

Ofsted After School Provision

Dear Parent/Guardian,

We are very pleased to be able to offer Ofsted approved after school provision for your child at The LNER Stadium.

Lincoln City Foundation regularly work with school aged children and provide opportunities for holistic development. We have trained staff who are all DBS checked and we have excellent staff to child ratios.

The provision will be situated in our classrooms behind the Co-Op Stand, adjacent to the Sincil River. This will be signposted with The Lincoln City Foundation Logo.

If your child attends Bishop King Primary School or St Peter At Gowt's Primary School, they will be collected by a Lincoln City Foundation staff member from that school. They will also be escorted by a teacher who will sign them in to the after-school club and ensure that the child has been safely transferred from the school to the stadium.

If you are dropping off your child directly then please sign in on the register upon arrival.

Parents/guardians must sign their children out at the LNER stadium when they are being collected.

To sign up, the booking forms must be completed and returned on the Friday before the next term begins. The booking form is below, as are the terms and conditions – please read the whole form and sign all paperwork as requested.

Forms can be returned to Bishop King or St Peter At Gowt's C of E Primary School, if your child attends one of those schools.

They can be returned via email: education@lincolncityfoundation.co.uk or they can be sent in by post to:

Lincoln City Foundation

Ofsted After School Clubs

LNER Stadium

Lincoln

LN5 8LD

We only charge £3.50 for one hour and £5 for two hours of childcare, for payment options, please see the terms and conditions.

Yours Sincerely,

Manraj Sucha

Schools and Coach Development Manager

Booking Form

(Please complete ALL sections below in BLOCK CAPITALS and return to your school, or email directly to education@lincolncityfoundation.co.uk. Forms can be handed in at the LNER stadium as well)

Parent or Guardians Name:

Child's Name: Age:

Address: DOB.:

..... Postcode:

Telephone 1: Telephone 2:

Parents Email Address:

Medical info/Allergies:

Consent to First Aid Treatment please circle Yes / No *All our staff*
are Emergency First Aid Trained or Paediatric First Aid Trained.

Term () – (Dates:) - 3:30pm-5:30pm											
£5 for 2hrs, £3.50 for 1 hr, please tick the sessions attending											
TERM	Monday		Tuesday		Wednesday		Thursday		Friday		Weekly Total
	3.30 to 4.30	4.30 to 5.30	3.30 to 4.30	4.30 to 5.30	3.30 to 4.30	4.30 to 5.30	3.30 to 4.30	4.30 to 5.30	3.30 to 4.30	4.30 to 5.30	
WEEK 1											£
WEEK 2											£
WEEK 3											£
WEEK 4											£
WEEK 5											£
WEEK 6											£
WEEK 7											£
WEEK 8											£
Total Amount to pay											£

Parent or Guardian Signature: Date:

Signing in/out procedure

If your child attends Bishop King Primary School or St Peter At Gowt's Primary School, they will be collected by a Lincoln City Foundation staff member from that school. They will also be escorted by a teacher who will sign them in to the after-school club and ensure that the child has been safely transferred from the school to the stadium.

If you are dropping off your child, please sign in on the register upon arrival.

A variety of activities will be delivered to children during their time at the club, including indoor activities/sports and outdoor activities/sports.

Parents/guardians must sign their children out at the LNER stadium when they are being collected.

Please list all people that can collect your child from after school club along with their relationship to you or your child.

- 1.
- 2.
- 3.
- 4.
- 5.

If someone new is picking up your child can you please create a password for them to use. They will not be able to pick up your child if they are not on the list or do not know the password. Please make sure you phone to inform the coaches if there are any last minute changes or to edit your list.

Password:

Lincoln City Foundation - Terms and Conditions

To make a booking and/or take part in one of our activities, please read and agree to the following terms and conditions. Here at Lincoln City Foundation, the aim is to provide a high-quality environment for all participants, ensuring it is safe and meets the needs of everyone taking part. To try and ensure we can create a positive environment and establish the boundaries that the session / programme / project can operate, Terms and Conditions have been produced.

Following the introduction of GDPR, we as a company are legally responsible to ask for your consent in regard to the use and storage of your personal data. When making a booking you will be asked a set of questions, with some accompanying statements and invited to give your consent.

Please be aware that at any time you can withdraw your consent by emailing enquiries@lincolncityfoundation.co.uk or calling 01522 563792 to inform us of your decision.

