



PBA Extra

2023 / 2024 Registration Form

Student Details

Surname:	First Name:
Year group:	Preferred start date:

Please tick (✓) which days you require and indicate arrangements for travelling home (delete as applicable)

Monday	Collection / cycle / walk
Tuesday	Collection / cycle / walk
Wednesday	Collection / cycle / walk
Thursday	Collection / cycle / walk
Friday	Collection / cycle / walk

Parent / Carer 1 Details

Surname	Forename	Title
Mobile	Home	Work
Relationship to child	Email	

Parent / Carer 2 Details

Surname	Forename	Title
Mobile	Home	Work
Relationship to child	Email	

Please give details of two additional people who can be contacted in an emergency (in priority order)

Surname	Forename	Title
Mobile	Home	Work
Relationship to child	Email	

Surname	Forename	Title
Mobile	Home	Work
Relationship to child	Email	

Medical information

Does your child have any medical conditions we should know about? If so please describe.

Are there any medicines your child takes regularly e.g. for asthma, allergic reaction requiring auto-injector. If yes please give details.

If yes, please refer to terms and conditions for the medical procedure. Please note that no medicines can be administered without prior consent.

Is there any food that your child must not eat?

Other information which may be relevant to ensure PBA Extra meets your child's needs:

Consent to emergency medical treatment

I consent to any emergency medical treatment necessary during the course of my child's attendance at PBA Extra. I therefore authorise the staff to sign on my behalf any written consent required by the medical authorities concerned should the delay required to obtain my signature be considered by the medical authorities to be prejudicial to my child's health and safety.

Signature of Parent / Carer

Date

Consent to view PG rated films

PBA Extra have access to films, some of which are PG certificates e.g.: Night at the Museum. Your permission is required to show PG certificate films while your child is in attendance.

Signature of Parent / Carer

Date

T: 01462 416243

E: pixbrook@bestacademies.org.uk

W: www.pixbrookacademy.co.uk

Brook Academy, Arlesey Road, Stotfold, Bedfordshire SG5 4HB



To register, please sign and date this form

I have read and accept the terms and conditions of PBA Extra (set out below)

Signature of Parent / Carer 1

Date

Signature of Parent / Carer 2

Date

Please see next page for terms and conditions



PBA EXTRA TERMS AND CONDITIONS

Please be aware that Pix Brook Academy is not obliged or required to offer this service, we do so solely to help busy parents and families. PBA Extra is operated on a not-for-profit basis.

Confirmation of Place

Your child's place will be confirmed by email. This confirmation will include details of your child's allocated sessions and commencement date.

PBA Extra Fees

There is an annual £20 Registration Fee (£10 per sibling) and sessions cost £7. Once sessions are allocated you will receive an email confirming your place. Invoices will be sent a week in arrears via ParentMail. Session fees should be paid by the due date as soon as possible. Failure to make prompt payments by the deadline will impact on your child's place at PBA Extra. Fees will be reviewed at the start of each academic year

Attendance and Absence

All children should attend regularly at the sessions booked. Notice should be given in advance of absence for holidays, appointments, fixtures etc. and as soon as possible in case of illness. If you book a place for your child at PBA Extra, and your child does not attend on more than three occasions without notification or a valid reason e.g. illness, then we reserve the right to withdraw your child's place at PBA Afterschool. It is your responsibility to ensure your child knows what arrangements you have put in place for their care when school finishes at 3:00pm.

Booking of Sessions

PBA Extra accepts bookings on a regular basis i.e. daily/weekly. In certain circumstances, by prior arrangement, PBA Extra will accept bookings on an "ad hoc" basis but these bookings will only be accepted in writing with a minimum of 3 days notice.

Behaviour

PBA Extra will follow the Academy's Behaviour Policy. If your child's behaviour is causing concern at PBA Extra then we may request a meeting to discuss their place.

Collection/Departure

Children should be collected from PBA Extra by 6pm. On arrival at PBA, parents/carers should call 07470 326409. Once notification of their arrival is received, the supervisor will send children out to meet parents/carers and mark the child "Out" on the register.

Cancellation of Place

If at any time you should decide that you no longer wish to retain all or some of your child's place at PBA Extra, please advise in writing as soon as possible, a minimum of 4 weeks notice of cancellation is required.

Refunds/Credits

Refunds for cancelled sessions will only be issued in exceptional circumstances.

Cancellation of session(s)

If your child will not be attending a booked session, you must advise PBA Extra by email or phone call to the academy office. Otherwise procedures for missing children will be followed. Failure to advise absence on more than 3 occasions, within an academic year, may result in your child's place at PBA Extra being withdrawn.

Clubs and Fixtures at Pix Brook Academy

It is parent/carers responsibility to advise PBA Extra if your child is attending an extra-curricular club or fixture taking place after school. PBA Extra will expect your child to attend once the extra-curricular club has finished, unless notified otherwise.

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Complaints procedure

Complaints should be addressed in writing to the PBA Extra email address (PBA-Extra@bestacademies.org.uk)

Late Collection

Children must be collected by 6pm. If collection is late on more than 3 occasions within an academic year, then your child's place at PBA Afterschool may be withdrawn. If your child is collected after 6pm, you will be charged £7 for every 5 minutes.

Missing Children

If a child is listed on the register to attend but does not arrive that child will be listed as "missing". The PBA Extra Supervisor will contact other members of staff and/or the site agent. If unable to locate the child within the school grounds then parents/carers will be contacted on the numbers provided at registration. If PBA Extra is unable to make contact then the emergency contacts will also be used. Multiple attempts will be logged and if necessary, the police will be contacted.

Sickness/Emergency Treatment

In the event of a child becoming ill whilst at PBA Extra, the parent/carer will be contacted to arrange collection. In the case of an infectious illness the recommended exclusion time must elapse before the child can be readmitted to PBA Extra. PBA Extra will adhere to the guidelines provided by the Health Protection Agency. In the case of an emergency PBA Extra will contact the appropriate health professionals. If attendance at a hospital is required a member of staff will accompany the child and remain with the child until the child's parent/carer arrives. PBA Extra will continue with attempts to make contact with the parent/carer, using the emergency contacts provided at registration if necessary.

Supervision

Children will be supervised at a ratio of 1:30. We currently have 3 members of staff managing PBA Extra daily.

Uncollected Child

If a child has not been collected by 6pm then parents/carers will be contacted on the numbers provided at registration. If PBA Extra is unable to contact parents/carers then the emergency contacts will also be used. Multiple attempts will be logged and if necessary, police and/or social services will be contacted.

Unforeseen Closure

In the event of closure of PBA Extra due to extreme weather conditions, transport difficulties, flooding, loss of utility supplies, heating failure or other causes beyond the reasonable control of the Academy, PBA Extra will close and the parent/carer contacted to collect their child

PBA Extra reserves the right to change the above terms and conditions as and when the need arises. One month's notice will be given in writing to notify parents/carers of any changes. (April 2022)