



Stoberry Park Primary School

North Rd, Wells
Somerset, BA5 2TJ

Tel: 01749 672516

Email: parent.mail@stoberrypark.co.uk

Headteacher: Mr. A Shakesby

SPARKS Holiday Club - Parent/Carer Agreement

Dear Parent/Carer

This agreement sets out to clarify the responsibilities of the school in providing a holiday club, and make clear the responsibilities of parents/carers in order to ensure the smooth running of the provision.

When the form is completed, please can you return it to the Stoberry Park School office
parent.mail@stoberrypark.co.uk Once we receive the completed form we will confirm the dates and will email an invoice to you.

Many Thanks,
Stoberry SPARKS Team

SPARKS holiday Club agrees to:

- ✓ Adhere to school policies at all times in relation to Child Protection, Safeguarding, Administration of Medicines, First Aid, Relationship and Behaviour and Complaints.
- ✓ Make available any or all of the above policies on request within 5 working days.
- ✓ Maintain a transparent charging structure that encourages regular use of the facility.
- ✓ Notify you by text message as early as is practicable of any cancellation of the holiday club; refunds will be given in such instances.

Signed SPARKS Manager

We as Parents/Carers agree to:

- ✓ Complete the SPARKS registration form and agreement and return in advance of my child attending, or on the first day of attendance. I understand that my child will not be able to attend without a completed form.
- ✓ The SPARKS holiday club policy which states that places are allocated on a first come first served basis.
- ✓ Book and pay online through Scopay in advance where possible.
- ✓ Where 'ad-hoc' bookings are made, ensure that payment is made within seven days of an invoice being received and to send an email to parent.mail@stoberrypark.co.uk to confirm payment has been made.
- ✓ Payments to be made by Bank Transfer after invoice is issued or by cash at the school office.
- ✓ Support the School in its adherence to policies, namely our Administration of Medicines and Relationships and Behaviour Policies.
- ✓ The SPARKS Holiday Club's policy of only issuing refunds where SPARKS Holiday Club is cancelled by the School.
- ✓ Stick to the booking for your child's place by not arriving earlier than the opening time unless by prior arrangement and by collecting your child at the designated collection time.
- ✓ Accompany my child to the SPARKS Holiday Club to sign them in at the main school gate.
- ✓ The understanding that all information and consents are given on this form.
- ✓ First aid being carried out by a trained first aider as per the school's policy if required.
- ✓ To provide the SPARKS Holiday Club staff with any medication required by your child (to include inhalers) at the sign in each morning (if applicable).
- ✓ Collect our child/ren if staff deem that their behaviour is making themselves, staff or other attendees unsafe.

At Stoberry Park School, the health, safety and wellbeing of every child is our top priority. We expect all staff, Governors, parent/carers and visitors to share this commitment to safeguarding our pupils.

Registration Form

Child's First name		
Child's Surname		
Child's DOB		
Name of Parent(s) / Carers(s)		
Telephone Numbers:	Mobile:	
	Work:	
	Home:	
Name, Telephone Number and Relationship to Child of person(s) regularly dropping off child if different from above		
Name and Telephone Number of Person to Contact in an Emergency (SPARKS Holiday Club hours only)	Parent contact details: Other responsible adult details:	
Details of any Special Dietary Requirements or Allergies:		
Details of any health/medical issues (including a special educational need and/or physical disability):		
Photo permission		
Any other information you feel the school may require:		
I give my child (only Year 5 & 6) permission to walk home unaccompanied from SPARKS at the end of the session. (Please tick)		

I would like my child to attend SPARKS Holiday Club and confirm that I agree to the terms relating to bookings, fees and the organisation of the provision stated in the Parent/Carer Agreement.

Signed Parent/Carer