

Wraparound

REGISTRATION FORM

Data protection

The controller is Allesley Primary School. The data you provide will be used to safeguard your child admitted to Wraparound. We will only disclose information to Wraparound staff to enable administration of the scheme and to ensure your child's welfare. By returning this form you are giving your consent for this data to be processed for the above purpose. Allesley Primary School, in fulfilling its data protection obligations will treat all personal data, held manually and on a computerised administration data base with due care, and will only disclose data in accordance with the Data Protection Act 1998.

Please Note: A separate Registration Form must be completed for each child in the family
There is an annual £5 cash registration fee per child for administration costs

Information about your child

Full Name	Address	Date of Birth	Male/ Female

Information about parent(s)/carer(s)

Full Name	Address (Include Postcode)		
Contact telephone numbers	<u>Mobile</u>	<u>Work</u>	<u>Home</u>
Full Name	Address (Include Postcode)		
Contact telephone numbers	<u>Mobile</u>	<u>Work</u>	<u>Home</u>

Emergency Contacts / Additional adults authorised to collect your child

Full Name	Address (Include Postcode)		
1			
Contact telephone numbers	<u>Mobile</u>	<u>Work</u>	<u>Home</u>
Full Name	Address (Include Postcode)		
2			
Contact telephone numbers	<u>Mobile</u>	<u>Work</u>	<u>Home</u>

The details of any additional persons authorised to collect your child from Wraparound can be written on an additional sheet of paper and attached.

Parents are responsible for ensuring Wraparound staff are informed of any changes to these details.

PARENTAL CONSENT FORM

Name of Child:

Who has **Legal contact** with your child?.....
(this may be step parents, foster carers etc. who have contact with the child)

Who has **Parental responsibility** for your child?.....

Photographs and other images

On some occasions your child may be photographed or recorded and this material may be used for **display purposes** within the school.

On some occasions your child may be photographed or recorded and this material may be used for **publicity purposes**.

I **DO / DO NOT OBJECT** to my child's photograph being used for display purposes.
Please delete as appropriate.

I **DO / DO NOT OBJECT** to my child's photograph being used for publicity purposes.
Please delete as appropriate.

Viewing Consent

DVD's shown at Wraparound may be a PG certificate; therefore we would like to seek your permission before allowing your child to view this material. Staff will always use their best judgement in what they feel is appropriate

I **GIVE / DO NOT GIVE** permission for my child to view a PG certificate film (Please delete as appropriate)

Signature:.....Date:.....

Print name:

MEDICAL CONSENT FORM

Wraparound follows the school's policy on administering medicine.

Parent/Carer Consent

I consent to my child

1. In the case of an emergency being taken to hospital.
2. To receive medical / dental treatment if the doctor thinks that it is required as a matter of urgency and I cannot be contacted following reasonable attempts to do so, prior to treatment being administered.

Signature of Parent/Carer..... **Date**.....

Print name

Medical Procedures Prohibited due to Religious Beliefs

Are there any medical procedures that may not be carried out due to religious belief?

Please specify, or write "none"

Health

My child has a condition requiring regular **medical treatment**: yes/no

If yes, please give details

My child has an **allergy** to:

My child has the following **dietary needs**:

Please give any further information regarding your child's health you feel may assist the Wraparound team.

Doctor's details:

Doctor's name:	
Address:	
Telephone Number:	

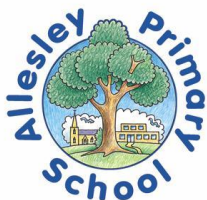
Immunisations

Has your child been immunised against:

Date if known

MMR (Measles/Mumps/Rubella)	Yes/No
Whooping Cough	Yes/No
Polio	Yes/No
Diphtheria	Yes/No
Tetanus	Yes/No
TB	Yes/No

Please use the space below for any additional information you feel Wraparound Staff should know about your child:



WRAPAROUND BEHAVIOUR CONTRACT

We extend the school day by providing Wraparound care before and after school. In school we like to give children choices and responsibilities as a preparation for life.

