

Admissions

It is our intention to make the ESP Tutoring After School Club genuinely accessible to all children from the school we are providing the service.

Upon deciding to enroll, the child(ren)'s parents/guardians; will fill out a series of Enrolment Forms, which will all be kept on file in the child's personal folder section. The main enrolment form; will include personal details about the child and parents/guardians, any relevant medical information and emergency contact information. Parents will receive a copy of the Club's Policies and Procedures and be asked to sign a Declaration that they are happy to abide by the Club's policies, procedures and they consent for care to commence.

By enrolling their children in the Club, parents agree that their child will attend sessions on their regular set days, as individually required and any changes to set days are subject to availability.

The Clubs will need a minimum of 10 children to run. Small group lessons has no minimum number of children.

Fees, payment plans and business practices

All fees will be explained on the application form each family will receive before their child comes to the after school club. A booking and payment will be required no later than the beginning of the first day of the club.

- Sessions can be paid by bank transfer per term. Please note that payment must be done at registering.
- In the event of a no payment, the manager will contact the parents/guardians asking for an alternative method of payment. If no payment is done, the children will not be registered into the course.
- Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time.
- Fees are not reimbursable. Unless the Club is cancelled, in which case all fees will be reimbursed.

Equal Opportunities

We will ensure that our service is fully inclusive in meeting the needs of all children, regardless of their ethnic heritage, social and economic background, gender, ability or disability. Our ESP Tutoring After School Club is committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families. We aim to include and value the contribution of all families to our understanding of equality and diversity. We aspire to improve our knowledge and understanding of issues of anti-discriminatory practice, promoting equality and valuing diversity.

- We provide all our information in a clear, concise language, whether in spoken or written form.
- We base our admissions policy on a fair first come first serve basis.
- We do not discriminate against a child or their family, or prevent entry on a basis of race, ethnicity, religion or social background.
- We do not discriminate against a child with a disability or refuse a child entry to our after school club because of any disability, only if we cannot meet their needs. All possible provisions will be made to meet any individual needs.
- We act against any discriminatory behaviour by staff or parents. Displays of openly discriminatory and possibly offensive materials, or threatening behaviour on or around the premises are unacceptable and will be dealt with in the strongest manner.
- Treat all children and their parents/carers with equal concern and value.
- Have regard for promoting understanding, respect and awareness of diversity and equal opportunities issues in planning and implementing the Club's programme of activities.
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Ensure that the Club's recruitment policies and procedures are open, fair and non-discriminatory.
- Ensure that all members of staff are aware of, and understand, the Equal Opportunities policy as it relates to all aspects of its work.
- Encourage and support staff to act as positive role models to children by displaying and promoting tolerant and respectful behaviour, language and attitudes and challenging any discriminatory incident.

Children with Special Needs

Our Club is aware that some children have special educational needs and/or disabilities that require particular support and assistance. We aim to provide an environment in which all children, including those with special or additional needs, will feel safe and enjoy their time with us. We are committed to taking appropriate action to make sure that all children will feel welcome, and that our activities promote their welfare and development.

The Club also believes that children with special educational needs and/or physical disabilities have a right to play, learn and be able to develop to their full potential alongside other children. Whenever possible, children with special educational needs and/or physical disabilities will have access to the same facilities, activities and play opportunities as their peers. If, despite reasonable efforts, the club cannot guarantee the safety and well-being of a child with SEN, parents may be able to explore options for additional support, potentially at their own expense, to ensure their child's needs are met

Collection and Escort

All children will remain in the ESP Tutoring premises until the named person comes to collect them and signs them out, along with a time of collection. If a person other than those mentioned on the enrolment form comes to collect the child, the following procedure will be put into place.

- The parent/guardian will be contacted to verify that the child is able to go home with the person in question.
- If un-contactable the emergency contact numbers will be contacted and again asked to verify the situation.
- If no-one on the child's contact sheet can be contacted then the child is unable to go home with the adult until we get in contact with the parent/guardian.

Late Parent/Carer

Parents/Guardians indicated on the enrolment form does not come and collect the child, the following procedure will be put into place.

- Two staff members will remain with the child for no more than one hour.

- Parents will be contacted. If unsuccessful the emergency contacts will be contacted.
- If no one comes to collect the child after one hour the staff are no longer able to supervise the child on the premises. The Local Authority Children's Social Services will then be contacted.
- Under no circumstances will staff members go out to look for the parent or take the child home. We reserve the right to charge parents for any additional time staff work. £30 will be charged per child, for every 10 minute period used/gone in to after the close time of the club.

Staff will not release a child to anyone who is not indicated on the enrolment form. Parents/guardians must inform us if somebody different is picking up the child. Parents will be contacted if no message is received before releasing the child.