

Penllergaer Primary Wraparound

Pontarddulais Road, Penllergaer, Swansea SA4 9DB

Headteacher/Responsible Individual: Mrs. J. Woolcock,
Deputy Headteacher/Responsible Individual: Mrs S. Burns
Persons in Charge: Mrs. L. Tucker / Mrs D. Smallbones

☎: (01792) 892354

☎: (01792) 891767

e-mail: penllergaer.primary@swansea-edunet.gov.uk

Website: www.edunet.link/penllergaer/



Contract and Registration

Information recorded here is kept confidential – see confidentiality policy and data protection policy

This contract should be completed once our **Admissions, arrivals and collections, settling in, failure to collect a child, and when a child is lost or missing, policy and procedure**, has been read and acknowledged.

Child's personal details:

Full name of child:	
Gender:	Date of birth (day/month/year):
Child's home address:	
Postcode:	
Telephone :	

Parents'/guardians' details:

	Parent/Guardian 1	Parent/Guardian 2
Full names:		
Relationship to child:		
Home address:		
Postcode:		
Home telephone:		

Work telephone:		
Mobile:		
Email:		

Details of persons authorised to collect child or who can be contacted in an emergency:

	Contact 1	Contact 2	Contact 3	Contact 4
Full name:				
Relationship to child:				
Home address:				
Postcode:				
Home telephone:				
Work telephone:				
Mobile:				
Email:				

Proof of identity, a phone call for verbal permission with an accurate description of the collector is required before releasing any child to anyone other than those noted above. A password may also be required. See **Admissions, arrivals and collections, settling in, failure to collect a child, and when a child is lost or missing, policy and procedure**

Child's medical information/individual needs:

Name of doctor:	
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Name of health visitor:	
Doctor's surgery and address:	
Postcode:	
Doctor's telephone number:	
Known medical conditions, allergies, special dietary and health needs:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details:
Details of any medication being used:	
Any other relevant information we should be aware of?	
<p><i>NB Parents will need to complete and submit as appropriate, a separate 'Request to administer medicines' form should there be a need for school to administer medicines to your child at any time.</i></p> <p><i>Depending on your child's medical conditions, you may be called into the school to devise a Health Care Plan for your child.</i></p>	
<p><i>Disability - Wraparound has a duty under the Disability Discrimination Act to collect any information on any disability your child or immediate family / carer may have. This is to ensure the school can seek to meet your individual needs. All information provided will be treated with the strictest confidence.</i></p>	
Pupil disability	
Parent / Guardian Disability	

GUIDANCE ON THE USE OF EMERGENCY SALBUTAMOL INHALERS (FOR ASTHMA) IN SCHOOLS IN WALES

If your child suffers with asthma and has a prescribed inhaler, please let us now so that we can discuss use and storage of inhalers as well as emergency use of inhalers.

Child's preferred language:

<input type="checkbox"/> Welsh	<input type="checkbox"/> British Sign Language
<input type="checkbox"/> English	<input type="checkbox"/> Makaton
<input type="checkbox"/> Bi-lingual Welsh - English	<input type="checkbox"/> Other communication
<input type="checkbox"/> Other spoken language	

Can your child speak welsh?		No	
Yes speaks Welsh fluently		Yes speaks Welsh but not fluently	
Does your child speak Welsh in the home?		No	
Yes. Speaks Welsh with one parent or guardian only		Yes. Speaks welsh with both parents or guardians	
Speaks Welsh with his or her siblings			

Child's ethnicity:

<input type="checkbox"/> White	<input type="checkbox"/> Black/Black British
<input type="checkbox"/> Mixed/multiple ethnic groups	<input type="checkbox"/> Other ethnic group
<input type="checkbox"/> Asian/Asian British	

Arrangements in the case of sickness and/or any emergency:

Penllergaer Primary Wraparound does not accept children who are unwell and we expect parents/guardians to inform us on the day (or sooner) if their child will not be attending. If a child becomes unwell during their stay with us we contact the parent/guardian at the earliest opportunity. Staff at Penllergaer Primary Wraparound have undertaken appropriate training to deal with an emergency. **(Please also refer to our health and hygiene, admissions and medication policies.)**

While every attempt will be made to contact you there may be a situation when it is deemed necessary to administer basic first aid to your child (of which a written

record will be kept) and in an emergency call the emergency services. Please sign below giving your consent to (*name of provision*) taking such action in your absence:

I (<i>print name</i>)	give my consent to Penllergaer Wraparound
administering basic first aid (of which a written record will be kept).	
Signature of parent/guardian:	Date:
I (<i>print name</i>)	give my consent to Penllergaer Wraparound
signing any written form or consent required by hospital authorities if the delay in getting my signature is considered by the medical practitioner in attendance to endanger my child's health and safety.	
Signature of parent/guardian:	Date:

Photographs and videos

The use of digital / video images plays an important part in our play, learning and social activities. Children and members of staff may use digital cameras to record evidence of activities in sessions.

