

# Warren Weavers

## Club Policy



Prepared by: Rosalind Hollas

Date: Autumn 2025

Version No: 3

Review Frequency: Every 3 years

Next Review Date: Spring 2028

Status: Approved

The Warren Weavers Club is run by Warren Primary School and exists to provide high quality out-of-school hours' childcare. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.00am – 8.45am (Reception, KS1 and KS2) 7.00am – 9.00am (Nursery) and from 3.00pm to 6.30pm (Nursery), 3.15pm to 6.30pm (Reception, KS1 and KS2) term time and 8.00am to 5.30pm for holiday club sessions.

Current costs	Daily Rate	Weekly Rate
Breakfast Club	£8.00	£40.00
After School Club	£16.00	£80.00
Holiday Club	£30.00 (8 AM-5:30 PM)	£150.00

***All parents/carers must sign this agreement to adhere to the terms of this policy (appendix 1), complete a pupil registration form for each child attending the club (appendix 2) and sign the permission form (appendix 3).***

### **Admissions**

If a place is available, parents/carers will be notified by email clearly stating the sessions being offered. Once the place is accepted, they will be sent a registration form and contract to complete. This must be returned prior to their child attending Weavers.

If a child has additional needs that can be met within the club, but require 1:1 support, an additional cost to parents/carers will be incurred. This is subject to securing appropriate staff.

### **Waiting List**

If there are no spaces available, the child's name will be placed on a waiting list and the parent/carer will be contacted as soon as a place becomes available.

### **Arrival and Departure**

Weavers will ensure that each child receives a warm welcome on arrival and a safe departure at the end of each session.

### **Breakfast Club**

**Arrival** - Parent/Carers are required to bring their child directly to the Weavers entrance, staff will be alerted to your arrival when you press the Weavers doorbell situated on the right of the red double doors. Your child will be signed in by a member of staff on the daily register, stating the time of arrival.

**Departure** – The register is taken at 8.30am and then Year 1-6 are gradually dismissed internally to their classes from 8:41am. Children in Foundation Stage are taken to their class teacher, Reception at 8:45am and Nursery children at 8:55am

### **Afterschool Club**

**Arrival** – Foundation and Key Stage 1 children will be escorted directly from their classroom to Weavers. All other children remain inside the school building and make their own way through the school to Weavers. On arrival the child's attendance is recorded on the daily register, stating the time of arrival.

**Departure** – Upon departure, children are signed out on the daily register by a member of staff stating the time and who collected. If the child is to be collected by someone other than the parent/carer, this must be advised to a member of staff before the child is due to be collected. The parent/carer must inform a member of staff of the identity of the person coming to collect the child and must also give that person the collection pin number or collection password to quote before they are allowed to collect the child. If an unknown adult arrives to collect a child without prior arrangement, a member of staff will telephone the parent/carer.

### **First Aid**

All accidents, incidents and pre-existing injuries will be recorded on the relevant Weavers form and reported to the parent/carer upon collection and signed by a member of the Weavers staff. Accident records must give details of: - time; date; nature of the accident; details of the child involved; type and location of the injury; action taken and by whom. All accidents are dealt with by a qualified first aider.

Parents/Carers of any child who becomes unwell during club will be contacted. If a child is sent home during school hours, the parent/carer must inform Weavers of their absence from club.

## **Missing or Uncollected children**

### **Missing children**

In the event a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Weavers Manager will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services and parents/carers will be contacted.

### **Uncollected children**

If a child has not been collected by 6.30pm parents will be contacted in the first instance by telephone. The additional contacts parents/carers have provided will be telephoned in the second instance. If these contacts are unavailable after 30 minutes the Headteacher will be informed. If after a further 30 minutes have elapsed the senior member of staff will call Social Services.

