

# Sutton-at-Hone C of E Primary School

Church Road, Sutton-at-Hone

Dartford Kent DA4 9EX

Tel: 01322 862147

[www.sutton-at-hone.kent.sch.uk](http://www.sutton-at-hone.kent.sch.uk)

E-mail: [office@sutton-at-hone.kent.sch.uk](mailto:office@sutton-at-hone.kent.sch.uk)



Headteacher

Mrs Trowell

Dear Parent/Carer,

Thank you for your interest in the **Sutton-at-Hone Breakfast and 3 'Til Tea - After School Club**. Please find attached a copy of our registration form, regulations to registration, ethnic data collection form and booking form.

We would like to remind you that, although the clubs are staffed by school employees and are run on the school site, the clubs will run as a separate business. As such we would ask that, once places have been confirmed, you direct any queries, notifications of absence and payments directly to the Breakfast Club/3 'Til Tea - After School Club supervisor. Contact details are as follows:

Breakfast Club:

07958 140 430

3 'Til Tea – After School Club:

Mrs Sheree Young (Extended Schools Manager) - 07765 416528

Email: [extended-schools@sutton-at-hone.kent.sch.uk](mailto:extended-schools@sutton-at-hone.kent.sch.uk)

**We would advise you to read the regulations to registration carefully before signing the registration form as a breach of regulations may result in your child's place being withdrawn.**

Places at the Breakfast and 3 'Til Tea After School clubs will be confirmed in writing on receipt of signed booking and registration forms. Places will be offered on a first come first served basis. In the event of either club becoming over-subscribed we will keep a waiting list, and parents will be informed as soon as places become available.

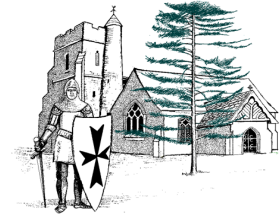
Yours sincerely

A handwritten signature in cursive that reads 'K. Trowell'.

Mrs Karen Trowell

Head of School

**Sutton-at-Hone  
Breakfast and After School Club  
REGISTRATION FORM (2023/2024)**



All children who attend Sutton-at-Hone Out of School Clubs must be registered.  
Sutton-at-Hone respects confidentiality and all information held conforms to our obligation under  
The Data Protection Act and our Confidentiality Policy

Child's Name (Full) : \_\_\_\_\_

Address : \_\_\_\_\_

Date of Birth : \_\_\_\_\_ 2023-2024 Year group: \_\_\_\_\_ Class: \_\_\_\_\_

Name of Parent / Carer : \_\_\_\_\_

Address : \_\_\_\_\_  
(if different from above)

Telephone Numbers : \_\_\_\_\_  
(give both parent numbers  
If appropriate) : \_\_\_\_\_

Does your child have any known medical problems / additional needs? Please indicate signs and symptoms which staff should be aware of and medication which requires administration:

\_\_\_\_\_

Ethnicity: \_\_\_\_\_

Does your child have any known allergies or major dislikes (e.g. certain foods or materials i.e plasters)?

\_\_\_\_\_

Does your child have any special dietary requirements?

\_\_\_\_\_

Name and address of person collecting the child from the club if different from above (child will only be allowed to leave with the named adult)

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Details of second adult other than collector who may be able to collect the child in an emergency.

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Details of child's doctor

Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Are your child's inoculations up to date?  Yes  No

I agree to my child taking part in activities in the outside play area  Yes  No

I consent to any emergency medical treatment necessary whilst my child attends the club  Yes  No

I consent to my child being photographed within the club.  
*I understand photographs will never be used outside of the club without my express permission.*  
 Yes  No

I consent to my child having face paints applied when appropriate  Yes  No

In hot weather I consent to my child applying sunscreen supplied by Sutton at Hone  Yes  No

I consent to my child using anti-bacterial hand wash  Yes  No

I give permission for my child to have supervised access to the Internet during ICT activities  Yes  No

I agree to update Sutton-at-Hone with any changes to this registration as necessary  Yes  No

I have read and agree to abide by the regulations as attached and have retained a copy  Yes  No

Any other information which you would like to share with us.

\_\_\_\_\_

\_\_\_\_\_  
*(Signatures required from both parents of appropriate)*

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## SUTTON-AT-HONE

### REGULATIONS TO REGISTRATION

The Governing Body of Sutton-at-Hone C of E Primary School review the regulations and fees on an annual basis.

