



Mole Hole

Before and After School Club

Information Pack

Please note charges are subject to change and waiting to be confirmed





Mole Hole Before and After School Club
Information Pack

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Parents must read all information fully, completing any sections where applicable.

* These forms must be completed and returned to Mrs Johnson/Miss Whiston before your child attends the Mole Hole Before and After School Club.



MOLE HOLE BEFORE AND AFTER SCHOOL CLUB
CHARGES (subject to change for new academic year)

BEFORE SCHOOL

7.00am – 8.50am £6.00

Part morning charge anytime from 7.30am onwards £5.00

Breakfast will be served until 8.15am

AFTER SCHOOL

3.00pm – 5.30pm £6.50

Part afternoon charge 3.00pm-4.30pm £5.00

After 5.30pm there will be an additional charge of £5.00 added per child for every quarter of an hour after this time. For example if you collect your child at 5:45pm there will be an extra charge of £5.00 added per child.

An afternoon snack will be given to all children attending the after school club.

There is also a discount for siblings of £1 per session for the second child.

As the Mole Hole is proving very popular we ask that parents book their child(ren) in with the Mole Hole staff at least a week in advance. The office staff cannot book places for Mole Hole.

Please note that if the place is booked and not used, you will be charged in full. Unfortunately this is due to places being cancelled late and on a regular basis.

The academy reserves the right to review the service and price structure throughout the academic year in order to operate fairly and not at a loss.

Should you wish to contact Mrs Johnson/Miss Whiston please call them on 07794 826896.

FOR EMERGENCIES ONLY – If you are unable to get hold of Mrs Johnson/Miss Whiston you should contact Mrs Brammer (Principal) on 07794 789984.



MOLE HOLE BEFORE AND AFTER SCHOOL CLUB **CONTRACT**

Dear Parent/Carer

The Mole Hole which is run by Eaton Park Academy are asking you to except their Terms and Conditions of use for the before and after school facility.

The following terms and conditions are to be accepted and signed for on behalf of yourself and your child.

1. I understand that once a place is booked but it is not used, the full charge will apply.
2. I agree to the payment terms agreed below and understand that failure to pay or have an arrangement in place for outstanding balances will result in the loss of the use of the Mole Hole's services.
3. I will update my contact details and emergency details when necessary to ensure full protection and safety of my child in case of an emergency.
4. Should your child have an accident the school will contact you, however, we would like you to agree that it is at the schools discretion that medical intervention i.e. hospital treatment, may be called if a parent cannot be contacted.
5. If a child seems to have an unexplained injury or be at significant risk/harm I understand that it is the professional duty of our staff to ask you to complete an existing injuries form and report this on to the appropriate services.
6. When a child is collected there must be a responsible named adult dropping or collecting the child, who will sign for them. Should a different person unknown to us collect a child we will require parental permission before releasing the child.

Continued overleaf.....

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7. Updated PR information should be supplied to the Mole Hole.
8. I understand that a late charge will be applied should collection be after 5.30pm
9. All charges are subject to change
10. The Mole Hole may close in inclement weather at the school's discretion; this may be due to staffing or H&S reasons.
11. The Mole Hole may advise that the school is to close early due to bad weather; we will always ensure the safety of your child and come to an arrangement for you to collect them from school as soon as possible.

Signed: _____

Mrs L Brammer

Eaton Park Academy

Signed: _____

Mrs E Johnson

The Mole Hole

Signed: _____

Parent/Guardian

I agree to pay for my child's fee's on a weekly/monthly* basis *delete as appropriate**

Childs Name: _____

Parent/Carer signature: _____

My preferred method of payment is via Parent Pay/Pay Point/Vouchers

Voucher supplier _____

I wish my child to attend sessions on the following days & times:-

Monday am		Monday pm	
Tuesday am		Tuesday pm	
Wednesday am		Wednesday pm	
Thursday am		Thursday pm	
Friday am		Friday pm	