	YES	NO
1. Do you give consent for the named participant to be included in photography and filming while taking part in our Lincoln City Foundation programme or session by a Foundation employee or an official photography company.		
2. Do you give consent for your data (including images) be used to celebrate and promote our activities through our website, marketing material and social media?		
3. Do you give consent for your data (including images) to be shared with Lincoln City Football Club for the purposes of celebrating and promoting our activities?		
4. Do you give consent for your data to be collected and stored to measure our performance and to help us engage with a wider participant audience?		

Please see the next page for the companies we use and may need to share data with.

Data Collection

In order for participants to be enrolled onto our programmes we require them to complete an enrolment form which will capture their personal data. This data will either be collected through Participant UK (online booking forms) or through a paper form. To see how this data is stored and used please read Data Storage and Data Sharing see below.

You will be asked if you agree to consent for the named participant to be included in photography and filming while taking part in our Lincoln City Foundation programme or session by a Foundation employee or an official photography company. These images may be used to help celebrate and promote our activities to raise our organisational profile and brand awareness, advertise programmes or projects, and/or share opportunities for commercial benefit.

Data Storage

In order to operate as a business and provide all of our services we hold a contract with Microsoft to provide our secure business desktop services where all our data is stored.

Microsoft servers are based in Dublin and have security features ensuring data is kept securely and protected from threats. In order to facilitate an efficient online booking service for our participants we hold a contract with Participant UK and whom are required to hold your data for the programmes that you have selected. Details on paper booking forms will be transferred to our online system with the copies stored in a lockable filing cabinet until destroyed.

If you decline consent for photography and filming no imagery will be taken. If you agree for photography and filming of the participant, this data will be stored on our secure Microsoft desktop system.

Data Sharing

Due to the nature of our business and the way in which we deliver certain aspects of the business we must contract with external companies to complete tasks. In order to do this we must require your consent to share personal details.

Lincoln City Foundation is a registered charity. Your consent does not automatically transfer to Lincoln City Football Club to access your data – you must give separate consent for this information to be shared.

Print name:..... Signature:.....

Date:.....

Category	Company Name	Purpose
Data Sharing	Lincoln City Football Club	Lincoln City Football Club is a third party organisation whom we and joint activity and promotional benefits.
Data Sharing	Ignition	Provider of the Match Day programme where we will print information ascertaining to programmes we deliver and celebrate Mascot/Match Day/Guard of Honor experiences.
Data Sharing	Visual Print	Provider of marketing resources (print) in order to promote our business and activities.
Data Sharing	United Print	Provider of marketing resources (print) in order to promote our business and activities.
Data Sharing	Spiral Media	Provider of marketing resources (print) in order to promote our business and activities, and ticket allocation.
Data Sharing	Wix – Website	Website host for our website (www.lcfcset.com) including a news and platform they have designed in order to promote our work.
Data Sharing	Facebook	Social media platform to interact with audiences sharing content on activities and events (@LincolnCityFoundation)
Data Sharing	Twitter	Social media platform to interact with audiences sharing content on activities and events (@LCFCFoundation)
Data Sharing	Instagram	Social media platform to interact with audiences sharing content on activities and events (@LincolnCityFoundation)
Data Sharing	LinkedIn	Social media platform to interact with audiences sharing content on activities and events (@LincolnCityFoundation)
Data Sharing/ Storage	Substance (Views)	Provider to measure how we are performing we use this programme to collect and store data by inputting information about the participants.
Data Storage	Microsoft	Provider of secure business desktop services.
Data Storage	Participant UK	Provider of online booking system and payment facilitator.
Data Sharing	Chris Vaughan Photography	Photographer used by the Foundation and official Lincoln City Football Club photographer on Match Days, holiday clubs, press conferences and specific Foundation and Club events.
Data Sharing	PayPal	Provider of secure online payment services.
Data Sharing	Member Mojo	Online booking management system for Junior IMPs and Mini IMPs account holders.
Data Sharing	Barclaycard	Provider of card payment facility and transactions.
Data Sharing	Xero	Accounts and PAYEE system.
Data Sharing	Andreas-Carter	Clothing and training kit provider through the Lincoln City Football Club shop.
Data Sharing	Nicholsons	Consultant for the Foundation on financial, human resources and data protection matters.
Data Sharing/ Storage	I-Coach for Sport	Online reporting and review system for participant progression.

