



# SILCOATES

Independent education for boys and girls aged 3-18



## Pre-School Terms and Conditions

Sept 19 V3 CIO



# SILCOATES

Independent education for boys and girls aged 3-18

## Acceptance Form

Please note that before signing this Acceptance Form you should read (i) the Terms and Conditions attached to this Acceptance Form and (ii) the School Rules, which can be found on the School website, and draw them to the attention of your child. Having done so, please read and sign to accept the following points:

We hereby accept the offer of a place at Silcoates Pre-School (the School) for XXXXXXXXX with effect from XXXXXXXXX and enclose a cheque for £20 as a deposit.

We acknowledge that we have read the School Rules, as published on the School website and as may be amended from time to time, and agree that we and our child shall observe and be bound by them.

We further acknowledge and agree that the Terms and Conditions attached to this Acceptance Form, and as varied from time to time, form part of the contract between us and the School. In particular, we agree to pay the fees and supplemental charges when due and, by signing this Acceptance Form, we confirm that we are not jointly or individually in arrears on the payment of any fees or charges owing to our child's current or previous school or educational establishment.

By signing this Acceptance Form we also confirm that:

(a) All holders of parental responsibility for the above-named pupil have signed this Acceptance Form and that no one else holds parental responsibility\* for him or her;

\*[Parental responsibility is defined in the Children Act 1989 as "all the rights, duties, powers and responsibilities and authority which by law **a parent** of a child has in relation to the child and his or her property". It equates to legal responsibility for the child. If you have any doubts about whether you do or do not have parental responsibility for the child, you may wish to seek legal advice.]

(b) We, the above-named pupil's parent(s)/guardian(s), co-habit/live separately (delete as appropriate) at the address(es) shown below and we agree to notify the School immediately of any change of address or our family circumstances;

(c) Unless otherwise notified to the School in writing prior to signing this Acceptance Form:

- (i) there are no court orders in place in respect of the care or living arrangements of our child or the payment of fees for his/her education; and
- (ii) any information or circumstances about or relating to us and/or our child that has previously been notified to the School (including on the School's Registration Form or otherwise as part of the School's registration and admissions process) is and remains complete and accurate as at the date when we sign this Acceptance Form.

Print Name:	Print Name:
Relationship to Child:	Relationship to Child:
Address:	Address:
Date:	Date:
Signature:	Signature:

**Please Note:**

*Each person with parental responsibility for the child is required to sign this Acceptance Form and the School is entitled to treat any instruction, authority, request or prohibition received from one signatory as having been given on behalf of all signatories and therefore on behalf of all those with parental responsibility for the child.*

Example

## Welcome to our Pre-School. We hope that you and your child will be very happy with us.

When accepting a place, we ask you to sign two copies of this agreement, which clearly states the terms and conditions set by the Governors of Silcoates School regarding places at the Pre-School.

Please read them carefully before you sign and if you have any queries please do not hesitate to speak to the Head of Junior School. One copy will be kept by the Pre-School. Please keep your copy in a safe place for future reference.

Parents/Carers must complete the registration form, admission forms and sign this contract before leaving their child with us. A deposit of £20 is also required.

### Opening Times

The Pre-School is open between the hours of 8.30am and 5.30pm during term-time only.

Early morning drop-off is available between 8.00am and 8.30am.

Our Pre-School sessions are:

<b>Session 1:</b>	08.30am	- 11.30am	- 3 hours
<b>Session 2:</b>	11.30am	- 2.30pm	- 3 hours
<b>Session 3:</b>	2.30pm	- 5.30pm	- 3 hours
<b>Full Day:</b>	08.30am	- 5.30pm	- 9 Hours

### Fees

Fees are invoiced on a termly basis in advance and must be settled at least two working days before the start of term. Information on the School's termly instalment scheme is available upon request.

Session fees are £15.00 per session and £45 for a full day. There is no reduction for two or more children and fees are non-negotiable.

Your child has been offered a place based on the Registration Form which you have completed. A term's notice must be given for a change in session choice; however, every effort will be made to accommodate this sooner, if possible. A half-term's notice is also applicable for the withdrawal of your child. An equivalent fee in lieu of notice of withdrawal is payable otherwise.

### Funding

Pupils maybe eligible for upto 30 hours free childcare per week. Parents can check their eligibility through Childcare Choices at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) or the childcare calculator [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator) **You as the parent/guardian must apply directly through Childcare Choices as the School is unable to do this on your behalf.**

### Age of Admission

The Pre-School caters for children during the term in which a child turns three years of age.

