

Section 4 – Ethnic background and language of child

Ethnic background				
White UK	White - Other	Black - African	Black – Caribbean	
Black – Other	Asian – Indian	Asian – Pakistani	Asian – Bangladeshi	
Asian – Chinese	Asian - Other	Mixed - Black	Mixed - Asian	
Gypsy/Roma	Other – please state:			
Language – Main language spoken at home:				
Any other language (s) spoken:				

Section 5

Medical information and doctor				
Asthma	Sting allergy	Nut allergy	Heart problems	
Bladder problems	Gastric problems	Migraine/ headaches	Vision impairment	
Chest problems	Diabetic	Hayfever	Speech impairment	
Epilepsy	Skin allergy	Other, please specify:		
Special dietary needs:				
Doctors name and address:				
Doctors Telephone no. :				

Section 6 – Additional information

If there is any other information you feel we should know about your child and their needs, please write it here.

Section 7 – Declaration

The information you have provided on this form will be used by Priory School in order to process the admission of your child into the Extended Care provision. The information will be held securely by the school and will be treated as confidential except where the law required it to be disclosed. The school may check information provided by you with other information held by us.

Declaration

I confirm that the information I have provided is correct to the best of my knowledge and authorise Priory School to use my information for the above purposes.

Signed: _____ (parent/carer) Date: _____



Priory School Extended Care

Admissions Form and Information for Parents

Your Questions Answered

1. How do I enrol my child?

Priory is currently able to offer 30 morning sessions and 30 afternoon sessions to children in reception through to Year 6. We will be allocating these places on a first come, first served basis so please complete the Admission Form indicating which sessions you require and return to office@prioryschool.com as soon as possible. Once all Admission Forms have been administered, you will be sent a letter detailing any sessions we are able to offer you. You will be required at this stage to sign a contract agreeing to the terms and conditions. If we are unable to offer you the sessions you require, we will write to you to let you know and will keep you on the waiting list for when spaces become available.

2. How will I pay?

Each breakfast session will cost £5.00 and each after school session will cost £8.00 and you will be required to pay this in advance. You will be sent an invoice on the 15th of the month and you will be required to pay on ParentPay before the end of the month (ie charge for September sent on the 15th August for payment by 1st September). Demand for sessions is high and you will be required to pay for each session even if your child does not attend. If your child is to be absent for an extended period of time through illness, a retention fee may be negotiated.

3. Is there any support towards my childcare costs?

Some employers provide a salary sacrifice scheme known as Childcare Vouchers. These are exempt from tax and national insurance contributions up to a value of £55 per week or £243 per month. Check with your employer to see if this scheme is offered.

4. Who do I speak to if I am concerned about my child in this provision?

All staff members will know your child so any member of the team can be approached. The Business Manager is responsible for care arrangements and managing the facility as a whole so if you have any query about any aspect of your child's care, she should be contacted in the first instance.

5. Is there a snack provision?

In the breakfast club session, fruit juices, cereal and toast will be available and after school sessions will have fruit, juices and other healthy snacks. Priory school is a healthy school and we promote the need for children to be given healthy food to assist in growth and development. Please ensure that staff are aware of any special dietary requirements especially any allergies.

6. My child has additional support needs; what provision could be made for him/her?

We must assess each child on an individual basis to ensure that their needs can be met and that we have staff in place with the correct training and experience to look after your child safely within this environment. Please supply all relevant details to Sarah Moore at the outset.

7. What if I just need this provision for emergency childcare?

We understand that there may be times when all parents require childcare on an ad hoc basis to cover such things as medical appointments, jury service etc. Please speak to Sarah Moore as soon as you have this information and we will try our best to accommodate this.

8. What will I do if I want to terminate my contract?

If you no longer require this service, you will need to give 2 weeks' notice in writing to office@prioryschool.com

Priory School Extended Care Admission Form

(All sections MUST be completed)

Section 1 – Child's Details

Surname:	Additional children requiring Extended Care		
Forename:	Surname:		
Class:	DOB:	Forename:	
Full Address:	Class:	DOB:	
	Surname:		
	Forename:		
Post Code:	Class:	DOB:	

Section 2 – Parent/Carer Contact Details

Contact Priority 1	Contact Priority 2
Surname:	Surname:
Forename:	Forename:
Full Address (if different from above):	Full Address (if different from above):
Home Telephone No. :	Home Telephone No. :
Mobile No. :	Mobile No. :
Relationship to Child:	Relationship to Child:

Section 3 – Extended Care sessions required for September 2021 - 2022 Morning Sessions from 7.30am – school start and Afternoon Sessions from School end – 6pm

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School					

Please indicate by ticking which sessions you would like your child(ren) to attend