Wraparound will comply with the Data Protection Act and request parents / carers permission before taking images of members of the Wraparound. We will also ensure that when images are published that the young people cannot be identified using their names.

Parents are requested to sign the permission form below **to allow Wraparound** to take and use images of their children.

Images may also be used to celebrate success through their publication in newsletters, on the Wraparound section of the school website and social media eg Twitter.

Photographs may be used:

- on display boards around Wraparound and the school
- on the Wraparound section of the school website
- on social media (eg Twitter)
- in Wraparound blogs
- in the school/Wraparound prospectus (digital and printed)
- Wraparound policies (digital and printed)
- Wraparound newsletters (digital and printed)
- Foyer celebration newsfeed screen
- marketing eg concerts, sports events, fete etc
- in the press eg Evening Post

Conditions of Use

- We will not re-use any photographs or recordings after your child leaves our Wraparound.
- We will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our prospectus or in any of our other printed publications.

- We will not include personal e-mail, postal addresses, or telephone numbers on video, on our website, in our prospectus or in other printed publications.
- If we use photographs of individual children, we will not use the name of that child in the accompanying text or photo caption.
- If we name a child in the text, we will not use a photograph of that child to accompany that article.
- We may include pictures of children and staff that have been drawn by the children.
- We may use group photographs or footage with very general labels such as ‘a science activity’ or ‘making Christmas decorations’.
- We will only use images of children who are suitably dressed to reduce the risk of such images being inappropriately used.

Parental Photography:

We understand that parents are very supportive of their children. Photographs taken and video recordings by parents and relatives of children at our Wraparound should be for personal use only; “personal use” photographs and videos must not be sold, shared online, or publicly in any other format.

There may arise occasions when we request that photographs and videos are not taken and you will be informed beforehand of this.

You may withdraw your consent for photographs/videos at any time by writing to the Wraparound person in charge.

I agree to allow the school to take and use digital images of my son/daughter as outlined below:		
Please circle Yes or No below:		
As the parent / carer of the pupil named below, I agree to the school taking and using digital / video images of my child to support social, personal development, learning activities or celebrate achievement within Wraparound such as books, (including other children’s books if group work is photographed), displays and presentations that may only be shown within the school/Wraparound.	Yes	No
As the parent / carer of the pupil named below, I agree to the Wraparound taking and using digital / video images of my child to support play activities or celebrate achievement or in publicity that reasonably celebrates success and promotes the work of the Wraparound via the school– for example the Wraparound section on the school website, Twitter, Newsletters, policies and prospectus – please note all of these media are linked through the Wraparound section on the school website.	Yes	No
As the parent / carer of the pupil named below, I agree to Wraparound taking and using digital / video images of my child to support play activities or celebrate achievement or in publicity that reasonably celebrates success and promotes the work of the Wraparound via occasional external users for example newspapers (Evening Post)	Yes	No

Parent Agreement:

I agree that if I take digital or video images at, or of, – Wraparound events which include images of children, other than my own, **I will** abide by these guidelines in my use of these images.

I agree not to publish any images of children other than my own on any social media site without the express permission of the child’s parent.

Pupil Name			
Parent/Guardian Name			
Signed		Date	

Outings: from time to time children will be taken on outings in the locality. (Please refer to our outings policy.) Should any visits involve transport a separate permission will be sought containing details of the trip.

<input type="checkbox"/> I give permission for my child to be taken on outings in the locality.	
Signature of parent/carer:	Date:

Settling in: Penllergaer Primary Wraparound works with parents/guardians to help their child settle happily.

Tell us about anything that will help us understand the needs of your child more fully, such as your child’s preferred name, comfort object, and daily routine:

Penllergaer Primary Wraparound welcomes requests from parents/carers to discuss how best to introduce their child to this provision. (Please refer to our admissions, arrivals and collections, settling - in and failure to collect children policy and procedure.)