**A charge will be levied for late collection from 6.30pm onwards at a rate of £5 for every 15 minutes, per child. This charge will be added to the following month's invoice.**

**Persistent late collection e.g. more than 6 in a half term period, can lead to your Weavers space being withdrawn.**

### **Payment of Fees**

It is a requirement of the club that parents pay their fees promptly and **in full** in accordance with the invoice issued. Fees are to be paid in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session. No refunds will be given for cancelled sessions during term time or holiday club. Invoices will be issued by Parenta, our invoicing system, via email (**with the subject line Warren Weavers Out of School and Holiday Club**). Invoices go out on or as near to the 1<sup>st</sup> of each month for the following month's sessions and payment must be received by the 15<sup>th</sup> of the month in

respect of the next month's fees. Parents should ensure they check their invoice carefully and notify Weavers as soon as possible should they have any queries.

### Holiday Club

Once you have received a confirmation of space email and payment information, payment is required within **48 hours**. Once payment has been received parents will receive a confirmation email that the booking is secure. Unlike term time we do not issue invoices either before or after payment. However, we can issue an invoice/receipt after receiving payment, upon request.

All payments in respect of holiday club must be made separately from term time session payments and must clearly state which holiday they relate to.

Warren Primary is a cashless school therefore payment of Weavers fees can be made in the following ways: Tax- Free Childcare, childcare vouchers or online directly to our bank account:

**Lloyds Bank – Account name Warren Primary School**

**Account No.33168568      Sort Code 30-18-34**

## Payment Timetable

Date	Actions
1 <sup>st</sup> working day of the month	Invoices for following month's sessions will be issued to parents.
10 <sup>th</sup> of the month	Reminder sent to parents that payment is due soon.
15 <sup>th</sup> of the month	Payment of fees must have been received from parents/carers by this date, at the latest.
16 <sup>th</sup> of the month (or nearest working day)	<p>Any parents/carers that have not paid their invoices for the following month will be issued with a warning for late payments.</p> <p>If this is the first time for a late payment within the academic year, parents/carers will only receive a warning.</p> <p>If this is the 2<sup>nd</sup> or more instance of paying late within an academic year they will receive a further invoice for a late payment fee of £20 for administration costs.</p> <p><b><u>Persistent late payers risk that their childcare place is withdrawn and offered to someone on the waiting list.</u></b> On the third occasion in an academic year of paying late, you will receive a warning of your space being withdrawn. On the fourth occasion of paying late you will receive a final warning of your space being withdrawn. On the fifth occasion of payment not being received by the payment due date your space will be withdrawn. Parents/carers will be notified if this applies to them. You will be allowed to reapply for your space the following academic year.</p>
22 <sup>nd</sup> of the month (or nearest working day)	A final check will be made, if outstanding payments, including any fines, have not been received, a letter will be issued to the parents/carers advising the childcare place will be withdrawn for that particular month. If payment is made after this date, it will be at the discretion of the Weavers Manager if the child can attend Weavers within that month and this must be agreed before sending the child.

Please ensure that you include your child's name and the month the payments relate to as a reference when using childcare vouchers (including Tax-free childcare) or online payments. This will ensure that the correct payments are assigned to your account, failure to do this may result in payments not being attached to the correct account.

**Please do not set up standing orders or make any payments for adhoc amounts, each invoice must be settled in full and not in instalments. We reserve the right to charge an administration fee of £20 for any issues in respect of late payments.**

### **Notice period and Termination**

Four weeks' notice must be given to reduce the number of sessions your child attends Warren Weavers. Four weeks' notice must be given to resign your child's place.

### **Related Whole School Policies:**

- Child Protection
- Equal Opportunities
- Health and Safety
- Behaviour

# Warren Weavers

## Contract

Warren Primary  
01375 482288

Warren Weavers  
07854 821603

I ..... parent/carer of .....  
have read and accept the Warren Weavers Club policy and agree to abide by the terms therein.

I accept that I am the 'contracting parent' for the above child and agree to make payments in full to Warren Weavers each month when invoiced.

