A cartoon owl with a hat on top of a book

Description automatically generatedA handshake in a circle with a cross

Description automatically generated

**St Stephen’s CE Primary School,**

**Audenshaw Road, Tameside.**

**M34 5HD**

**Tel: 0161 330 3818**

**admin@st-stephens.tameside.sch.uk**

**Headteacher Mr G Lovgreen BA hons, PGCE, NPQH**

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Parent- School- Child Contract

**Parent:**

* Parent/ Guardians agree to completed and submit the contact /medical form to the school and update payments in advance (5 days) of any bookings. Parents will inform us of any changes to this information or collection routines/ personnel.
* In emergencies school will do all it can to accommodate additional placements. If additional persons are to collect a child they need to bring photo ID and the Provision staff must be informed of this new person via the school / telephone.
* Parents will arrive on time at the school and call to make access to the building and sign in/ out any child on the ‘signing in and out sheet’ and write an messages or speak to a member of Staff to help us solve/ resolve any matters immediately for you.
* The conduct of all adults in the school is expected to be professional and pleasant at all times in line with out policy (see webpage). This include not making comments or ‘likes’ on social media and other sources of online posts about the school or any persons or issues related to the school. Parents are encouraged to speak to the staff and resolve issues in a productive an conducive matter- or raise a compliant to the Wrap around manager, Miss. Lawlor in line with the school complaints policy.
* Parents are asked to give 1 week notice if they wish to stop any placements at the wrap around provision.

**School:**

* School will act in accordance to the school policy and ensure that staff are well trained and capable of providing a Good (or better!) level of service. This includes the provision, refreshments and activities provided.
* Foods and Drinks will be served at 8am and again from 4pm, and we will always do our best to accommodate requests from you.
* There will be a range of activities and interests during the week and these will be supervised by the staff involved. These will be a mix of educational, developmental and social activities ….as well as time to relax and enjoy time with friends and other members of our school community in play.
* We will pass on key messages and always try to accommodate educational needs ie. Provide phonics boosters in KS1, number bond/ times table rockstars and 1:1 reading and Reading Eggs etc. We will notify you if there are any problems or issues, of occasions where we have needed to undertake first aid.

**Children:**

* Children will follow the school rules and show good behaviour towards themselves and others in the provision at all times. We expect that the children will also follow any rules or guidance put in place to support the needs of themselves or others during the sessions.
* Children will try new things and feedback to staff if they particularly enjoy or do not enjoy activities or refreshments, and they will always make sure that they tell an adult if they are hungry or thirsty at the first possible opportunity.

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| Signed: | Date: |
| Parent |  |
| Child |  |
| School |  |