

# HORRINGTON PRIMARY SCHOOL

Comet Before School Care  
Horrington Primary School  
Horrington, Wells  
Somerset, BA5 3EB

Telephone: 01749 673516  
[sch.186@educ.somerset.gov.uk](mailto:sch.186@educ.somerset.gov.uk)  
[www.horringtonprimary.co.uk](http://www.horringtonprimary.co.uk)

Headteacher: Mrs Julie Williams  
Care Leaders: Mrs Jacquie Western  
Care assistants: Miss Hayley Withers, Mr Robert Dyer/ Mrs Nicola Holmes

## **REGISTRATION FORM**

**Please complete a form for EACH child.**

### **Child's Details:**

<b>Name</b>	
<b>Date of birth</b>	
<b>Contact phone number</b>	
<b>Current year group</b>	
<b>Current class</b>	
<b>Adults authorised to drop your child at Comet</b>	

Full contact details and photo permission information will be the same as for those held on the school records.

### **About Your Child:**

Please detail any additional/special needs:
Please detail any medical needs including details of any medication:
Please detail any allergies:

Please detail any dietary requirements:
Any additional information:

**I consent to my child ..... (insert name) attending this club.**

- I understand that the school has policies and procedures and there are expectations and obligations relating to the conduct of myself and my child and I agree to abide by them. I understand that failure to do so will mean that my child will no longer be able to attend the club.
- I understand that my child will be provided with a snack and drink at the before school club unless otherwise requested.
- Once my child is signed in to Comet Before School Club he/she will be in the care of the staff until 8:45am when the school morning exercise commences.
- I will phone and leave a message on the school answerphone by 7:45am if my child will not be attending Comet Before School Club on a day that he/she is booked in.
- I accept that whilst at the club my child may get involved in messy activities.

**Terms and Conditions**

- I agree to the use of contact information held by the school for the purpose of communication with regards to the before school care.
- I agree to pay in advance for booked sessions and I understand that there will be no refund given without 48 hours prior notice of non-attendance.
- If my child attends a session and payment has not been received within 48 hours of that session having taken place I understand that my child will not be able to attend further sessions of the club until payment has been received.
- I understand that I can only drop-off between 8:00am and 8:15am and pupils arriving after this time will not be able to access the before school provision.
- I understand that I must bring my child to the school hall and sign them in and that children must not be dropped off in the school car park.
- I understand that staff cannot be held responsible for any lost items.

- I understand that should there be any incidents at Comet Before School Club involving my child, I will be informed of the situation.
- I understand that the school's policies will apply to the before school club.
- I give permission for a member of staff to administer appropriate first aid if required.
- I give permission for a member of staff to seek any necessary emergency medical advice or treatment in the event that my child is involved in a serious accident. I expect to be contacted as soon as possible on the telephone numbers held by the school.
- I understand that the information given on this registration form is confidential. However, there may be times, for example in the case of child protection concerns, when details may be passed to other agencies in line with the child protection policy.
- I confirm that the information given on this form is correct and agree to notify the club of any changes in detail.
- I have read and, in signing this form, accept the above conditions for my child attending the before school club.

<b>Signature of parent/ carer</b>	
<b>Please print name</b>	
<b>Date</b>	