### Current Fees

	Daily Rate	Weekly Rate
Breakfast Club	£8.00	£40.00
After School Club	£16.00	£80.00
Holiday Club	£30.00 (8 AM-5:30 PM)	£150.00

### Days and Sessions required

<b>Date needed from</b>	
-------------------------	--

Please indicate days/sessions required	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Breakfast Club</b>					
<b>After School Club</b>					

Please sign below to agree to the terms and conditions of this contract.

<b>Signed</b>		<b>Parent/Carer</b>
<b>Print Name</b>		
<b>Date</b>		
<b>Address</b>		

<b>Home Telephone No:</b>	
<b>Mobile:</b>	
<b>E-mail address</b>	

<b>Signed on behalf of Warren Weavers</b>	
<b>Print Name</b>	
<b>Date</b>	
<b>Child's place confirmed</b>	Yes/No
<b>Start Date</b>	

When you have read and signed the form, please return it to:

Warren Weavers  
c/o Warren Primary School  
Gilbert Road  
Chafford Hundred  
Grays  
Essex  
RM16 6NB

Once your child's place has been confirmed you will receive a signed copy of this agreement for your retention.

Appendix 2

Please complete and return to Warren Weavers, c/o Warren Primary School, Gilbert Road, Chafford Hundred, Essex RM16 6NB

Please provide a **Pin Number** or password that can be given to other adults that you require to collect your children, should you be unable to.

**PIN NUMBER:**

# Warren Weavers

## Pupil Registration Form

<b>Child's Name</b>	
<b>Date of Birth</b>	
<b>Male/Female</b>	
<b>Address</b>	
<b>E Mail address</b>	

<b>Mother/Carers Name</b>	
1st Contact No.	
2 <sup>nd</sup> Contact No.	

<b>Father/Carers Name</b>	
1 <sup>st</sup> Contact No.	
2 <sup>nd</sup> Contact No.	
<b>Contact number in case parents cannot be contacted</b>	

<b>Name</b>	
<b>Relationship to child</b>	
<b>1<sup>st</sup> Contact No.</b>	
<b>2<sup>nd</sup> Contact No.</b>	

<b>Name of Child's School</b>	
<b>Class</b>	
<b>Teachers Name</b>	

<b>Name of Doctor</b>	
<b>Doctors Telephone No.</b>	
<b>Medical Requirements</b>	
<b>Is there a current Health Care Plan in school</b>	Yes/No

<b>Dietary Conditions</b>	
<b>Allergies</b>	
<b>Any other information relating to your child that you feel we should know or that may help your child to settle into Weavers.</b>	

# Permission Form

## **Visits and Outings**

I hereby give permission for my child to visit local facilities on foot accompanied by a member of Warren Weavers staff. I understand that, whilst every care will be taken, I cannot hold Warren Weavers responsible for any mishaps occurring because of my child not obeying instructions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Sun cream Application**

I hereby give permission for a member of Warren Weavers staff to supervise my child in the application of sun cream in hot conditions when appropriate.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Toileting Needs**

I hereby give my permission for a member of staff to assist my child to clean him/herself should a toileting accident occur.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Emergency Medical Treatment**

I hereby give permission for a member of Warren Weaver staff to seek necessary emergency advice. Please be assured we will always try to contact parents/named carers first before taking this action.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Date of last Tetanus \_\_\_\_\_

## **Photographs and Videos**

I hereby give permission for any photographs or videos of my child to be used for the following reasons:

- Student portfolios
- Publicity items
- Prospectuses
- Display purposes

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Use of Internet**

I hereby give permission for my child to access the Internet (website content is filtered and sites blocked by RM Safety Net on behalf of Osborne Academy Trust).

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Face Painting**

I hereby give permission for my child to have his/her face painted whilst at Warren Weavers.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **PG Permission**

I hereby give permission for my child to watch PG certificate movies at Weavers that have been pre-approved as suitable by Weavers staff.

Signed \_\_\_\_\_ Date \_\_\_\_\_