

Summerhill Academy Breakfast/After School Club - Registration Form 2021 – 2022

Child's Full Name	
Gender	Date of Birth
Class	Child's UPN (Infants Only – please ask for this from Summerhill Infants School)
Main Carer (with whom the child normally lives)	Other Main Carer
Relationship to Child	Relationship to Child
Home Address	Home Address (if different)
Postcode	Postcode
Home Telephone Number	Home Telephone Number
Mobile Telephone Number	Mobile Telephone Number
Email	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 provided to any minor/trusted adult 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	
Emergency Contact 1	Emergency Contact 2
Name	Name
Relationship to Child	Relationship to Child
Mobile Telephone Number	Mobile Telephone Number
Does your child have any medical conditions/ issues? Please give details:	
Does your child have any allergies or specific dietary needs? Vegetarian/ Halal/Sikh/Halal 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:
<p>During After School or Breakfast Club do you give permission for your child to:</p> <p>Taste Food YES / NO Watch PG Films YES / NO</p> <p>Access the internet YES / NO</p> <p>Photographs of your child to be taken whilst at the setting for internal/external purposes? YES / NO</p>
<p>Please read the following statements carefully and sign the acceptance below:</p> <ul style="list-style-type: none"> ○ I consent to my child receiving medical treatment in the event of an emergency from an appropriately qualified person or persons. ○ I understand that a booking can only be made if there is credit on my SCOPAY account. ○ 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. ○ I understand that if I cancel any booking <u>prior</u> to 24 hours before the booked session, my SCOPAY account will be credited with the amount originally paid for the session. This credit can then be used towards another session booking. Any sessions cancelled within 24 hours will not be refunded. ○ My child will only be released to the person(s) detailed overleaf (using the password supplied to the school) unless otherwise notified by myself. It is my responsibility to provide the correct password to any other responsible adult collecting my child. ○ I understand that if my booking is made after 2pm the same day for After School Club, then I will incur a higher charge of £10 per child for that session. ○ I understand that if my child is not booked in to Breakfast Club prior to 7am the same day, I will incur a higher charge of £5 per child for that session. ○ 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 £10 per child. ○ 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 £10 for every 15 minute period thereafter. ○ I understand that a minor under the age of 18 can collect my child/children from after school club up to 4.30pm, after this time a trusted adult must collect my child/children. ○ I agree to the above terms and conditions. <p>Signed Date</p>
<p>Booking Preferences: The following is only to be used as a guideline on possible numbers for office use and is NOT a guarantee of booking. Please ensure you book on www.scopay.com</p> <p>Breakfast Club: (Please circle) Monday Tuesday Wednesday Thursday Friday</p> <p>After School Club: (Please circle) Monday Tuesday Wednesday Thursday Friday</p>

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>