## Arrivals and Departures

The children are your responsibility until passed to a recognised member of staff and each child must be entered on to the daily register. At the end of each session, your child will be handed back to you by a member of the Pre-School staff.

Written consent will be needed if the parent/carer gives authority for other family members or friends to collect their child. Please inform a member of the Pre-School staff on the day, if someone other than you will be collecting.

You will be expected to collect your child promptly at the end of each session.

Parents /carers who collect their children late will incur an additional charge of £10 for up to the first quarter of an hour late and an additional charge of £5 for every quarter of an hour thereafter. Regular lateness may result in the loss of your child's place at the Pre-School.

Please advise the Pre-School if your child cannot attend for any reason.

## Illness

Please keep your child at home if they are unwell. The Pre-School reserves the right to refuse acceptance of a child, on any given day, who is thought to be unfit to attend.

If your child has been sick or had diarrhoea, they must remain away from the Pre-School for 48 hours after the last bout of sickness. Please see our Control of Infections Policy for further details.

## Photographs, Video and Sound Recordings

To comply with the Data Protection Act, we need permission from parents before we can photograph or video any child. Parents should read the consent form carefully. Where a parent does not agree to any of the statements, they should indicate what is acceptable to them.

Where a form has not been returned, we will assume that the parents do not have any objections to us using their child's image.

Photos are taken regularly around school for a variety of reasons. In many lessons where there is no written piece of work, photos may be used as evidence.

In ICT, photos will be taken by pupils for use in image editing or in their own projects and presentations.

We will quite often take photos to appear around school on displays. Photos are posted on our website, usually without names, but occasionally with first names only.

Parents are allowed to video and take photos of performances and events which feature their own children. This is a legal right set out in the Data Protection Act, provided any images are intended only for private use or within the family. Parents should not publish these photos on the internet, without first obtaining written permission from the parents of all the other children featured in the photos or video.

## Medication

The Pre-School is supported by a qualified Paediatric Nurse, Mrs Jan Alkadi, and a team of qualified and experienced first-aiders.

In the Pre-School, all medication must be handed to staff for safety so that they can oversee the administration of the medication. Parents must sign to give permission for medication to be administered and countersign on collection to confirm the medication has been given. Children must not be sent to school unwell. If antibiotics have been prescribed for infections and fevers, your child must have been taking the antibiotics for a minimum of 24 hours before returning to school. If a child is taken ill, staff will contact parents. They will then look after the child until such time as parents are able to come to school.

All medicine must have been prescribed by a doctor or pharmacist and clearly state the child's name, contents and dosage.

## Accidents

There is a qualified paediatric first aider present at every session and children have access to the School Nurse.

Minor accidents are unavoidable. If one should happen, an accident form will be completed for parents/carers to sign on collection of their child. If your child incurs a head bump, a member of staff will contact you as soon as is practical to explain the details of the accident. An accident form will be completed and a head bump letter will be given.

## Complaints

Silcoates School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, please speak with the Pre-School teacher in the first instance. It is hoped that any concerns can be dealt with appropriately, following the guidelines set out in the School's Complaints Procedure.

However, if a parent/carer has any concerns about the pre-school provision or their child in the Early Years Foundation Stage, they may contact Ofsted directly. If parents wish to tell Ofsted anything about the provision of their child's childcare, they may ring: 0300 1231231.

### Or they can write to Ofsted at:

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

In addition, advice can be sought from [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents)

## Key Person System

The Pre-School operates a keyworker system to ensure your child receives exceptional care and education. It also gives you a point of contact within the Pre-School. Each child will be allocated a keyworker when they begin their settling in visits.

## Procedures for Managing Behaviour

### Rewards and Sanctions

There is a whole school approach to positive behaviour, where all staff (teaching and non-teaching), children and parents are aware of our aims and expectations.

#### Rewards

The School rewards good behaviour, believing pupils will develop an ethos of kindness and co-operation, in a variety of ways:

- Teachers congratulate children at every opportunity when they have shown good behaviour;
- Children receive topic related rewards;
- Children receive special praise in assembly and special treasure;
- Children receive special awards in their own classroom environment, using their own reward scheme, e.g. stickers.

#### Sanctions

The School also employs a number of sanctions, in line with school rules, to help ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation because we believe that children need to discover where the bounds of acceptable behaviour lie, as this is a part of growing up. A copy of the Behaviour Policy is on the pre-school information board. The policy is updated annually. Further details are available on request from the School.

### Academic and Curriculum Information

We aim to help pupils develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. It is our aim to ensure we facilitate this broad base of skills and knowledge upon which future learning can be soundly built.

