



Doxey Primary School

Learning values, achieving goals

Respect, Self-belief, Pride, Perseverance, and Curiosity

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SPARKLES TERMS AND CONDITIONS

Doxey Primary School operates a Governor Led facility during term time, called Sparkles.

Within the Sparkles provision are the following:

1. Sparkles Pre School for children 2 and 3 years of age.
2. Sparkles Wraparound provision for those children in the School Nursery Class aged 3 and 4 years old.
3. Sparkles before and After School Club for children aged 3 to 11 years.

These provisions operate from 7.45am through to 5.45pm Monday to Friday during term time (with the exceptions of inset days and bank holidays).

REGISTRATION & BOOKING:

All parents/carers who wish to use these facilities should first complete a **Registration Pack**.

A Registration Pack consists of:

1. A Booking Form
2. Signing and Returning a 'Terms and Conditions' Form.
3. A Pupil Collection Form.

It is only necessary to complete a Terms and Conditions once, and you will only be asked to sign another one as/when it is updated.

New Booking Forms should be completed at the beginning of each term and must be made in advance of the sessions required.

Ad hoc sessions will be permitted subject to spaces being available. The office must be made aware of any ad hoc sessions by 12pm at the latest on the day in question. Booking requested after this would only be accepted in emergency situations.

The Pupil Collection Form should be updated by the Parent or Carer whenever these details change.

DROPPING OFF AND COLLECTING CHILDREN:

When dropping off at Breakfast Club, children in Year 3 and below must be walked to the provision and handed over to a member of staff. It is not permitted to drop children in Year 3 and below off in the car park area to make their own way in.

Please ensure collect your child promptly at the end of the sessions booked. If you are delayed for any reason please contact the school office on 01785 450120 (8.30am to 4.00pm) or on the Breakfast/Afterschool Mobile 07745 239185 (7.45am to 8.45am and 3.30pm to 5.45pm)

All children attending any of the Sparkles provision must have an up to date '**Pupil Collection Form**' completed, identifying the people who are permitted to collect them. There is a password system in operation which will be identified on this form.

Your child will not be allowed to leave with anyone who is not identified on this list or who does not know the password.

If your child is in Year 4, 5 or 6 and you wish them to be able to walk home at the end of the booked session, this must be indicated on the Pupil Collection Form.

LATE COLLECTION:

Parents/Carers should collect their child(ren) promptly at the end of session they have booked. If they are not collected on time and go more than 5 minutes into the next session, you will be charged for an additional session.

If a child is collected late after the provision has ended, they will be cared for by members of staff but this will incur a charge to the parent/carer. This charge will be £5.00 for the first 15 minutes and a further £1 for each subsequent 5 minute period.

PAYMENT:

Invoices will be sent to Parents, via email, at the beginning of each month. All invoices will be issued a month in advance of the childcare received.

Full payment must be made in line with the dates identified on your invoice, **this will 14 days from the start of the month.**

Payments can be made by card via our secure online payment system Parent Pay. Parents wishing to pay cash should take the barcoded letter to a Paypoint store and make payment using the barcode (nearest store is Bradbury Rise). Payments in cash at the school office will only be accepted in exceptional circumstances.

Payment is still required when a child is absent for any reason e.g. on holiday or absent due to illness.

If a child is absent for a long period due to illness, the Headteacher will decide on a case-by-case basis as to whether fees will need to be paid for the period. The Headteacher's decision is final.

4 weeks' notice and payment will be required to withdraw your child from Sparkles Preschool or Wraparound care.

24 hours' notice is required for changes to Breakfast/Afterschool club bookings.

Any ad hoc sessions which are booked during the month, will be charged to Parent Pay the same day and must be paid by Friday of the same week (regardless of the day of booking). Parents are requested, where possible, to ensure their Parent Pay accounts are kept in credit.

THE PROCESS FOR PURSUING DEBTS:

Informal reminder – Parents will be reminded by text 7 days after the invoice is issued that payment must be received by 14 days.

First reminder – If the invoice remains unpaid after the 14th day, a first reminder will be sent to the debtor. **At this point, access to the Sparkles provision may be suspended until payment is made.**

Second reminder - If the debt remains unpaid one week after a first formal reminder, a second formal reminder will be sent to the debtor. These reminders allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt should the issue proceed further.

Final reminder letter - If no response is received following the second reminder, the school will send a letter to the debtor advising them that they will be referring the matter to the LA to consider legal action.

At any stage above, Sparkles reserve the right to withdraw childcare.

Any outstanding debt of more than £50, will automatically result in childcare being withdrawn.

NOTICE:

For Sparkles Pre School and Nursery wraparound care, **4 weeks' notice** is required for any decrease in sessions or withdrawal of a child. Notice must be provided in writing to the school office.

If you would like to increase or change bookings we will aim to accommodate this as requested, availability permitting. If your child is absent for any reason (eg Sick, Holiday etc.) sessions will still be charged.

For Breakfast and Afterschool Club, **we require 24 hours'** notice of any cancellation of your booking. If 24 hours' notice is not received you will be charged for the session, this includes sessions that the child misses due to illness, holiday etc.

Any changes or cancellations of sessions must be done through the School Office only.

POLICIES:

The Sparkles provision adheres to the same policies as Doxey Primary School.

Please sign and return to the school office:

Child's Name.....Class.....

Child's Name.....Class.....

Child's Name.....Class.....

Child's Name.....Class.....

I agree to abide by the Sparkles Provision Terms and Conditions set out above.

Signed.....

Name.....

Date.....

(Person signing must have Parental Responsibility)