



Sweets Way, Whetstone, London N20 0NQ
 www.queenswellfederation.co.uk

LETTINGS FORM

To be used when the person(s)/organisation is charging for children to participate in an extra-curricular club/party.

How did you hear about us? (Please box as appropriate)

- a) Sharesy b) School newsletter/website c) breakfast/afterschool club/all about Kidz N20 d) recommended by a friend/relative

Name of organisation/person in charge

Address

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Type of activity

Timing

Do you have appropriate insurance? YES/NO
 Certificates must be provided annually
If no insurance, the Federation will charge for insurance at the appropriate rate as outlined in the policy

Do you have appropriate qualifications? YES/NO
 Certificates must be provided annually

Do you have an officially recognised first aid qualification? YES/NO
 Certificate to be provided

Do you have necessary DBS checks? YES/NO
 Evidence to be checked by the school.
Please note that every person involved in the club MUST have DBS clearances. Other persons are not permitted to be involved on Federation premises without DBS clearances.

Infant & Nursery Head of School

Executive Headteacher

Junior Head of School

Miss Leanne Oppenheimer
 T: 020 8445 0524

Mr Spencer Clayton
 ENJOY, ENDEAVOUR, ACHIEVE, TOGETHER

Ms Chris Donaghy
 T: 020 8445 2056

I/we hereby agree that:

- A register of children will be maintained and given to the Federation office
- Children taking part in the activity are my/our responsibility – this includes ensuring they have access to first aid and the children are collected at the end of the activity (this is not the responsibility of Federation staff unless agreed)
- Administration of communication & funds will be undertaken by myself/ourselves
- If the activity is cancelled, then the Federation office is informed as soon as possible
- Children participating in the activity will abide by appropriate rules
- Any damages caused to premises by children at the activity will be paid for by myself/ourselves from insurance
- We agree to the terms & conditions

Signed

Date