



Head Teacher: Gary Watson
 Hollyfast Primary School
 Hollyfast Road
 Coundon
 Coventry, CV6 2AH
 Tel: 02476332521
 Email: admin@hollyfast.coventry.sch.uk

HOLLY BERRIES AGREEMENT

GDPR NOTICE We collect the information below to ensure your child’s safety and wellbeing at the club. All data collected is processed in line with our Privacy Notice. For more information on how we use and store your data, please see our Privacy Notice and Data Protection Policy on the school website. We do not share this information outside of the school. We will keep any information provided on this form for the recommended financial retention period. Please contact the school if you wish to withdraw your child from the before and after school club.

NAME OF CHILD:	DOB:	NOMINATED ADULTS TO COLLECT: Please ensure the nominated adult has given consent to share this information with Hollyfast. Please note: that it is parent’s responsibility to notify the school of any changes to this information. (Please tick)			
		Name:	Consent given	<input type="checkbox"/>	
		Name:	Consent given	<input type="checkbox"/>	
		Name:	Consent given	<input type="checkbox"/>	
Any Specific dietary requirements/allergies?					
<i>Sessions Required</i>	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Session: 7:45am - 8:45am					
After School Session: 3:20pm -6pm					

Before & After School Club Protocols: The Governing Body and the Head Teacher takes responsibility for Hollyfast Before and After School Club. The club is part of the school and the school’s standard policies apply. These are available from the Head Teacher or SBM. This is an additional provision based on sessional fees that need to be paid in advance and are required in order for the child’s place to be secured and in order to be able to provide the service. Admission is based on a waiting list, with priority being given to working parents. A place is conditional to both the parent and the child adhering to policy and guidance. Retention of a place (free of charge) is not available as this prevents other children of working parents from benefitting from the provision.

Terms and Conditions of Holly Berries:

- Sessions must be booked through the MCAS app.
- Sessions must be booked 24 hours in advance. Where this is not possible – e.g. for emergency cover, you will need to contact the Holly Berries team via their email – hollyberries@hollyfast.coventry.sch.uk
- If you no longer need a pre-booked session, these can be cancelled via the app at least 24 hours’ notice.
- Payments must be made via the MCAS app, no cash payments will be received at the school office.
- Invoices and statements will no longer be provided.
- Payments can be made via the app weekly/monthly/termly, whichever suits your circumstances. We will still be accepting childcare vouchers which will appear on your account one month in arrears.
- I agree to collect my child by 6pm. I understand there is a charge of £5.00 for every 5 minutes I am late and agree to pay this.
- I agree to abide by the sign in/out practice within the school and notify the school of any change in person who will be collecting my child.
- I acknowledge that uncollected children will be referred to Social Care.

Signed Parent/Guardian..... Date.....

Signed School Representative..... Date.....