



Some basic guidelines for Inkpots Writing Workshops

1. There are a few simple rules for the after school clubs and workshops which cover such basics as being kind to each other, and respecting everyone's work and opinions. It has never happened but Inkpots reserves the right to exclude a child who does not follow these rules.
2. Inevitably, incidents can occur between children and these are usually dealt with quickly and easily at the time. However, if your child is distressed by any incident and it has not been resolved at a club or workshop, please contact us with the details immediately so that it can be sorted out speedily.
3. If an incident happens at an after school club and cannot be sorted out quickly and satisfactorily, the school will be informed. Once this has happened, the school will take the lead on dealing with the situation although Inkpots will be involved in any outcomes.
4. Inkpots has a duty of care to all children who attend workshops/clubs. From time to time, children may tell a club or workshop co-ordinator something in confidence. In these circumstances, the child will always be told that if there is anything that suggests the child is in any danger at all, that information will have to be shared.
5. If a child discloses information that concerns the co-ordinator and involves a parent or carer, she/he will share the details with a member of staff at the relevant school who is responsible for child protection. Should the disclosure take place at a workshop, Social Services will be informed.
6. Bullying in any form is not tolerated at Inkpots. Very swift action will be taken to deal with the situation and parents and school will be informed as appropriate.
7. Payment for after school clubs must be made before the start of term. Should you wish to discuss paying in instalments because of your circumstances, we are always happy to discuss but this must be done ahead of the start of the term. Any agreement must be adhered to and instalments must be made on time, or the full amount becomes payable.
8. Please ensure that your child is collected on time after a club or workshop. If the person collecting your child is not the usual adult, please inform us in advance.
9. As your child matures, it may be part of their growing independence that they walk home from school on their own. If this happens, again please just let us know so that we can support this change.
10. If a child is sick and misses an after school club session, no refund is due. The same applies if a child is away because of a school trip or other event. However, if a club is cancelled by Inkpots for any reason, a refund will be due.

11. If a club is cancelled at short notice by the school, Inkpots is not liable for a refund of the session.
12. If a child leaves Inkpots mid-way through a term, no refund is due as time and effort will already have gone into planning and preparing for the whole term.
13. As part of the welcome package when a child joins Inkpots, they are given a plastic folder. If the folder is lost, Inkpots does not automatically replace. However, folders do suffer wear and tear over time and replacement will be discussed if a child stays with the group for a period of time.
14. From time to time, children will want to bring items from home to Inkpots to share with the group. Please ensure that nothing precious is brought in, just in case of loss or breakage.
15. If a place is booked at a holiday workshop but then cancelled with less than 24 hours' notice, a payment of 50% of the cost will still be payable. The exceptions to this are sickness, accident or family issues.
16. We always ask for permission from parents for children to have refreshments at Inkpots. Please also ensure that we are kept up to date of any changes to diet or in medical conditions.
17. If you have any complaint about Inkpots provision which cannot be resolved through discussions with staff members, the matter will be passed to an external consultant who will deal with the situation impartially.

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