It is an important part of our school philosophy that children are aware that if they choose to join in school activities, then with that choice comes the responsibility of behaving in a caring, respectful and polite way to the staff of Wraparound or school clubs. Only in this way can leaders and staff organise and run the various activities effectively, and we ask for support and working in partnership with the school in its efforts to reinforce acceptable behaviour.

In order to help the children realise the importance of the responsibility they have as members of the school community, we use a simple 'Behaviour Contract' which is similar to the home school agreement.

Parents and carers will be able to discuss the contract and the implications for the child if they do not try hard to keep their side of the bargain: behaving in a reasonable manner.

We always try to emphasise the positive and do not anticipate too many problems, however, if any child does behave in an unreasonable or unacceptable way the following action will be taken:

- Children will be given several verbal reminders about their behaviour.
- An 'Incident Book' is kept in school and children who persistently misbehave will have their name entered.
- If any child has their name entered in the Incident Book on three occasions, then parents will be contacted and asked to come into school to discuss the situation.
- Children whose behaviour continues to give concern following consultation between the school and home may lose their place at the before and after school care session as these places are in heavy demand.

The above process is laid out so that everyone, especially the children, involved in making Wraparound a happy, exciting and rewarding experience, know what is expected of them.

We would be grateful if you would find time to talk to your child regarding their involvement in the Wraparound scheme and discuss with them the importance of good behaviour and their responsibility towards the staff and equipment.

This is in line with the schools behaviour code and policy

WRAPAROUND BEHAVIOUR CONTRACT

PARENTS

I have read the guidelines for the Wraparound behaviour contract and have discussed them with my child/children. I wish to support the before and after school staff in its behaviour code.

SignatureParent/Guardian

Print name Date

HOME / WRAPAROUND CONTRACT

I/We agree to all of the terms and conditions of the Wraparound agreement set out below:

I will inform the Wraparound staff of my child's absence due to sickness or holidays.
I understand that where a place has been booked but is not used for any reason at all including sickness and holidays the charges will still apply in full.
Where capacity allows, parents may seek occasional access to Wraparound for their child by negotiation with the Wraparound Leaders.
Payments must be paid in advance, via vouchers, or the schools Sims Pay system.
I understand I must give 1 months' notice to cancel Wraparound places
I accept responsibility for ensuring that the Wraparound Leaders are advised in writing of any changes to my child's details and records.
Only I or a person appointed by me will collect my child from Wraparound. Leaders must be informed in advance of the appointed person and of any last minute changes to the arrangements for collection.
Parents/carers must sign their child in and out of Wraparound sessions to ensure we meet health and safety requirements.
Wraparound staff undertake to treat children with care and respect.
Staff will be pleased to receive comments which will help them provide the best service possible.
Sensitive information provided by parents/carers about their child or family will be treated in confidence by Wraparound staff.
If your child becomes sick or distressed during a Wraparound session, staff will monitor and may contact you to arrange for your child to be collected.
Arrangements for the administration of medication will be in line with the school's policy and procedures.
Wraparound is an inclusive service. All children will have their needs provided for in a way which values and supports them.
In your absence, Wraparound staff are responsible for your child's well-being. The service operates within the terms of Coventry City Council Guidelines for Child Protection and Allesley Primary School policies.
Behaviour is expected to be in line with Allesley Primary School policies and procedures.
Unacceptable behaviour will be dealt with in a manner appropriate to the age and understanding of the child. You will be advised and consulted if your child has been involved or is the victim of a serious incident.
The Wraparound Leaders will arrange for parents to view school policy documents upon request.

Name:	Name:
Signature:	Signature:
Date:	Date:

Please enclose your £5 registration fee (cash please) with these forms and return to Wraparound or to the school office.

Thank you for your time.