



Coningsby St Michael's C of E Primary School

"The Treehouse"

Extended Provision Terms and Conditions

Policy Co-ordinator: Operations Partner
Policy Dated: October 2026

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Thank you for your interest in using the Extended Provision at Coningsby St Michaels C of E Primary School.

The provision caters for children both before and after school, during term time only (not including staff training days) and ensures the children are cared for by qualified staff on the school premises.

Our Aims

We aim to provide a high-quality service which meets the needs of both parents/carers and children. For parents/carers, this means knowing that your child is safe and happy in a provision that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

Parents/carers are expected to give their support and encouragement to the aims of Coningsby St Michaels C of E Primary School extended provision, and the school will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

It is essential for parents to adhere to our Parent Code of Conduct, which is available on our website. This code outlines expected behaviours and interactions to ensure a respectful and safe environment for both staff and pupils. Non-compliance with these guidelines may result in the withdrawal of our wrap-around care services, especially in cases where the conduct of parents or children poses a risk to others.

Children are expected to follow The School Behaviour Policy, which is also available on our website. This policy outlines expected behaviours to ensure a respectful and safe environment for both staff and pupils. Non-compliance with these guidelines may result in the withdrawal of our wrap-around care services, especially in cases where the conduct of children poses a risk to others.

Sickness/Illness

Parents/carers must inform the School/Extended Provision staff if their child has any known medical condition or health problem or has been in contact with infectious diseases.

Our staff have appropriate first aid training and will attend to your child as necessary. However, if we feel your child is too poorly to attend, we will contact you and ask you to make arrangements for them to be collected.

Parents/carers consent to emergency medical treatment, including surgery and/or general anaesthetic, if certified necessary by a doctor and if parents/carers cannot be contacted on the emergency numbers provided.

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Welfare of the Child

Parents/carers authorise the school to take all necessary action to safeguard and promote the welfare of the child. Parents/carers consent to use such physical contact with children as may be lawful, appropriate and proper to provide comfort to a child in distress or to maintain safety and good order.

Accidents - All accidents that staff are made aware of, are documented and reported to parents/carers.

Loss of property - The school will not be liable for loss of property brought onto the premises by a parent/carer or child.

General Conditions and Disclosures

The school must be notified in writing immediately of any changes in contact details or family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed.

Child Protection - The school has a duty to report any significant concerns it might have about the safety/well-being of a child to Social Services. If your child is not collected by the time the school is locked at night and you have not contacted us, we will contact the Police/Social Services.

Confidentiality - Parents/carers agree to inform the school of any information necessary to safeguard or promote their child's welfare or avert the risk of harm to their child or other person. School staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Equal Treatment - The school welcomes staff and children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. The schools will comply with the Special Educational Needs and Disability Act and will do all that is reasonable to accommodate the needs of children with disabilities.

Discipline - Parents/carers hereby confirm that they accept the authority of the school staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and our Extended Provision.

Severe weather - In the event of closure due to severe weather parents/carers will be informed via MCAS

Insurances - The school undertakes to maintain those insurances which are prescribed by law. The Extended Provision is covered by the school's insurance.

Complaints - Parents/carers who have cause for complaint in relation to any matters of quality, safety or care must inform the Headteacher in the first instance. The Complaints Policy is available from the school office and the school website.

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The Tree House Breakfast Club

Our breakfast club offers a breakfast session between the hours of 7.30am and 8.45am, which includes a small breakfast (e.g. toast/cereal).

Any child arriving after 8.15am will not be offered breakfast but will still be charged the full session fee.

All fees are non-refundable even if cancelled, however exceptional cases may be considered by the school. This includes school closures caused by severe weather, power cuts etc.

Bookings close on MCAS 2 days in advance or before if the session has reached capacity.

Any cancellations received after bookings have closed are non-refundable.

All sessions must be booked and paid for in advance via MCAS

If sessions are paid for using childcare vouchers, the vouchers must be paid to the school in advance and will then be added to your MCAS account as a credit balance. It is your responsibility to ensure vouchers are paid in good time to allow for processing and to ensure you can book your required sessions. No booking will be accepted with the promise of a payment in arrears.

Each session costs £4.50 per child.

The Tree House After School Club

Our afterschool club offers an afterschool session between the hours of 3.15pm and 5.30pm, which includes a healthy teatime snack served after 4.15 pm.

All fees are non-refundable even if cancelled, however exceptional cases may be considered by the school. This includes school closures caused by severe weather, power cuts etc.

Bookings close on MCAS 2 days in advance or before if the session has reached capacity. To enquire about bookings after the cut off please contact the school office.

Any cancellations received after bookings have closed are non-refundable.

All sessions must be booked and paid for in advance via MCAS.

If sessions are paid for using childcare vouchers, the vouchers must be paid to the school in advance and will then be added to your MCAS account as a credit balance. It is your responsibility to ensure vouchers are paid in good time to allow for processing and to ensure you can book your required sessions. No booking will be accepted with the promise of a payment in arrears.

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Occasional and ad hoc bookings will not be accepted by the school if you have an outstanding balance on MCAS.

- Each session costs £6.50 per child

Any child attending a teacher led afterschool club who is then going to the afterschool care will be charged for the full session attended from 3.15pm.

Children can be collected at any time during the session. However, any child collected more than 10 minutes past the end of the session will incur a £10 late collection fee, which will be added to your MCAS account. No further sessions will be available to book until this late collection fee has been paid in full.

Acceptance of Terms and Conditions

Reasonable changes can be made to these terms and conditions and the session fees as determined by the school.

All fees are the responsibility of the person signing and accepting these Terms and Conditions.

Please sign below to confirm your understanding and acceptance of these Terms and Conditions.

Once a completed signed document is received by the school you will be added to the booking register on MCAS .

Name of Child: _____

Name of Parent: _____

Signature: _____

Date: _____

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