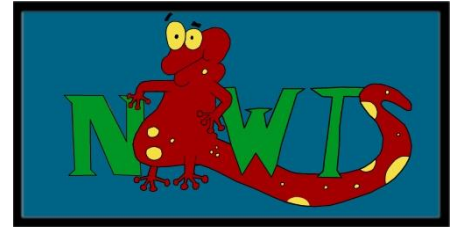




Newton Hill Community School  
Leeds Road, Newton Hill, Wakefield  
WF1 2HR  
Tel: 01924 303680  
Newts: 07823883097  
Headteacher: Mrs C Wheatley  
Newts Manager: Mrs M Myton



e-mail: [newts@newton-hill.org.uk](mailto:newts@newton-hill.org.uk)

**Information recorded here is confidential- see confidentiality policy**

### **Contract and Registration Form**

**Full name of child:**.....

**Date of Birth :**.....

**Gender:** Male Female (please circle)

**Child's Home address:**

.....

.....

..... **Postcode:** .....

**Telephone contact: Home:** .....

**Mobile:**.....

**Work:** .....

**Email:** .....

**Parent/carer details:**

<b>Full names:</b>	<b>Parent/Carer 1</b>	<b>Parent/Carer 2</b>
<b>Relationship to Child:</b>		
<b>Home address:</b>		
<b>Postcode:</b>		
<b>Home telephone:</b>		
<b>Work telephone:</b>		
<b>Mobile:</b>		
<b>Email:</b>		

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

<b>Full names:</b>	<b>Contact 1</b>	<b>Contact 2</b>	<b>Contact 3</b>
<b>Relationship to Child:</b>			
<b>Home address:</b>			
<b>Postcode:</b>			
<b>Home telephone:</b>			
<b>Work telephone:</b>			
<b>Mobile:</b>			
<b>Email:</b>			

**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 is also required:**

**Additional information about your child**

**Does your child have any requirements, known medical conditions, allergies, are they neuro diverse, special dietary requirements, do they have an EHCP and require 1:1 support or in the process of a diagnosis:**

**Yes            No            (please circle)**

**If yes please give details: .....**

.....

**Any other relevant information we should be aware of? Withholding relevant information may result in your place at Newts being suspended.**

.....

.....

**Details of any medication being used: .....**

.....

**Does the family/child have a social worker?    Yes            No    (Please circle)**

**If yes, a School DSL will be in touch for further details.**

**I undertake to inform the Manager of Newts as soon as possible of any change in medical and/or any other relevant circumstances.**

**Signed: Parent/Carer: ..... Date: .....**

**Signed: Newts Manager: ..... Date: .....**

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

Newts does not accept children who are unwell and we expect parent/carers 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/carer at the earliest opportunity. Staff at Newts have undertaken appropriate training to deal with an emergency. Absence due to illness will still be charged.

Whilst 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.

### Fees at Newts

Session	Time	Set price
Breakfast Club	7:30-8:50 a.m.	£5.25 (Breakfast provided)
Session 1 After school Care	3:15-4:15 p.m.	£4.50
Session 2 After school Care	4.15-5:15 p.m.	£4.00 (Light snack provided)
Session 3 After school Care	5:15-6:00 p.m.	£4.00

- If you have more than 1 child attending Newts, there will be a discount of 10% off the second child, not an overall 10% discount.

In order to forecast numbers and plan staffing ratios carefully, we require reasonable notice for extra attendance at Newts. However, regular monthly fees will be paid in advance each month through parent pay and 4 weeks written notice is required if the place at Newts is no longer required or the number of sessions the child attends is to be reduced.

Parent/carers are advised to speak to the Newts manager about payment of fees if there are any concerns.

**Please note:** There will be a charge for a late pick up e.g., if your child is booked in 3.15-4.15 and you pick your child up at 4.30 you will also be charged for the second or third session. You will also pay a flat rate of a £10.00 late fee to cover staffing costs.

No shows will also be charged. Refunds will only be applied due to a school closure.

The use of the school car park is not permitted due to safeguarding.

### **Outstanding charges**

If there are any outstanding charges on your account for Newts, no new bookings will be accepted until your account is brought up to date. This will include any late fees.

**A child's continued place at Newts is dependent on continued payment of fees.**

**Please note that:**

- Newts reserves the right to amend the terms/conditions and registration fees at any time.
- It is our school policy that everyone who attends, works in or visits Newton Hill Community School 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 please follow the Newton Hill Community School complaints policy. Initially please speak to Marie Myton (Newts Manager)

### **Behaviour in Newts**

Our school Behaviour Policy will be followed. Children are expected to follow our Golden Rules.

We recognise that behaviour may not always be in line with our expectations and this can occur from time to time for reasons that are not always evident, or as a result of additional needs. We will try to be flexible in order to accommodate such cases and aim to work in partnership with families to resolve any difficulties. However, if your child's behaviour poses an immediate danger to themselves or others, we will require you to collect them from Newts immediately. If attending Newts is not in the best interest of the child we will consult with parent/carers to formulate a plan which may result in suspending the place or a full exclusion or a reduced session plan.

Our staff and children have the right to enjoy a safe and happy environment at club. Any incidents such as (but not exclusive to) violence, racism, homophobia, bullying, absconding, repeatedly not following instructions, disrespect towards staff may result in a fixed-term exclusion. If poor behaviour choices continue after this, the exclusion may be made permanent at the school's discretion.

**Agreement between parent(s)/carer(s) and After School Club Newts:**

By completing and signing this contract and registration form

- I agree to meet the terms and conditions of Newts.
- I will inform the provision of any changes in circumstances relating to the above or anything that may affect my child.
- I agree to collect/make arrangements for my child to be collected from Newts immediately if I am informed that he/she is unwell.
- I agree not to send my child to Newts if he/she is not well.

**Name of parent/carers 1:** .....

**Signature of parent/carers:** .....

**Name of parent/carers 2:** .....

**Signature of parent/carers:** .....

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for Newts.

**Staff use**

Checked by:

Date:

## **Newton Hill Community School – Transparency Notice - Parent Agreement**

**Re: Requested Personal Data for Newts**

Here at Newton Hill Community School, we take your privacy seriously and will only use your personal information for the purpose listed below. This notice provides details of how

Newton Hill Community School will collect and use this information.

**How we use your personal data.**

This information will be used for the purposes of ensuring we have up to date contact details and medical details for your child should we need to contact you in an emergency.

If you have any queries regarding your information that we are collecting for the purpose outlined please contact

Mrs C Wheatley,  
Newton Hill Community School,  
Leeds Road,  
WF1 2HR  
Telephone 01924 303680  
Email [admin@newton-hill.org.uk](mailto:admin@newton-hill.org.uk)

Newton Hill Community Schools' Data Protection Officer is Mrs C Luck  
Telephone 01924303680  
Email [dpo@newton-hill.org.uk](mailto:dpo@newton-hill.org.uk)

**Name of parent/carer 1:** .....

**Signature of parent/carer:** .....

**Name of parent/carer 2:** .....

**Signature of parent/carer:** .....

Personal information contained in this contract and registration form is kept in line with the confidentiality policy and procedure for Newts.

This contract and registration form was passed for use in Newts

On:

By:

Position:

Date of planned review:

**Additional notes for Newts**

**Related Whole school policies**

- Safeguarding and Child protection policy
- Equal Opportunities Policy
- Health and Safety Policy
- Behaviour Policy