Arrival at and Collection from Wraparound

Parents/guardians are expected to sign in their child when arriving. It is important that staff know who has permission to pick your child up other than yourselves as parents / guardians. This also includes other child care settings collection eg Baby Bugs, Busy Bees.

We understand that child care for many parents means that children may be picked up by different people through the week. Please inform us of the routine for pick up and ensure that the staff is aware if there is a change to arrangements. We also appreciate that plans may change during the day, we ask that you let us know of any changes to arrangements as early as possible by contacting the school office who will pass on messages to Wraparound staff.

Please could you complete the table below indicating who has permission to collect your child from school and their relationship to your child (friend /sister /childminder /grandparent /other childcare setting etc.)

NAME		RELATIONSHIP TO PUPIL	
SIGNATURE (Parent / Guardian)		DATE	
RELATIONSHIP TO PUPIL			

Fees per day

We accept cash, cheques (made out to Penllergaer Primary School) and Childcare Vouchers

Reception to Year 6 children (ages 4 – 11)

Wide Awake Club – 8.00 – 8.50	£ 1.50
After School Club - 3.20 – 5.20	£ 8.00

- All fees must be made in advance
- Wide Awake Club and After School Club bookings and payments to be made on the first day of the week of the booking (normally a Monday)
- Cancellations must be made 24 hours in advance

Nursery Wraparound ages 3 - 4

Wide Awake Club 7.55 – 9.00	£ 3.00
Wraparound 9.00 – 11.30	£11.00
Wraparound Lunch 11.30 – 12.45	£ 5.00
Wraparound 11.30 – 3.15	£11.00
After School Club 3.15 – 5.20	£ 8.00

- Nursery Wraparound payments to be made no later than the **Wednesday before the week booked**
- A minimum of 4 weeks' notice is required to cancel a booking or terminate a

contract

- Fees must be paid for dates booked. If your child does not attend due to a short-term illness or another reason, payment for the day/days booked will still be required as the place and staff will have been booked.
- If the site is closed due to weather, etc. then fees are refundable
- A child's continued place at Penllergaer Primary Wraparound is dependent on continued payment of fees
- Fees are payable if a child is absent without notice, although in certain circumstances this be used as credit for future bookings.
- Parents/guardians are advised to speak to Mrs Tucker / Mrs Smallbones about payment of fees in cases of prolonged absence.

Notice: Nursery Wraparound requires one month's notice in writing of a child leaving the provision.

Please note that:

Parents/carers are expected to read all policies and procedures. The pack is available from Penllergaer Primary School office or Nursery Wraparound. Specific exemption clauses may apply to the insurance cover provided by Penllergaer Primary Wraparound. A copy of insurance policies is available for parents/carers to ensure that their needs and those of their child are met. It is our policy that everyone who attends, works in or visits Penllergaer Primary Wraparound has the right to enjoy the service we provide and all who attend our provision are expected to conduct themselves in a manner that is mindful of the presence of children.

In the event of a compliment, concern or complaint Penllergaer Primary Wraparound welcomes discussion with parents/carers about the service they and their child can expect from us. Please speak to Jayne Woolcock and/or read the complaints policy and procedure. If you remain unhappy about the service you receive please contact the relevant CIW office - www.CIW.org.uk.

Agreement between parent(s)/guardian(s) and Penllergaer Primary Wraparound

I understand that by completing and signing this contract and registration form:

- I agree to meet the terms and conditions of Penllergaer Primary Wraparound
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I have received a copy of, read, understood and agree the following policies and procedures of the provision:
 - Admissions, arrivals and collections, settling in, failure to collect a child, and when a child is lost or missing, policy and procedure,
 - Confidentiality policy
 - Behaviour management and anti-bullying policy and procedure
 - Equality and Inclusion policy

(These policies are part of the Parents/Guardians Welcome and Admissions pack)

Name of parent/guardian 1:

Signature of parent/guardian:

Date:

Name of parent/guardian 2:

Signature of parent/guardian:

Date:

Signature on behalf of Penllergaer Primary Wraparound:

Date:

- ✓ A copy of the statement of purpose and the operational plan accompanies the contract and registration form given to parents/guardians.
- ✓ A copy of the Booking forms are available from the setting, school office and school website.
- ✓ A copy of the contract and registration form is kept by both provider and the parents/guardians.
- ✓ All policies and procedures are available for parents to read and are available on request.
- ✓ Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for Penllergaer Primary Wraparound and data protection policy.