For information on our Complaints Policy or to make a complaint please call 01522 563792 or email enquiries@lincolncityfoundation.co.uk

Terms and Conditions

Here at Lincoln City Foundation the aim is to provide a high-quality environment for all participants to take part and ensure it is safe and meets the needs. To try and ensure we can create a positive environment and establish the boundaries that the session / programme / project can operate, Terms and Conditions have been produced. These terms and conditions work in conjunction with a range of Trust policies (Fees and Charges Policy, Cancellations Policy, Late Collection Policy and Safeguarding Children and Vulnerable Adults Policy). All these policies are available on our website. Furthermore, we have a Complaints Policy available for people to follow, to bring to our attention any issues or grievances in connection with the above policies and / or the terms and conditions.

The information below provides a breakdown of general terms and conditions for people taking part in the activities alongside specific T&C's for individual programmes and activities. Lincoln City Foundation reserve the right to deviate from these terms and conditions as we appreciate that circumstances may require our discretion. Any discretion will be made by either the Project / Programme Lead, a member of the senior management team or a Trustee. Please be aware that any decision may require a short period of time due to staff availability but will endeavour to resolve quickly. If unsatisfied by the response, then please follow the complaints procedure.

General

- All activities that we deliver require an Enrolment Forms to be completed prior to taking part either online (if available) or paper
- Participants are required to wear clothing and footwear suitable to the activities taking part. If an activity is taking place at an external venue where safety equipment is required Lincoln City Foundation will ensure that the external organisation provides the correct equipment and / or clothing and footwear. For any activities that it is the requirement of the parent / participant to provide protection such as shin pads, Lincoln City Foundation does not accept liability for any injuries sustained. To discuss any requirements please call the office on 01522 563792
- Lincoln City Foundation does not accept any responsibility for loss or damage to personal property unless caused by a member of staff
- All participants must abide by the 'Code of Conduct' and any infringements may result in the participant being removed from the programme or activity and any fees paid subject to the cancellation policy

Payment Options

- Lincoln City Foundation offer a range of payment options to ensure that fees and payments are collected, and participants are not getting into arrears. Lincoln City Foundation tries to operate fairly and appropriately and the team are happy to discuss any issues with making payment
- The current payment options are:
 - ☐ Cheques – Payable to "Lincoln City Foundation"
 - ☐ Cash – payments can only be taken at the beginning of term and must cover the full term.
 - ☐ **Bank Transfer – Sort Code: 20-50-21 Account Number: 40553174 with reference (OASC Child's first initial and surname eg John Brown would be OASCJBrown**
 - ☐ Child Care Vouchers – Lincoln City Foundation can accept Childcare Vouchers for the Ofsted After School Club. Please contact the office, enquiries@lcfset.co.uk or call 01522 563792 to check that Lincoln City Foundation are registered with a specific scheme. To use childcare vouchers, please leave as much time as possible as payments can be delayed due to the processing.
 - ☐ Online – Some of the programmes are available to purchase online. Any payment made via this method, the name that will appear on the bank statement is COTECH UK LIMITED.
<https://www.participant.co.uk/lcfset/participant/search.aspx>

Ofsted After School Club

- If a session is cancelled by Lincoln City Foundation that has already paid for, a credit will be provided towards the next invoice or payment.
- If a child will not be attending school due to illness, then the following procedure must be followed to gain a credit or not incur fees
 - ☐ Any absence must be reported to the Lincoln City Foundation office or club phone by 12pm on the given day. If this is done, then a credit will be issued, and / or a fee will not be incurred
 - ☐ Any unreported absence to the Lincoln City Foundation office or club phone a credit will NOT be issued to those who have pre-paid and a fee will be incurred those who have not paid
 - ☐ Any absence from school other than illness will follow the same procedure as an unreported absence for illness
- To inform the club that a child will not be attending the club on any given day please call either 01522 563792 or 07884912028. Please do not call the school
- Sessions should be paid in advance or on the day – this allows payments to be made in several ways – every session, weekly, monthly or termly. Failure to do so will result in your child not being able to attend until the balance is settled.

- All children must be picked up by 17:30 from the stadium – failure to do so will incur our late fees procedure. If it is known that arrival to collect a child will be late, then please call 07884912028.
- If a child is collected after 17:50 there will be a late fee of £5.
 - If a child is not collected by 18:30, Lincoln City Foundation will follow the Uncollected Child Policy that includes contacting statutory agencies including The Emergency Duty Team and / or the Police
- It is the responsibility of the parent / guardian to update Lincoln City Foundation of any change in details. Details need to be updated by filling in a new registration form which are available in the school reception or directly from staff at the club

Parent or Guardian Signature: Date: