

Gatehouse Primary Academy
Secmaton Lane
Dawlish
EX7 0LW
Head of School Mrs Leila Naldrett
Email admin@gatehouse.devon.sch.uk
Telephone Number 01626 862605



Gatehouse Child Care

Dear parents and carers

If you require your child(ren) to attend either breakfast or after school sessions, please could you complete all attached forms and return them to the school office/wrap around care team.

Bookings and payment can be made online via ParentPay – please speak to our office team if you have any questions relating to ParentPay.

Kind regards

Gatehouse Primary Academy

Gatehouse Child Care

Working in partnership with parents and carers



Gatehouse Child Care recognise that working in partnership with parents is of major value and importance to the provision in enabling it to provide a happy, caring, stable environment for children and their parents.

The provision should aim to form a good relationship with parents so that information regarding their children (be it developmental, social or health related) can be exchanged easily and comfortably by staff and parents.

The list below shows ways in which the provision should try to achieve a strong working partnership with parents:

- A member of staff in charge is always available for discussion with parents. Arrangements can be made for more private discussions at agreed times
- Information provided by parents about their children is confidential
- Information regarding the children's activities is always available to parents by verbal communication
- If the provision has any concerns about the child's well-being, every effort will be made to contact the parents or their emergency contact
- Parents are requested to keep the provision informed of any changes to personal circumstances, change of address, telephone, emergency contact details
- Parents are also requested to keep the provision informed of any circumstances which could affect a child's emotional well-being. For example: bereavement, separation, or illness in the family

If your child's behaviour becomes unacceptable and spoils the enjoyment for others attending the club, we will follow the school's behaviour policy which can be found on our website.

Three warning letters will be sent if a child's behaviour continues to be unacceptable, then they will be excluded from the setting.

Gatehouse Child Care Medical Details

Child's name	
Date of birth	
Home address	
Name of Doctor	
Address	
Telephone number	
Medical condition(s)	
Current medication	
Allergies	
Dietary requirements	
SEND needs	

Consent for emergency medical treatment

I/We consent for any emergency medical treatment required by my child during Gatehouse Wraparound Care activities in case of my/our unavailability.

Signed: _____

Date: _____

Gatehouse Child Care Contact Details



Contact name	
Relationship to child	
Mobile telephone number	
Home telephone number	
Work telephone number	

Contact name	
Relationship to child	
Mobile telephone number	
Home telephone number	
Work telephone number	

Contact name	
Relationship to child	
Mobile telephone number	
Home telephone number	
Work telephone number	

Contact name	
Relationship to child	
Mobile telephone number	
Home telephone number	
Work telephone number	

Gatehouse Child Care

Collection List

Please complete this form to confirm who can collect your child. If there is ever change to this, please contact the school office as soon as possible to notify them.

	Person collecting child	Relationship to child
1		
2		
3		
4		
5		

Gatehouse Child Care

Please complete this form to show which sessions you would like your child to attend when they start school. This will give us a quick overview of who is attending, and allow us to know how many spaces are available.



Breakfast club: 7.30am – 8.50am Monday – Friday <i>Please tick which sessions your child will need to attend</i>				
Monday	Tuesday	Wednesday	Thursday	Friday

After school club: 3.20pm – 4.30pm Monday – Friday <i>Please tick which sessions your child will need to attend</i>				
Monday	Tuesday	Wednesday	Thursday	Friday

After school club: 3.20pm – 5.30pm Monday – Friday <i>Please tick which sessions your child will need to attend</i>				
Monday	Tuesday	Wednesday	Thursday	Friday

After school club: 3.20pm – 6.00pm Monday – Friday <i>Please tick which sessions your child will need to attend</i>				
Monday	Tuesday	Wednesday	Thursday	Friday

Gatehouse Child Care

Parent/carers contract



I/We agree to pay my/our child's fees via ParentPay, in advance or at the point of sale.

I/We agree to give as much notice as possible when removing my/our child from this facility. I/We understand that this is because there are limited spaces and costs need to be met by the facility.

I/We understand that the Breakfast Club will run from 7.30am – 8.50am and that if my/our child is late, or that I/we only require part of this session, I/we will still be required to pay the full session fee. Also, if my/our child does not need the place but we do not inform the staff, we will be required to pay for the place.

After school club will run from 3.20pm – 5.30pm and will be charged on a three-tiered system.

3.20pm – 4.30pm will cost £4.50 and that if my/our child is late, or that I/we only require part of this session, I/we will still be required to pay the full session fee. Also, if my/our child does not need the place but we do not inform the staff, we will be required to pay for the place.

3.20pm – 5.30pm will cost £7.50 and that if my/our child is late, or that I/we only require part of this session, I/we will still be required to pay the full session fee. Also, if my/our child does not need the place but we do not inform the staff, we will be required to pay for the place.

3.20pm – 6.00pm will cost £9.00 and that if my/our child is late, or that I/we only require part of this session, I/we will still be required to pay the full session fee. Also, if my/our child does not need the place but we do not inform the staff, we will be required to pay for the place.

If I/we do not pay our fees in a timely manner, I/we understand that my/our child's place will cease.

Continuous bad behaviour will not be tolerated.

I/We agree to inform the playleader of any medicines and allergies that my child may have.

I/We agree to collect our child on time from after school club. If I/we are late, I/we understand that a charge will be made for up to every 30 minutes that I/we are late.

Signed _____ and _____

Print name _____ and _____

Date _____