



***Woodborough CE***

***Primary School***

***After School Club***

***Parents' Handbook***

## **ABOUT THE CLUB**

Woodborough School After School Club opened in October 2010. It is open Monday to Friday from 3.30pm until 6.00pm, during term time. We are registered with Ofsted.

The club will be based in the Library with use of the hall and outside areas.

### **Aims**

**We aim to provide a safe, caring and fun environment for the children at the end of the school day. The children will be encouraged to take an active role in the club by participating in group and individual activities to build independence and resourcefulness.**

### **What we offer**

We offer a wide range of activities, incorporating cookery, craft, needlework, board games, reading, construction and much more. During their time at the club children choose activities that suit them best.

A biscuit and drink will be offered to children at registration, followed by a snack and drink in a more formal setting later in the session; however this is not intended to substitute for a main evening meal that the child may receive at home. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. Fresh drinking water is available at all times. Individual dietary requirements and parental preferences are met wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

### **Staffing**

After School Club is staffed by a manager and two or three playworkers. The aim is to provide a smooth transition between school and club. All our staff 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 are checked through the Disclosure and Barring. We maintain a staff/child ratio of 1:8 for children under the age of eight, in line with statutory requirements.

If you have a query or concern please speak to the Club Manager.

### **Policies and procedures**

The club operates under a number of policies and procedures, copies of which are available on the school website.

## **TERMS AND CONDITIONS**

### **Admission**

It is our intention to make After School Club accessible to children in attendance at Woodborough School. Admission to the club is organised by the Manager and a waiting list system may be implemented when the need arises. The waiting list will be operated on a first come-first served basis.

A completed registration form is required for each child attending. This form contains information concerning your child and is confidential.

### **Payment of fees**

Registration with the club is a one-off payment of £20.

The current fee is **£9.00** per child for the 3.30 - 5.30 pm booked session and **£6** per child for the 5.30 - 6.00 pm booked session. Fees are payable monthly in arrears. Cheques should be made payable to Woodborough CE Primary School.

The price per session per child applies to all children. This is payable for all sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

Bank holidays and professional days will not be charged for.

Non-payment for more than one month will result in your place being terminated.

After School 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 Manager.

### **Ad-hoc attendance**

Parents/guardians who wish their child(ren) to attend on an ad hoc basis will need to speak to the After School Club Manager or the Admin Officer giving at least 48 hours notice for their child(ren) to attend. This will enable staff to make appropriate catering and staffing arrangements.

The current fees for ad hoc attendance are £9.50 per child for the 3:30 - 5:30 pm session, and £6.50 per child for the 5:30 - 6:00 pm session. Fees for ad hoc attendance will be invoiced in line with regular fees and further ad hoc attendance during the next month will not be possible until the account has been settled.

## **Changes to days and cancelling your place**

One month's notice of termination, or of changes in attendance must be given.

Requests for changes to days should be made to the Manager and will be accommodated where possible.

## **Temporary changes**

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 Woodborough School, you will still need to inform the Club Manager.

If you know in advance of any days when your child/children will not be attending during the following week, please try to let the manager know by THURSDAY at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this handbook.

## **Induction**

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 (including meal times, collection, children's meetings).

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

## **Arrival and departure**

Children should collect all their belongings at the end of the school day and make their way to the designated classroom where they will be greeted and a formal register will be taken. We expect the children to be independent in this as they feel secure in the school environment. A signing-out sheet is used upon collection and must be signed by the responsible adult named on the Registration Documents, before any child may leave the premises.

A copy of our Collection and Departure Procedure is available from the manager, at your request.

Children should always be collected by a named adult. In exceptional circumstances when it is not possible for your child to be collected by a named person, a password system will be adopted. These passwords will be organised upon initial registration and recorded in a confidential file, which is stored in a locked filing cabinet.

The club finishes at 6.00pm, if you are delayed for whatever reason please telephone the club to let us know. A late payment fee of £10.00 per 15 minutes will be charged if children are collected after 6.00pm.

Persistent late collection may result in being asked to make alternative child care.

### **Collecting children and parking**

Once children have been signed-out of the After-School Club they become the sole responsibility of the adult who has collected them.

Parents/guardians who are collecting children from the After-School Club may park in the staff car park. They should however be aware that when school events are happening on site, parking may be limited or restricted. On such occasions parents are advised to find alternative and safe car parking. We request the adults collecting pupils exercise extreme caution and vigilance when manoeuvring vehicles and escorting pupils, particularly when the evenings are dark.

### **Child Protection**

We intend 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**

After School Club is committed to equal opportunities as stated in its equal opportunities policy. However, at this time, we are unable to accommodate any child that requires one-to-one care.

## **GENERAL INFORMATION**

### **Clothing**

The children will be involved in a variety of activities, some of which may be messy and it would be advisable for the children to wear suitable play clothes when attending the club to protect their school uniform. Play clothes should be taken home at the end of each session.

### **Behaviour**

Children and staff have created rules for behaviour whilst at the club.

The club also operates a behaviour policy, summarised here:

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.

After School Club aims 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.

After School Club will not tolerate from any member: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.

The club has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger a child is required to be collected directly; as an ultimate sanction, the child may be excluded from the club. After School Club recognises that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. It will strive to be flexible in order to accommodate such cases.

### **Illness**

We are unable to care for children who are unwell.

Please inform the manager/deputy 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 manager/deputy know if your child is taking prescribed medicine. Please speak to the manager/deputy if medication needs to be administered during club time.

## **Complaints Procedure**

After School Club is 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 Manager.

All written complaints will be acknowledged within seven working days of receiving the complaint and a full written response will be provided within a month of receipt.

A full copy of our complaints procedure and policy is available on request.

## **CONTACT INFORMATION**

After School Club  
Woodborough School  
Broad Street  
Woodborough  
Wiltshire  
SN9 5PL

**Club mobile number: 07760 340932 (please leave a voice message if there is no reply)**

**Ofsted Registration No: 126421**

**Correspondence Address:**

[As above](#)

### **Club Staff**

[Manager:](#)

[Assistant Playworkers:](#)

[Mrs Y Pakenham-Bishop](#)

[Mrs C Taylor](#)

[Mrs K Davies](#)

[Mrs D McCormick](#)

[Miss J Marshall](#)