 10-minute period thereafter.
- o I understand that the £1 breakfast club drop-off service is available for siblings of Year 3/6 academy pupils only **from 8:30am** and does **not include** a breakfast for my child.
- o I understand that a minor under the age of 18 may only collect my child/children from after school club up to 4.30pm, after this time a trusted adult must collect my child/children.
- o I understand that PG films could be played during breakfast and afterschool club sessions.
- o I agree to the above terms and conditions.

Signed ………… …………………………………….………. **Date** ……………………………….

Booking Preferences: Please confirm which cohort you would like your child to added to. Please ensure you book sessions on www.scopay.com

- ❑ **Breakfast Club**
- ❑ **After School Club**

Childcare Vouchers

At Summerhill we take childcare vouchers towards payment of sessions. If you wish to pay with vouchers, you may need to provide our reference number (known as a URN) to your childcare voucher supplier. This is as follows: URN 138658

Student Data

Personal data is held by the academy (and where applicable by the multi-academy trust, Cabot Learning Federation) about students. This includes, but is not limited to:

- Information passed on to us from a previous school or academy.
- Information collected from parents/carers when a student starts at the academy

SEND information.

Medical information, and

Information about the student's attendance and progress whilst at school.

The academy has some statutory duties to pass on some of this data to the Department for Education, Ofsted, the Local Authority, the local healthcare trust, examination boards and other educational providers used by the federation. The academy maintains a full list of all organisations it shares data with.

The academy uses CCTV surveillance and student images are stored for a temporary period in line with the Cabot Learning Federation's CCTV policy and the Records Retention policy which can be found on the website: http://www.cabotlearningfederation.net

There are some activities that are essential to the running of the academy that require the processing of student data. The academy will use student data in its own software packages and those used for specific functions, certain curriculum activities and / or homework. These include CPOMS, Office 365, Twinkl, PiXL and DoJo. The academy will be able to provide a list of such software providers on request.

For further information about how the academy stores, uses and shares data, please read the Privacy Notice on the Cabot Learning Federation website: http://www.cabotlearningfederation.net