This document is to be given / read in conjunction with the registration form and policy documents. It is to be retained by the parent / carer.

- Registration: only children for whom Registration Forms have been filled in, and a place confirmed, may attend Sutton at Hone C of E Primary School Out of School Clubs.
- Fees are charged per child per session.

Breakfast Club:	7.30am – 8.40am	£3.50 per session
After School	3.00pm – 6.00pm	£10.00 per session

Monday – Friday during term time (except bank holidays and INSET days). Children are welcome to join the after-school club session after finishing an extra curricula school activity and collection procedures will be arranged for this. Children can be collected at any time up until 6.00pm but we need parents/carers to inform the club supervisor of the collection time.

- Places are offered to siblings of children who already attend the club then on a first come first serve basis and are secured with **payment one term in-advance** of required sessions along with completed booking form. **Subsequent payments must be made one term in advance.**
- To allow Sutton at Hone C of E Primary School to make the arrangements to accommodate any changes you may have i.e. increase / decrease the number of sessions required we require one months' notice. Some changes will be subject to availability.
- Payment of fees: £3.50 per child per breakfast club session (£3.00 for siblings) and £10.00 per child per after school club session or any part of a session (£9.00 after school club for siblings). **Sutton at Hone C of E Primary School requires payment in advance of the required sessions. Non-payment will result in your child's place being withdrawn. If fees are not paid the club will write to the parent or carer, requesting payment, where there is no explanation for repeated late payment, the manager will contact parents to discuss payment options. The Manager may issue a formal warning to the parent or carer information them that continued late payment will result in their child's place in the club being withdrawn.**
- Parent / carers are reminded that they are paying for the place at the club, **so if your child cannot attend a session, you will still be required to pay for it.**
- Any queries regarding fees should be directed to the Manager of the Extended Schools Club.
- Collecting your child: Children need to be collected from the after-school club by 6.00pm. If you or the nominated adult who is collecting the child/children and are delayed, you are requested to contact the club supervisor/manager to ensure that arrangements can be made for the safety and wellbeing of your child. Sutton at Hone C of E Primary School will record the late collections and address any concerns directly with the parent / carer. **NB A late collection fee of £10.00 for the first 15 minutes, or part thereof, per child, and an additional £10 for each 15 minutes, or part**

**thereof, per child, thereafter, will be applied to cover the costs of staffing. Continued late collections may result in your child's place being withdrawn.**

- Sutton at Hone C of E Primary School requires written details of who will be collecting your child other than yourself. We will not allow your child to leave the club with someone who is unknown to us. Any regular collection arrangements you may have must be recorded on the registration form. Adults collecting children will be required to sign them out of the after-school club.
- Sutton at Hone C of E Primary School must be notified of any changes to registration form as soon as conveniently possible.
- Absences: Please telephone the relevant club supervisor if your child is going to be absent. **Please note that you will still be charged for the session(s).**
- Behaviour: If any child's behaviour is still unsettled after a period of time, and all procedures have been followed to accommodate them have failed, Sutton at Hone C of E Primary School may have to advise the parent / carer to make alternative childcare arrangements. This will include inappropriate behaviour such as unacceptable language, bullying and racial comments.
- Notice: Sutton at Hone C of E Primary School requires one month's written notice if you no longer wish a place for your child at the club, otherwise charges will be made for the booked sessions within the notice period.
- Policies will be displayed in the Clubs should you wish to read them.

**SUTTON-AT-HONE**

**BOOKING FORM (Parent / Carer copy)**

All booking requests will be confirmed in writing upon completion of the registration form. This document is to be given / read in conjunction with the registration form, regulations, and policy documents. Tear off slip to be completed by parent / carer and retained by Sutton-at-Hone.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

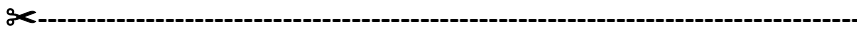
PLACE REQUIRED FROM (DATE): \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
After School	After School	After School	After School	After School

Please ✓ which days / clubs you require.

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



**SUTTON-AT-HONE**

**BOOKING FORM (Sutton-At-Hone copy)**

All booking requests will be confirmed in writing upon completion of the registration form. This document is to be given / read in conjunction with the registration form, regulations, and policy documents.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

PLACE REQUIRED FROM (DATE) : \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
After School	After School	After School	After School	After School

Please ✓ which days / clubs you require.

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_