



Bathford Church School
Breakfast Club
&
After School Club
Parents' Handbook

September 2018

ABOUT THE CLUBS

Bathford Church School Breakfast and After School Clubs provide wrap-around care for the current pupils of Bathford Church School.

Aims

The Breakfast and After School Clubs provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

Organisation

The Breakfast and After School Clubs are run under the direction of Bathford Church School.

Safeguarding Statement

The Breakfast and After School Clubs recognise the important responsibility for Safeguarding and Promoting the Welfare of children:

- Staff recruitment and selection follows the Safe Recruitment Procedures;
- By raising awareness of safeguarding issues and equipping children with the skills needed to keep them safe;
- By developing and implementing procedures for identifying and reporting cases or suspected cases of abuse;
- By supporting pupils who have been abused;
- By establishing a safe and nurturing environment free from discrimination or bullying, where children can learn and develop happily.

Because of their day-to-day contact with children, the Breakfast and After School Club staff recognise that they are ideally placed to observe the outward signs of abuse. Staff will therefore:

- Report any inappropriate behaviour/activities to designated staff;
- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to;
- Ensure that children know that they can approach any adult in school if they are worried and they will receive a consistent, supportive response.

Bathford Church School After School Club

After School Club is open from 3.15pm until 6.00pm, Monday to Friday, during term time (not on inset days or when school is otherwise closed).

The Club is based in the hall at Bathford Church School and is able to make full use of the playground, the Manor playing field, the wooded area and play equipment.

The After School Club follows the Playwork Principles – children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, which could include crafts, board games, construction, physical play and reading.

The food provided at the After School Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. Fresh drinking water is available at all times. The After School Club will meet individual dietary requirements wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

The After School Club is staffed by at least two play workers each day. All staff members are CRB checked.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer, you may arrange a more convenient time for a meeting (contact details are at the end of this Handbook).

Breakfast Club

Breakfast Club is open from 7.30am to 9.00am, Monday to Friday, during term time (not on inset days or when school is otherwise closed).

Breakfast Club is based in Bathford Church School's hall.

Breakfast Club follows the Playwork Principles – children are free to choose activities and resources as they wish.

Breakfast Club provides ingredients for a healthy breakfast and this can be a substitute for breakfast at home. Please arrive before 8.15am if your child requires breakfast.

Breakfast Club promotes independence by encouraging children to help prepare their own meal and to clear away after themselves. Fresh drinking water is available at all time. We will meet individual dietary requirements and parental preferences wherever possible. Breakfast Club recognises the importance of healthy nutrition for children delivered in a calm, friendly setting.

Breakfast Club is staffed by two play workers each day. All staff members are CRB checked.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer, you may arrange a more convenient time for a meeting (contact details are at the end of this Handbook).

Policies and procedures

The Breakfast and After School Clubs have clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are available for parents upon request.

Contacting the Breakfast and After School Clubs

Contact details for the Clubs are provided at the end of this document.

Please note that the mobile is only manned during Club opening hours (7.30am – 9.00am and 3.15pm – 6.00pm Monday to Friday). At all other times, please use text or e-mail. Alternatively, please contact Bathford Church School office.

Terms and Conditions

Admission

Bathford Church School Breakfast and After School Clubs aims to be accessible to children and families from the community of Bathford Church School. Admission to the individual clubs is organised by the Club Supervisor and they will use a waiting list system if the need arises. The waiting list will be operated on a first come, first served basis, with the exception of siblings, who will have priority for the same days as a sibling already attending. See **Admission and Fees Policy** for more details.

A registration form for your child must be completed before they can attend one of the clubs. This information will be treated as confidential and will be stored appropriately.

Bills and fees

The current fees are:

Breakfast Club	£4.50/session
After School Club	£10/session
Late collection charge	£5 for each or part of 10 minutes

The session fee is payable for **all** booked sessions except when the school/club has been notified of your child's absence due to illness. **One** session a term may be cancelled free of charge providing **48** hours notice is given.

An attendance register will be taken at each session on ParentPay, so charges will become immediately payable.

Payment

Fees are payable for each session through ParentPay, our online payment system, or by cash, cheque or Childcare Vouchers. Cheques should be made payable to 'Bathford Church School BWMAT' and should indicate on the back which club the payment is for.

Please ensure that fees are paid promptly. Non-payment may result in your place being terminated. If you have any queries about using the online system, about paying with Childcare Vouchers or any queries with regard to the method or means of payment, please contact the School Office.

