



**CARLISLE AND HAMPTON HILL FEDERATION**



# The Hub

Hampton Hill Junior School, St. James's Avenue, Hampton Hill, Middlesex, TW12 1HW

☎ 020 8979 3019

thehub@hamptonhill.richmond.sch.uk

The Hub provides term-time after school care for the children of Hampton Hill Junior School and Carlisle Infant School (excluding Bank Holidays and School Inset Days).

Hampton Hill Junior School is committed to safeguarding and promoting the welfare of children and expects all staff, parents, carers and volunteers to share this commitment.

Our team of staff aim to provide the highest possible standard of care in a safe and secure environment. Ensuring the safety and welfare of the children is our paramount concern.

The Hub operates between 3.30pm – 6.00pm daily.

Children will be escorted from Carlisle School to The Hub daily at 3.15pm.

The costs per child are currently as below but fees may be subject to change from September 2022;

£12.50 per regular, pre-booked session

£13.50 per ad-hoc session

Please note that on the last day of each term when school finishes at 1.45pm the costs per child rise to £20.25 (regular) and £22.90 (ad-hoc) in order to allow for the longer length of the session.

(Payment will be required on days of absence for the pre-booked sessions).

## **Contact details;**

School office – 020 8979 3019 – For payment questions - Mrs Forsyth

Hub – only available between 3pm – 6pm - their direct line is 020 3823 3303 – please use if you are running late to collect your child – Hub Manager is Ms Taylor.

Email: [thehub@hamptonhill.richmond.sch.uk](mailto:thehub@hamptonhill.richmond.sch.uk)

Registration Forms are available from the school office or online at;

[www.carlisleandhamptonhillfed.richmond.sch.uk](http://www.carlisleandhamptonhillfed.richmond.sch.uk)

## **TERMS AND CONDITIONS**

### **Opening Times:**

Monday to Friday, term-time 3.30pm – 6.00pm (excluding Bank Holidays and INSET Days)

**Please note, it is the parent/carers responsibility to book their child's required sessions which will need to be done and paid for in advance.**

**Bookings and payment will need to be made using your Scopay account or we accept childcare vouchers from a wide range of providers. Places will be allocated on a first come first served basis – the system will tell you if there are no places left. Please note the system is dependent on your account showing a credit balance before it will allow you to make a booking (unless you have a childcare voucher account). You will be able to make/amend bookings from the day before it is needed.**

**Anybody requiring a place in the Hub for the first time will need to make sure they have registered their child first (application form to be completed and given to the school office) before they will be able to book any sessions. You will not see the Hub diary online unless the office has received and actioned your application form. Carlisle parents will also need to be given a code to activate an HHJS scopay account.**

### **On arrival**

Children will be escorted to The Hub from Carlisle by members of The Hub staff.

Children already on the Hampton Hill site will move to The Hub at the end of the day, where a member of staff will welcome them, register them and ensure that they are settled.

Children will remain in the care of The Hub staff until handed over to the collecting adult at the end of the session.

### **At the end of the session**

Children will be expected to be collected by 6.00pm **prompt**.

Any parent arriving after 6.00pm (for whatever reason) will be charged a flat £10 fee, and £5 for every 15 mins, or part of, on top of the late finish fee, if applicable. (i.e. 6.05 collection = £10, 6.16 collection = £15 and so on). The late collection charges will be automatically added to the account the next working day.

### **Absence**

It is vital to let The Hub manager know if your child is going to miss a session that has been booked – please provide either a written note, phone or email. Persistent failure to notify of absence may result in your place being withdrawn.

### **Security**

Parents/carers are asked to enter and exit the site via the security gate at the entrance to the playground using the buzzer/video system. Please do not allow multiple people to enter with you and ensure this gate is firmly shut behind you on entering/exiting the site. Anyone on site who is not known will be challenged and asked to leave. Please phone the Hub number with details if someone else is collecting on your behalf. Siblings must be over 16 to collect or will be questioned by the staff to see if a parent/carer is available.

### **Fees:**

Fees may be paid via our online payment system or by childcare vouchers. Failure to pay for fees may jeopardise your place(s). Please book your sessions on the online portal at the beginning of every term for the whole term to help with planning.

Payment will be required for days of absence. Refunds / exchange of days cannot be made.

# The Hub

## REGISTRATION FORM

Child's name \_\_\_\_\_ Date of Birth \_\_\_\_\_ M / F

School they attend: HHJS / Carlisle Infants Class \_\_\_\_\_

**CHILD'S PARENT / CARER DETAILS: -**

**Parent / Guardian 1 (please specify) :- (e.g. mother/father/ step-parent/foster carer/grandparent .....**

(Dr/ Mr /Mrs /Ms / Miss) First name ..... Surname .....

Work No. .... Mobile No. ....

**EMAIL ADDRESS:**

.....

**Parent / Guardian2 (please specify): (e.g. mother/father/ step-parent/foster carer/grandparent etc .....**

(Dr/ Mr /Mrs /Ms / Miss) First name ..... Surname .....