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EATON PARK ACADEMY
MOLE HOLE BEFORE & AFTER SCHOOL CLUB

NAME OF CHILD	NEXT OF KIN
DATE OF BIRTH	NAME OF DOCTOR/TELEPHONE
ADDRESS	TELEPHONE NUMBERS
EMERGENCY CONTACT 1	EMERGENCY CONTACT 2
RELATIONSHIP TO CHILD	RELATIONSHIP TO CHILD
ADDRESS	ADDRESS
HOME TELEPHONE	HOME TELEPHONE
MOBILE	MOBILE
WORK TELEPHONE	WORK TELEPHONE



MOLE HOLE BEFORE & AFTER SCHOOL CLUB **PARENTS AND CHILDREN**

The Children Act (1989) aims to strengthen the relationship between parents and their children even if parents have separated, are divorced, and even if the courts have said there should be no direct contact.

The Children Act also gives children rights to be listened to whenever welfare decisions are made about them, and sometimes the right to take their own independent action through the courts.

The law says schools should help parents to keep in touch with their children by:

- Sending all parents copies of their child's annual report
- Inviting parents to discuss their child's progress
- Involving parents in big decisions about their child's education.

Also The law says all parents should be treated equally.

PARENTAL RESPONSIBILITY

Is all the:-

RIGHTS, DUTIES, POWERS, RESPONSIBILITY and AUTHORITY which by law a parent of a child has in relation to the child and his/her property.

Children Act (1989) section 3 (1)

All mothers and most fathers have legal rights and responsibilities as a parent - known as 'parental responsibility'.

Continued Overleaf...

If you have parental responsibility, your most important roles are to:

- provide a home for the child
- protect and maintain the child

If you have parental responsibility for a child you don't live with, you don't necessarily have a right to contact with them - but the other parent still needs to keep you updated about their well-being and progress.

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce

An unmarried father can only get legal responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

GETTING PARENTAL RESPONSIBILITY

When actual parents are unmarried the Law says ONLY the mother has PARENTAL RESPONSIBILITY for the children, but an unmarried father can get his share of PARENTAL RESPONSIBILITY either by:-

- Marrying the mother
- By being registered as the child's father on the child's birth certificate (only in the case of children born on or after 1st December 2003)
- He enters into a formal parental responsibility agreement with the mother
- He obtains a parental responsibility order from the Court

Other adults who live with the child, like step-parents, co-parents or grandparents can get a share in PARENTAL RESPONSIBILITY by asking the court for a RESIDENCE ORDER. This gives them responsibility and authority for the child as long as they stay living together.

The original parents only ever lose their share of PARENTAL RESPONSIBILITY when their child is adopted. They always hold Parental Responsibility however many other people share it with them. If you're not the mother, you can apply to court to get parental responsibility.

You need to be connected to the child, eg as their father, step-parent or 2nd female parent.

More than 2 people can have parental responsibility for the same child.

Sign a parental responsibility agreement

If you're a father who wants parental responsibility and the mother agrees, fill in a parental responsibility agreement.

There's a different agreement form for step parents.

Take the agreement to your local county court or family proceedings court, where it can be signed and witnessed.

Also take the child's birth certificate and proof of your identity, like a passport or driving license.

Send 2 copies of the form to the address below:

Principal Registry of the Family Division
First Avenue House
42-49 High Holborn
London
WC1V 6NP

Apply for a court order

If you want parental responsibility but can't agree on arrangements with the mother, you can apply for a court order.

You may be able to get help with court fees if you're on benefits or a low income.

