



## The Mix

### Before and After School Childcare Registration Form

Themix@guildhallfeoffment.suffolk.sch.uk

Tel: 01284 754840 (8.15am – 4:30pm)

Emergency contact: 07519 874420 (not to be used for booking enquiries as it will not be manned during office hours)

Under Data Protection legislation, Guildhall Feoffment School is a data controller. We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR). Further information can be found in our privacy notice, a copy of which is available upon request and is also available on our school website: [www.guildhallfeoffment.org](http://www.guildhallfeoffment.org)

Please complete this form fully. It is important to notify the school immediately if any details change.

#### Child's details

Legal Surname	
Legal Forename(s)	
Gender	
Date of birth	
Address at which child resides ordinarily (incl. postcode)	

#### Details of parents/carers with whom child resides

(These will be recorded as the primary (1<sup>st</sup> and 2<sup>nd</sup>) contacts in case of emergency. Additional contacts can be recorded below)

	Parent/Carer (contact 1)	Parent/Carer (contact 2)
Full name		
Relationship to child		
Date of birth		
Home tel no.		
Work tel no.		
Mobile tel no.		
Email address		

### Emergency Contact Details

By giving this information you confirm the individuals are aware they are listed as a contact and that their information has been shared with the school.

	Additional contact (3)	Additional contact (4)
Full name		
Relationship to child		
Address (incl. postcode)		
Home tel no.		
Work tel no.		

### Medical Information

Name of Doctor, and Practice at which registered	
Tel no.	
Child's NHS Number	
Does your child have any medical conditions, disabilities or health problems we should be aware of, including food and pet allergies?	Yes/No  If yes, please provide brief details below and complete a medical information/consent form available from the school office. Medication will only be administered at school in exceptional circumstances.
Does your child have any special dietary needs or food intolerances?	Yes/No  If yes, please provide brief details below and complete a medical information/consent form available from the school office.
Does your child have any Special Educational Needs or Disabilities?	Yes/No  If yes, please provide further details below. Please consider how this might impact on support they may need to access any activities provided including trips.

### Photo and video Permissions

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I am happy for photos/videos of my child to be taken and used in accordance with the permission given in my child's admission to school registration form.

**OR**

☐

I am **NOT** happy for photos or videos to be taken whilst my child is attending The Mix

### Terms and conditions

These Terms and Conditions shall apply to the provision of before and after school childcare at Guildhall Feoffment School. The facility is known as “The Mix”. Any variation to these Terms and Conditions will be notified in writing by the school.

### Opening Times and Fees

The Mix offers the following sessions, Mon – Fri weekly, term time only at present:

Morning session	7.45am – 8.45am	£5.50
Morning Session	7.45am-8.45am - Breakfast Supplement	£1.50
Afternoon session 1	3.15pm – 4.45pm	£6.60
Afternoon session 2	3.15pm – 5.30pm	£9.20
Afternoon session 3	3.15pm – 6.15pm	£11.00

The school may vary these opening times and shall give written notice to parents of any such changes with as much notice as possible. In extreme circumstance such as staff shortages, emergency precautions, it may be necessary to cancel sessions at short notice.

The Mix will be closed on all public and bank holidays.

### Bookings

All booking must be made and paid for in advance via Schoolmoney (Eduspot).

<https://login.eduspot.co.uk/public/portal/parent/>

Parents will automatically be given a user name and password at the time their child enrolls at Guildhall Feoffment School. The Mix is not available to children not on roll at Guildhall Feoffment School.

Bookings are available for a term at a time.

In order to plan the staffing rotas, registers will close at 3.30pm each Wednesday for the following week. A “final reminder” will be sent via text message each Tuesday.

Once a booking period has closed, no cancellations will be possible and fees will remain payable for any booked sessions. Cancellations made for periods that are still open will result in a credit being available to pay for future sessions.

Refunds will not be made for a child who is absent due to sickness, including COVID related absence.

Late booking in case of extreme emergency will be considered on an individual basis and will incur an administration fee of £2.50.

If children arrive at the after school club who are not booked in, they will be taken to the school office and parents will be asked to make arrangements for them to be collected.

Places are limited to a maximum of 55.

If you will be late collecting your child for any reason, please contact the emergency mobile number: 075149 874420. This is not to be used for any other queries or to make bookings as it will not be manned during office hours.

Late collection fees will apply. Where a period in excess of 5 minutes has elapsed from the end of the session booked, an additional charge will be made at the rate for the subsequent session(s).

Late collection beyond 6.15pm will not be tolerated. The club closes at 6.15. Where collection goes beyond 6.15pm, additional charges will be assessed on an individual basis and will take into account relevant staffing and any other costs. The school reserves the right to contact emergency contacts to collect your child if you have not arrived for 6.15pm in order to ensure the safeguarding of the child.

If a child remains uncollected at 6.20pm, and no satisfactory explanation has been received, the schools’ Child Protection and Safeguarding Procedures will be implemented. This may ultimately involve contact with Children and Young Peoples Services (CYP).

Children arriving at the before school club must be accompanied by a parent/carer in order for them to be signed in and checked against the register. Please do not permit your child to arrive unaccompanied. In instances where children arrive at the club who are not booked in, we reserve the right to charge an administration fee of £20.

All Fees are to be paid via Schoolmoney (Eduspot) at the time of booking. Cash and cheque payments will not be accepted. See below if you wish to pay with Childcare Vouchers.

If sufficient places have not been booked to maintain the financial viability of The Mix, Guildhall Feoffment School reserves the right to postpone or cancel sessions.

Any queries or questions may be addressed to \*[Themix@guildhallfeoffment.suffolk.sch.uk](mailto:Themix@guildhallfeoffment.suffolk.sch.uk)

### Childcare Vouchers

The school will accept either part or full payment of fees by recognised childcare voucher schemes. Funds must be made available prior to any bookings being made.

Please provide details in the box below if you intend to request payment by a recognised childcare voucher provider. Please include their name and contact details, along with any other relevant information. Our Regulator Reference is 124550.

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If you pay by Childcare Vouchers, we will only record the payment on your Schoolmoney (Eduspot) account once the vouchers have reached our bank account. This can be several days after the voucher company has sent you a confirmation. Please do not hesitate to contact us if you have any concerns or queries.

### Policies

Copies of the schools Childcare and Safeguarding policy, Complaints Procedure and other policies are available on the school website: [www.guildhallfeoffment.org](http://www.guildhallfeoffment.org)

### Consent

I have received a copy of the school's Privacy Notice and consent to the above information being held by The Mix and shared where appropriate.

I confirm that in requesting or booking places at The Mix, I am accepting full liability for payment of all sums due. If I no longer wish for my child to be registered at The Mix, I will confirm in writing to:  
[Themix@guildhallfeoffment.suffolk.sch.uk](mailto:Themix@guildhallfeoffment.suffolk.sch.uk).

Name of Parent/Carer	
Signature	By signing here you consent to the terms and conditions stated above
Date	