If you have difficulty paying for the fees, please speak in confidence with the School Finance Officer or Head Teacher.

Booking continuation

Bathford Church School Breakfast and After School Clubs will assume your child's booking pattern will continue throughout the school year. If this is not the case, please give at least two weeks' notice. Children attending in term 6 will be given priority booking for the following school year.

Changes to days and cancelling your place

Two weeks' notice of termination or of changes in attendance is required. If you need to change the days that your child attends, please contact one of the Club leaders. We will try to accommodate such changes wherever possible.

Temporary changes for After School Clubs

The Clubs **MUST BE INFORMED** if your child will not be attending a booked session, e.g. if your child is going on a 'play date' or will be picked up by you at the end of the school day. If we are unable to locate a child, we will have to treat them as **'missing'** and this can escalate fairly rapidly into Police and Social Care involvement. It is therefore **very important** that you notify the club of any absence. **For both clubs, please also advise via text.**

If you know in advance of any days when your child will not be attending, please let the club know at your earliest convenience. 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.

If you require an extra or ad hoc session, please speak to the Club supervisor.

Arrivals and departures for After School Club

Reception and Years 1 to 4 will be brought from their classrooms to the hall. Years 5 and 6 will come when their class has been let out. A register is taken when children arrive in our care and you must sign your child out each day when you collect them.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you **must** notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

Children may be picked up at any time from After School Club. After School Club finishes at 6.00pm. If you will be delayed beyond this time, please telephone the Club to let us know. A late payment fee of £5.00 for each, or part of, 10 minutes will be charged if you collect your child after the Club has closed. You may also be asked to make a contribution towards any extra staff wages costs incurred.

If your child remains uncollected after 6.30pm and you have not warned us that you will be delayed, and if we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Policy and contact the Social Care team/police.

See our *Arrivals and Departures Policy* for more details.

Child Protection

We do our utmost 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 comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see *Bathford Church School's Child Protection Policy*.

The School's Child Protection policy applies to the whole of the school's workforce along with volunteers, governors and any contractors working on the school site.

Equal Opportunities

All Bathford Church School's Clubs provide a safe and caring environment, free from discrimination, for everyone in our community, including children with additional needs.

- We respect the different racial origins, religions, beliefs, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

Special needs

Bathford Church School's Breakfast and After School Clubs will make every effort to accommodate and welcome any child with special needs. The clubs will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

For more details on equal opportunities and special needs, see our *Equality Policy*.

GENERAL INFORMATION

Behaviour

We will not tolerate from any person (whether a child, parent, carer or visitor) any bullying, aggressive, confrontational or threatening behaviour or any behaviour intended to result in conflict. Our Clubs are a place of safety and security for the children who attend and for the staff and we reserve the right to exclude anyone exhibiting inappropriate behaviour from our premises.

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

We have a clear *Behaviour Management Policy*, a copy of which is distributed to all parents and carers.

The Clubs promote an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through praise for good behaviour, emphasis on co-operative play and sharing, talking to children with same courtesy we expect from them and engaging children in activities.

The Clubs have procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child's behaviour is unmanageable, we may require you to collect them from the Club straight away. In some circumstances, and only when other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Breakfast and/or After School Clubs. See our *Suspensions and Exclusions Policy* for full details.

Illness

The Clubs are unable to care for children who are unwell. If your child becomes unwell whilst at one of the clubs, we will contact you and ask you to make arrangements for them to be collected at the earliest opportunity.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times and the Clubs are fully insured. The staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child or immediately if we are concerned about the injury. For full details, see our *Illness and Accidents Policy*.

Medication

If your child needs to take any medication whilst at one of the clubs, you will need to complete a *Medical Needs Administration form* available from the school office. Please ensure that you also notify the After School Club directly, so that the staff can ensure that the medication is collected.

Please note:

- Non-prescription medicine of any sort (including homeopathic items) will NOT be administered to any child.

See *Bathford Church School's Managing Medical Needs and Administration Policy* for more details.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Club Supervisor. If necessary, please speak to the Head Teacher.

See *Bathford Church School's Complaints Policy* for more details.

Contact Information

Bathford Church School's Breakfast and After School Clubs
Bathford Church School
Dovers Park
Bathford
Bath
BA1 7UB

e-mail: office@bathford.bwmat.org

Phone number: 07401 822963

Club Staff:

Play Leader – Amy Puttock

Play Leader – Caroline Hendy

Play Leader – Karen Mortimer