KEEPING THE SCHOOL IN THE PICTURE

Families can keep changing. Schools need to know what the courts have said about these changes. Pupil's records need to be kept up to date. Please let the school know:-

- What the courts have said already
- What new things the courts decide
- Whenever people with Parental Responsibility change

GETTING FURTHER ADVICE

If your family includes step-parents or unmarried fathers who would like to know about PARENTAL RESPONSIBILITY ask at your:-

- Citizen's Advice Bureau
- Law centre/Solicitor
- County or Magistrates Court

Your school's Education Welfare Officer can also help you to find the right advice

For advice on how The Children act can affect your child's education in Stoke-on-Trent please contact the Education Welfare Service on 01782 235355



Internet Parent Permission Form

Mole Hole Before and After School Club

Please complete and return this form to the Academy

Pupil Name _____ Class _____

Pupil

As a school user of the internet, I agree to comply with the Academy rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the Academy.

If I do not comply with the rules I understand that I will lose my access to the use of the facilities and further action may be taken.

Pupil Signature _____ Date __/__/__

Parent/Carer

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the internet. I understand that some materials on the internet may be unsuitable. I accept that the Academy has taken adequate steps to prevent my child's access to those materials. I have discussed this form and the rules outlined and therefore accept responsibility for my son/daughter following the stated rules when selecting, sharing and exploring information and media. If he/she does not comply with the rules I understand that he/she will lose access to the use of the facilities and further action may be taken.

Parent/Carer Signature _____ Date __/__/__

Name of Pupil _____ Date __/__/__

Class _____

Home Telephone _____

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Behaviour Policy

Mole Hole Before and After School Club

For the attention of the Mole Hole Parents

Following the implementation of our new Academy Behaviour Policy we have also reviewed the behaviour policy for the Mole Hole.

It has been decided that the Academy rules that the children are familiar with will still apply.

We have just three primary academy rules that we expect to be kept at all times:

1. We keep hands, feet and objects to ourselves.
2. We listen and follow instructions the first time they are given.
3. We respect each other and our property.

We have a series of consequences if someone breaks a rule specifically for the Mole Hole:

1. A reminder about behaviour and choices.
2. A yellow slip home and a warning about consequences.
3. A red slip home and a further warning together with conversation with the parent about the child's behaviour.
4. Should the behaviour persist and the result of which is further red slips then we will ask the parent to refrain from using the Mole Hole for a period of up to one week.

The school works collaboratively with parents so children receive consistent messages about how to behave. We aim to build a supportive dialogue between the home and the school. We inform parents immediately if we have concerns about their child's welfare or behaviour – This includes if a child receives two or more red cards or if there is a pattern of regular receiving warnings.

We expect parents to:

- Be aware that we have academy rules and to support them.
- Co-operate with the academy staff.
- Support their child's learning.
- Support the academy's decision when applying consequences to deal with any specific incident.
- We operate this service for the convenience of our working parents and as that you fully support our policy as it would result in the inconvenience of this service being withdrawn.

We ask that you sign and return this slip below for our records.

Childs Name Class.....

Signed by Parent/Carer.....



**MOLE HOLE ALLERGY/DIETARY REQUIREMENT TO BE
COMPLETED IN ALL CIRCUMSTANCE**

Please provide us with details of any known allergies that your child has. If any sections are not applicable please write "DOES NOT APPLY" in the appropriate section/s.

NAME OF CHILD _____

CLASS/YEAR GROUP _____

ANY KNOWN ALLERGIES: (eg. Nuts, eggs)

ANY SPECIAL DIETARY REQUIREMENTS
(EG. Eggs/nuts/vegan/vegetarian, etc.....)

Signed Parent/Carer _____

Date ____/____/____

MOLE HOLE MEDICAL FORM REQUIREMENT TO BE
COMPLETED IN ALL CIRCUMSTANCE

Please provide us with details of any known medical conditions/medicine that your child has. If any sections are not applicable please write "DOES NOT APPLY" in the appropriate section/s.

NAME OF CHILD _____

CLASS/YEAR GROUP _____

ANY KNOWN MEDICAL CONDITIONS: (eg. ASTHMA)

ANY MEDICINE REGULARY TAKEN

Signed Parent/Carer _____

Date ____/____/____