



Glazebury C.E. Primary School



Breakfast and After School Club



Parent's Handbook 2018-2019

'Growing Together at the Heart of God's Community'

Wrap around care is essential to many working parents. At Glazebury CE Primary we have chosen to provide the above services in an endeavour to continue to put children at the heart of everything we do. The provision of a Breakfast Club and After School Club will help to ensure continuity of care for the child and family. We hope in doing so, it provides support for working families to start and continue to work and train.



Purpose:

- To provide children with a nutritious snack in the morning and/or evening .
- To ensure that children have a rich and varied menu of activities.
- To have experiences that are not available within the classroom to develop pupil's social and emotional intelligence and to encourage self-esteem and independence.
- To ensure that pupils have a prompt start to the day.
- To ensure pupils have homework support
- To minimise attendance issues.
- To provide wrap-around care to fulfil the school's extended services role.
- To ensure equality of access to all pupils in spite of age, race, disability or religion.

What we offer:

At Breakfast Club will provide a healthy start to the day, it will ensure that children get the right nutritional balanced diet which will maximise and enhance their capacity to learn. The club will offer a range of enriching stimulate, enhance, engage, excite and create enjoyment that enables children to learn from practical first hand experiences. It runs from 7.30am until 8.50am

An Afterschool Club will provide a sustaining snack and a safe, secure and relaxed environment for the children in familiar surroundings. The club is based in either the school hall or Class 1, the club offers children the opportunity to complete homework, socialise and play with other children of all ages. They are able to enjoy a wide range of activities at the club of their own choosing, including drawing, craft, board games,

reading, imaginary play, construction, play station and outdoor activities, weather permitting. We are open from 3.15pm until 6:00pm weekdays during term time.



Staffing

Glazebury C.E. Breakfast and After School Clubs are coordinated by a senior member of school staff and two qualified teaching assistants. The aim is to provide a smooth transition between school and club. We also have additional staff available to cover absences, when regular staff are ill or attending courses. All our staff are school employees who have significant experience of working with children, and comply with EYFS requirements for registered childcare. Staff are expected to undertake professional development training. All staff members have been checked through the Disclosure and Barring Service. We maintain a staff/child ratio of at least 1:10 for children in line with good practice guidance.

Staff:	Senior Teaching Assistant:	Mrs Cheryl Turner (First Aider)
	Teaching Assistants:	Mrs Donna Marie Cunningham (First Aider)
		Miss Catherine Smith (First Aider)
	Senior leader:	Ms K Welch
	Head Teacher:	Mrs Karen Mowbray



Policies and Procedures

The club operates under a number of policies and procedures, copies of which are held at the school and on the school website and are available at your request. Copies of policies relating to fees, behaviour and admission will be distributed to all users as and when they are reviewed.

TERMS AND CONDITIONS

Admission

It is our intention to make Glazebury C.E. Breakfast and Afterschool Club accessible to children attending Glazebury C.E primary school. Admission to the club is organised by the School Office Manager and a waiting list system may be implemented when the need arises.

Payment of Fees

Fees are payable in advance by cash, cheque, BACs. Cheques should be made payable to “Glazebury C.E. Primary School” and bank details are available from the office. We also accept all Childcare Vouchers.

Our Ofsted number for registration with Childcare Vouchers is: 111362

Please note: Non-payment of fees may result in your place being terminated.

Glazebury C E Breakfast and Afterschool Club aims to keep fees to a minimum, whilst still raising enough income to cover our running costs. Please ensure fees are paid promptly. If you are having difficulty paying fees, please speak in confidence to the School Office Manager as soon as possible.

We offer a discounted price structure for booking and paying in advance (by the Friday before). To get the discounted rate you must book and pay for your child’s place by Friday latest the week before.



The pricing structure is as follows:

Breakfast Club : £3.00 per session

Afterschool Club:

	Book & Pay in advance	Ad Hoc Sessions
Half Session to 4:30pm	£5.50	£6.00
Full Session to 6:00pm	£8.00	£9.00

Prices will be reviewed annually (Summer Term). Any changes in prices will be notified in writing.

Extra Curriculum Clubs

If a child has attended an extra curriculum club in school then the club fee (ie: £2.00) will be reduced from the normal after school club fee.

