

6th September 2024

Dear Parent/Carer,

Coastal Club Update

We are writing to inform you of an update regarding our procedures at Coastal Club, specifically concerning access to school records and the process for booking sessions. Please be reminded of the new price structure for this year:

Session	Time	1st child	Additional Children
Session 1	15.20 - 16.30	£3.00	£2.50 each
Session 2	16.15 - 16.30	£1.00	£1.00 each

Access to School Records:
To ensure the safety and well-being of all pupils, we have decided to grant Coastal Club staff members access to the school's internal records. This access will be limited to essential contact information and medical records, which may be required in case of an emergency. Our primary goal is to ensure that, in any situation where immediate contact or medical attention is necessary, our staff can respond swiftly and appropriately.

Streamlining Processes for Unbooked Sessions:
We understand that there may be occasions when your child needs to attend Coastal Club without a prior booking. To accommodate these extenuating circumstances, having access to the school's internal records will help us streamline our processes, allowing us to respond efficiently to any last-minute needs while maintaining a high standard of care for all pupils.

Consent Requirement:
In line with these changes, when you book a session for your child at Coastal Club through the School Money system, a new 'consent' checkbox will now appear. By selecting this option, you are providing your consent for Coastal Club staff members to access your child's contact and medical information as outlined above. This consent will be required for all bookings moving forward to ensure that we have the necessary permissions to support your child effectively during their time at Coastal Club.

We understand the importance of safeguarding your child's information and want to assure you that this data will only be accessed by authorised personnel and only in circumstances where it is absolutely necessary.

If you have any questions or concerns about this new procedure, please do not hesitate to contact us. We appreciate your understanding and cooperation in helping us continue to provide a safe and supportive environment for all students.

Sophie Bugg
Head of Schools