#### Aims of the Curriculum

- To be compatible with the requirements of the Early Years Foundation Stage.
- To be broad and balanced to include both indoor and outdoor learning.
- To allow progression between and throughout the different year groups.
- To provide for the personal, social, health and citizenship education of children.
- To enable all children to learn and make progress.
- To provide a programme of activities appropriate to the needs of the children.

We have a fun and active exploratory based curriculum, where children are positively encouraged through creative activities to experience painting, play dough, glue, clay and malleable resources, including salt dough, etc. Also, with the continued improvement and use of our outdoor environment, we will have access to outdoor experiences all-year round. Every endeavour is made to ensure that children's clothing is protected: however, there may be times when clothing does incur paint splashes, etc. We very much believe that limiting children's involvement with such rich experiences restricts their creative learning and we are sure that as parents you will have every support for the balanced curriculum we are offering your child.

Routine assessment and observations are used to monitor the progress of all children.

Throughout the year, all classes cover a variety of topics. These take into consideration the interests of the children as well as traditional topics such as Christmas and Easter. The idea of child-initiated topics allows children to join in activities and lessons which stretch their imagination and abilities, as well as giving teachers the flexibility to deliver the curriculum in accordance with each child's individual pace and level. The planning of the curriculum has the Early Years Foundation Stage at its heart. Teachers are experienced and knowledgeable about the children in their care and strive to continuously monitor, observe and ensure children reach their maximum potential within all areas of development and learning.

Your child will be developing and progressing within the Early Years Foundation Stage (EYFS) framework. The overarching aim of the EYFS is to help young children achieve the five "Every Child Matters" outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution and achieving economic well-being.

### **Effective teaching in the EYFS is built on four guiding themes:**

- **A Unique Child**

Every child is recognised to be a competent learner – resilient, capable, confident and self-assured.

- **Positive Relationships**

Children learn to be strong and independent from a base of caring and secure relationships with parents and teachers.

- **Enabling Environments**

The environment plays a key role in supporting and extending children's development and learning. The children have the opportunity to learn through hands-on experiences both inside and in the outdoor environment of the Pre-School.

- **Learning and Development**

We recognise that children learn in different ways and at different rates and that all areas of learning and development are equally important; however, the three prime areas of learning are:

Communication and Language  
Personal, Social and Emotional Development  
Physical Development

These three prime areas interlink through further areas of learning which are:

Literacy  
Mathematics  
Understanding the World  
Expressive Arts and Design

Teaching methods revolve around adult-led and child-initiated experiences and run broadly under the topics chosen to cover. This approach ensures that children have teaching input to stretch their learning, but also have the opportunity to add their own ideas and interests, as this is the driving force for building knowledge, skills and understanding.

### **School Trips**

Throughout the year, the Pre-School has the opportunity to experience topic related excursions. Where applicable, the cost of these trips is added to the termly fees. Parents are notified of forthcoming trips and visits as far in advance as possible.

All trips and visits require prior parental permission.

The Pre-School has a Trips and Visits Policy, in line with the Department for Education guidelines, to ensure that all pupils who leave the school campus do so as safely as possible.

## Home/School Partnerships

It is important to us to build strong relationships between home and school to ensure your child's time in our Pre-School is the best it can be.

Before your child starts in the Pre-School, we offer three settling-in visits to ensure we have all the information we require from parents/carers, that your child is beginning to form relationships with their keyworker and that any dietary or medical information has been addressed.

## Safeguarding

The Pre-School works in close conjunction with the Social Services Department and the Wakefield and District Safeguarding Children Board to ensure that the requirements of the Children Act are complied with. The Head of Junior School is the Designated Person with responsibility for Safeguarding in the Pre-School. Regular training for all staff takes place, and key senior staff and governors are trained in Safer Recruitment Procedures and Responding to Allegations against Staff.

Silcoates School has a detailed policy with regard to Safeguarding. Below is a summary of the rationale and aims of the policy only. A copy of the Safeguarding Policy is posted on the school website. The policy is updated annually. Further details are available on request from the School.

Although incidents requiring the implementation of the Safeguarding Policy are very rare at Silcoates, it is vital that all staff, both teaching and support staff, are fully aware of the School's policy and of the action they should take if a child protection situation arises.

The aims of the Safeguarding Policy are:

- To create a happy, well-ordered and caring community;
- To raise awareness among all staff, both teaching and support staff, about issues relating to child protection;
- To inform staff about the actions they should take if a child protection situation arises.

## Meals and Food

The Pre-School tries to ensure that a balanced range of meals is available to children and we have introduced healthy options wherever possible. Lunch is served at 11.45am and tea at approximately 4.30pm.

Water is also available throughout the day for all children. However, we do ask that all children bring a drinks bottle with them to leave in the classroom each day.

All children also receive a glass of milk each day. Children should be provided with a healthy nut free snack for morning break eg fruit, carrot sticks or cereal bar.

Sweets and chocolate are not allowed to be brought into school unless permission has been sought from the Pre-School staff, usually only for the child's birthday treat. Please ensure you do not send in any nut products.

We ask that parents do not supply children with their own packed lunches for school trips, unless specifically requested to do so.

## Texts and E-mails

The School uses a system, through which we can send text messages to your individual phones, record voice messages that you can pick up, or send e-mails to your preferred address. It is therefore very important that we always have your up to date contact details.

## Other Communication

A school calendar is published at the end of each term, in order to give parents as much notice as possible of events in the following term. We make every effort to ensure this calendar is accurate. However, please be aware that sometimes changes need to be made, particularly for fixtures, after the calendar is published. A printed copy of the calendar is sent to parents and an electronic version is posted on the website.

For additional trips that are not finalised when the calendar is published, further letters are sent to parents in advance of the trip taking place. Other letters may be sent by email, but they may also be sent home via the school briefcase. Increasingly, we aim to publish communications with parents on the website.

## Extra information

Please ensure that your child has the following items in their school bag:

- Spare pair of trousers
- Spare t-shirt or shirt
- Spare underwear and socks
- Sun hat and sun cream (labelled) or hat and gloves
- Nappies and wipes (if needed)

To help prevent loss of your child's clothing, please name all his/her items.

## Exceptional Circumstances

Occasionally parents may need to change their session (in an emergency for example) and, if we have the space, the Pre-School will be more than happy to oblige, where possible. These are considered as extra sessions and will be charged for accordingly.

## Silcoates Junior School

We hope and wish that all of our children in the Pre-School join our Reception Class in the Junior School at the appropriate time and thereby continue their happy and rewarding experience with the Silcoates community. However, please be aware that in certain exceptional circumstances it may not be possible for a child to progress into the Junior School. Parents will always be consulted as appropriate, but any decision about transfer between sections of the School is at the absolute discretion of the Silcoates School Headmaster.

## How we may use Personal Information: References, Confidentiality and Data Protection

a) We may provide a reference for your child. We may supply information and a reference in respect of your child to any educational institution which you propose your child may attend. Any reference supplied by us will be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses, is fair. However, we cannot be responsible for any loss you or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.

(b) We will need to use information relating to your child, and to you, for certain purposes connected with the running of the School. You consent to us making use of information relating to your child (including photographs and video recordings), and (where appropriate) relating to you, whilst your child is at the School and after he or she has left for the purposes of:

- (i) managing relationships between the School and current pupils/parents;
- (ii) promoting the School to prospective pupils/parents;
- (iii) publicising the School's activities; and
- (iv) communicating with the school community and the body of former pupils.

In respect of (ii), (iii) and (iv), this includes use of such information by the School in/on the School's prospectus (in whatever format or medium it is produced or made available), the School's website(s) and, where appropriate the School's social media channels.

(c) You are required to update us of changes to information held, or in circumstances relating to you and/or your child. You must:

- (i) confirm (or update, if necessary), when requested, such information (and/or documentation) about (or relating to) you and/or your child that is held by the School; and
- (ii) inform the School of any change to your (or your child's) circumstances (including, where applicable, in connection with your child's entitlement to enter, reside and/or study in the United Kingdom), or to information about (or relating to) you or your child that has previously been notified to the School, including relevant contact details.

(d) We will send information (eg, school reports) about your child to both of you as a matter of course. You agree that those persons who have parental responsibility for your child are entitled to receive certain information about your child from the School (including school reports, correspondence and other materials relating to his or her progress, development and/or education generally). The School shall therefore disclose such information as a matter of routine to such persons **unless** the School is restricted from doing so by a court order (or similar direction) or by any other legal requirement or obligation (for example, under the Data Protection Act 1998, as amended or superseded).

(e) Data Protection Law The School will process personal data about you and your child in accordance with the Data Protection Act 1998 (as amended or superseded, including from 25th May 2018 the General Data Protection Regulation) and other related legislation. We will process such personal data:

- (i) as set out in this Clause and in the School's **Privacy Notice** which is available on the School's website and as may be amended from time to time;
- (ii) in order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirement; and
- (iii) to perform our obligations under this contract, and where otherwise reasonably necessary for the School's purposes.