Late Collection Fee

Please can we ask that you arrive before the end of the session (6:00pm) to collect your child to avoid any additional charges. However, if you do arrive after 6:00pm there will be an additional fee charged of £3.00 if after 6:00pm and then a further £3.00 for every 10 minutes thereafter This is to cover staffing costs.

Pay in Advance / payment

If a place has been booked and paid for and then not taken. As long as the place is cancelled within 24 hours notice then a credit will be given. Otherwise, it will be charged.

Changes to Days and Cancelling your Place

To guarantee a place when your child needs it please book places in advance. Requests for changes to days should be made to the school office and will be accommodated where possible. We will accept temporary or occasional bookings as long as there are places available. Unfortunately while we wish to be as flexible as possible, there may be occasions where the club is full and late requests for places cannot be accommodated.

Absences

Please remember that we need to know if your child (or children) will not be attending After School Club for any reason. Even if you have informed your child's teacher, the office requires to now to ensure places can be offered else where.

The Club finishes at 6:00pm. If you are delayed for whatever reason please telephone the Club to let us know immediately. If a parent is consistently late in collecting their child from the Club the school reserves the right to withdraw the place.

In cases of illness or emergency where notice cannot be given, please call as soon as you are able.



Induction

The child and parents/carers may come and see the club before the child's first day. Early in each child's first attendance a short time will be set aside for an "induction" period. During this period a member of staff will outline the club's rules and routines.

Another child will usually be allocated to act as the new child's mentor for the first few sessions.

Arrival and Departure

Children are collected from their classes or brought to the hall by their class teacher depending on their year group. A register is taken each afternoon and a signing-out sheet is used. Please ensure this is completed for each child collected. Children should always be collected by a named adult. If you have arranged for someone else to collect your child please let us know as we will not let a child leave the Club with a stranger. We do operate a password system to assist in this matter.

Please use the main door when collecting your child/ren making sure that you also collect all their belongings from the hall. Any items left in the hall at the end of each session will be placed in Lost Property.



Child Protection

We aim to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We aim to comply with local and national child protection procedures and ensure that all staff are appropriately trained.

Equal Opportunities

Glazebury CE Breakfast and Afterschool Club is committed to equal opportunities as stated in its Equal Opportunities Policy.

Special Needs

Glazebury C E Breakfast and Afterschool Club will make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

We will endeavour to accommodate all children of all ability, whilst working within the club's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety.



Behaviour

The Clubs will follow the school's Behaviour Policy, available from our website and a paper version available upon request.

There are red , amber and red signs up all around the school including the hall like wise with our Golden rules, which all children are familiar with. All children are on green, names moved to amber which indicate a warning and red is if behaviour continues and will be reported to parents and senior leaders. All children have the opportunity to be moved back from amber to green if behaviour improves.

Class dojo's are given to reward and will be transferred to school system.

- ☐ Children are expected to respect each other, staff and visitors.
- ☐ Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.
- ☐ Glazebury C.E. clubs aim to encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.
- ☐ Glazebury C.E. clubs will not tolerate from any member: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.
- We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of additional needs. All behaviours will be recorded and report to senior leadership and parents, We will strive to be flexible in order to accommodate all children.



Illness

Unfortunately, we are unable to care for children who are unwell. Please inform the School office of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him/her to the Club for 48 hours after the illness has ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. We operate an accident procedure and fire drills are carried out regularly.

Medication

Please let the School Office know if your child is taking prescribed medicine and/or medication needs to be administered during club time.

Complaints Procedure

Glazebury C.E. School Clubs are run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the any other member of school staff.

Verbal complaints will be brought to the attention of senior staff or the Head Teacher, for discussion and action. All written complaints will be acknowledged as per school policy .A full copy of our complaints procedure and policy is available on the school website and upon on request.

PLEDGE TO PARENTS/CARERS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or at agreed times to take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the Clubs.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

Glazebury C.E. primary School
Warrington Road
Warrington WA3 5LZ

School Telephone number: 01925 763234

If after school hours please Press 3 for Kitchen extension, where you call will be taken directly by the After School Club Staff.