Work No. .... Mobile No. ....

**EMAIL ADDRESS:**

.....

*Note: In the case of parents/carers who live separately please refer to the additional information section below.*

**EMERGENCY CONTACTS with permission to collect child from The Hub**

*(Must be different to parent/carer details. Please rank in order of contact priority)*

**Emergency Contact - 1**

(Mr/Mrs/ Miss/Ms) Name .....

Relationship to child..... (i.e. Grandparent/Aunt/Friend/Childminder etc).

Home/work no.....

Mobile.....

**Emergency Contact - 2**

(Mr/Mrs/ Miss/Ms) Name .....

Relationship to child..... (i.e. Grandparent/Aunt/Friend/Childminder etc).

Home/work no.....

Mobile.....

**ADDITIONAL INFORMATION**

- Does the child live at home with both parents? YES / NO
- Is there a court order relating to your child which would prevent them being collected from The Hub by another adult? YES / NO  
(If yes, you will need to supply supporting documents)

*Please indicate which sessions you wish your child to attend by ticking the relevant boxes*

Monday	Tuesday	Wednesday	Thursday	Friday	Ad hoc only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DECLARATION** - I have read and agree to the terms and conditions and code of conduct.

Signed \_\_\_\_\_ Parent /Carer Date.....

**MEDICAL INFORMATION**

Child's Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_ M / F

Any medically diagnosed medical condition (e.g. Asthma, Diabetes, Epilepsy etc.)? Yes / No

Please specify:.....

Does your child suffer from any medically diagnosed ALLERGIES? Yes / No

Please specify:.....

Current Medication.....

*If appropriate, please provide the school with a care plan.*

Own G.P's Details: Name.....

Surgery Name & Address.....

Surgery Tel No .....

The Hub will provide a light snack during the session:-

My child can eat a variety of foods

My child should not eat the following foods:

.....  
.....

Reason: Personal Choice / Religious Reasons / Allergy (\*please delete as appropriate)

**MEDICINES**

Although this is not compulsory, we have made the decision that we will administer prescribed medication to your child during The Hub hours if necessary. However, in order for us to do this the following strict procedures must be adhered to:

- All medication (including non-prescription items) **must** be handed, by an adult, to a member of staff who will ask you to complete and sign an 'Administering Medication in Schools Form'. A letter will not be accepted instead (forms are available from The Hub or Hampton Hill Junior School Office).
- An adult must collect medication from The Hub at the end of the day.
- If your child has a medically diagnosed condition which requires special or continuing consideration, or medically diagnosed allergy which may require treatment in school then parents must ensure to provide a detailed care plan which includes a current passport type photo of your child together with the appropriate medication.
- It remains the parent's responsibility to ensure that all necessary medications are supplied and within expiry dates.

I give permission for first aid to be administered to my child if necessary.

I give you permission to call a doctor / dentist / medical services for my child if necessary.

Signed.....Parent /Carer Date.....

*Please keep us informed of any changes to the above information*

## **CODE OF BEHAVIOUR**

The Code of Behaviour for the Hub is simple and mirrors the high expectations within the Federation.

All the children will be aware of either The Golden Rules or Good to be Green codes of behaviour.

Everyone at The Hub is expected to: -

- Behave appropriately at all times to ensure their own and other peoples safety, security and happiness.
  - Respect everyone at The Hub and their right to be happy and safe.
  - Listen to everyone at The Hub and respond appropriately to them.
  - Look after and respect the resources that are used.
  - Praise for good behaviour, working together and sharing, courtesy and kindness and helpfulness.
  - Any child who behaves inappropriately will be reprimanded and will have the opportunity to talk about the issues relating to and resulting from their behaviour.
  - If poor behaviour is serious and/or persistent, parent/ carers will be informed either verbally or in writing and asked to meet with staff.
  - Ultimately, if poor behaviour continues, or there is a particularly serious problem adversely affecting the Health and Safety and happiness of themselves or others, then the offer of a place The Hub will be removed.
- 

## **SAFEGUARDING**

### **Pupil Safeguarding and Wellbeing**

The Federation is committed to safeguarding and promoting the wellbeing of children, young people and vulnerable people, and we expect the same commitment from all staff, parents and visitors.

All parents or other volunteers helping in school are required to complete forms allowing them to be checked by the Disclosure Barring Service. The school will cover the costs of this process. All parents and volunteers must sign in (and out) at reception and wear a visitor badge.

Every member of staff with the Federation recognises that they have an individual responsibility for referring child protection concerns. Staff will follow procedures within in the Federation Child Protection Policy and the Richmond upon Thames LSCB Safeguarding guidance.

### **Notifying parents**

The Hub will normally seek to discuss any concerns about a child with their parents. This must be handled sensitively and the Designated Senior Person will make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the The Hub believes that notifying parents could increase the risk to the child or exacerbate the problem, then advice will first be sought from children's social care.

### **Referral to children's social care**

The Designated Senior Person will make a referral to children's social care if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.