

Parent Contract 2026

Summary

This agreement outlines the responsibilities of both the International British Theatre School (IBTS) and parents/carers to ensure the safety, wellbeing, and positive experience of all children attending IBTS programmes.

It complies with the requirements of the **EYFS 2024**, **KCSIE 2025**, and the **Data Protection Act 2018**.

Attendance and Care

- I consent for my child to attend **International British Theatre School (IBTS)** and agree to abide by all relevant policies and procedures.
 - I understand that once my child is signed in, they are in the legal care of IBTS until collected and signed out by an authorised adult.
 - I will inform the camp manager before the session begins if my child will not be attending, or if I will be collecting them directly from school.
 - I understand that booked sessions remain chargeable unless cancellation terms have been agreed with the manager.
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Health and Safety

- I will inform IBTS immediately of any changes to my child's health, medication, contact details, or dietary needs.
- If my child has a contagious illness, I will follow exclusion guidance from **UK Health Security Agency (formerly Public Health England)** or the relevant local authority.
- I understand that my child may take part in creative or messy activities. I may provide suitable clothing for this purpose.

- I acknowledge that while every effort is made to keep belongings safe, IBTS cannot accept responsibility for lost or damaged property.
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Timings and Late Collection

- IBTS operates until **4:00pm** unless otherwise stated.
 - If I expect to be late, I will contact the manager or deputy as soon as possible.
 - If my child is not collected by **4:15pm**, I agree to pay a late collection charge of **£17.50 per 15 minutes** to cover staffing costs.
 - If my child has not been collected by **4:30pm**, and staff cannot reach any authorised contacts, IBTS will follow the **Uncollected Children Policy** and contact **Social Care** in line with safeguarding procedures.
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Behaviour and Conduct

- I have read and understood the **Behaviour and Conduct Management Policy 2026** and agree to support its principles.
 - I understand that IBTS reserves the right to suspend or exclude a child in serious or repeated cases of unacceptable behaviour, and that fees will still apply for missed sessions unless agreed otherwise.
 - I understand that **aggressive or abusive behaviour** towards staff will not be tolerated and may result in termination of this agreement.
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Accidents, Incidents, and Medical Treatment

- If my child is involved in an accident or incident, I will be informed as soon as possible.

- Minor injuries will be treated by a qualified first aider.
- If urgent medical treatment is required and I am unavailable, a member of IBTS staff may sign consent for emergency treatment in accordance with my child's **Medical Consent Form**.

Confidentiality and Safeguarding

- IBTS treats all information as confidential and processes data in line with the **Data Protection Act 2018** and **UK GDPR**.
- However, I understand that if there are **safeguarding concerns**, IBTS has a legal duty to share relevant information with agencies such as **Social Care, the Police, or health professionals** under **Working Together to Safeguard Children (2023)**.

Agreement: By signing up to an IBTS camp, I agree with this contract.