



# **ALL STARS CLUBS**

## **Wrap Around Care**

Provided by

**Bathampton Primary School**

## **Parents' Handbook**

for

**After School Club**

**Breakfast Club**

**Late Pick-Up Club**

**September 2018**

## ABOUT THE CLUBS

The **All Stars Clubs** provide wrap around care for the current pupils of Bathampton Primary School. The three clubs, Breakfast Club, After School Club and Late Pick-Up Club work together to provide this extended service.

### Aims

The **All Stars Clubs** provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

### Organisation

The **All Stars Clubs** are run under the direction of Bathampton Primary School.

### Safeguarding Statement

All the three **All Stars 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 **All Stars 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

### After School Club (ASC)

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 Learning Zone at Bathampton School and is able to make full use of the playground, the field, the wooded area and play equipment.

ASC 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 ASC is not intended as a substitute for a main evening meal. ASC provides healthy snacks, including fresh fruit and vegetables. Independence is promoted by encouraging the children to prepare their own snacks, and to clear away after themselves. Fresh drinking water is available at all times. ASC will meet individual dietary requirements and parental preferences wherever possible. ASC recognises the importance of healthy nutrition for children delivered in a calm, friendly setting.

ASC is staffed by three 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 back of this Handbook).

### ASC and Extra-curricular clubs

Children attending ASC will be able to take part in the extra-curricular clubs offered by Bathampton Primary School. There is no restriction on the number of extra-curricular clubs that can be attended however **a refund will only be given for one extra-curricular club per term**. The refund will be calculated based on the number of extra-curricular club sessions.

### **Breakfast Club (BC)**

BC is open from 7:40 until 8:40pm Monday to Friday, during term time (not on inset days or when school is otherwise closed).

BC is based In the Learning Zone at Bathampton School. BC is able to make use of the playground.

BC follows the Playwork Principles; children are free to choose activities and resources as they wish.

BC provides ingredients for a healthy breakfast and this can be a substitute for breakfast at home. **Please arrive before 8:15pm if your child requires breakfast.**

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

BC is staffed by one playworker 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 drop-off your child. If you prefer you may arrange a more convenient time for a meeting (contact details are at the back of this Handbook).

### **Late Pick-Up Club (LPU)**

LPU is an extended service provided by Bathampton School purely for its current pupils. The club is open from 3.15pm until 4:15pm Monday to Thursday, during term time (not on inset days or when school is otherwise closed).

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

Fresh drinking water is available at all times. A small snack will be provided.

LPU Club is staffed by one playworker 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 back of this Handbook).

### **Policies and procedures**

The **All Stars 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 from the individual clubs for parents to consult.

### **Contacting the All Stars Clubs**

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

Please note that the mobile is only manned during After School Club opening hours (3:15 – 6:00 Monday to Friday). At all other times please use text or e-mail.

# TERMS AND CONDITIONS

## Admission

The **All Stars Clubs** aim to be accessible to children and families from the community of Bathampton Primary School. Admission to the individual clubs is organised by the Club Supervisor and they will use a waiting list system when 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	£5.50/ session
After School Club	£12/ session
Late Pick-Up Club	£5 / session
Extra-curricular club credit	£3.50/session
Late collection charge	£6 for each or part of 10 minutes

The session fee is payable for **all** booked sessions.

A bill will be produced at the start of each term (normally the second week). If you have any queries over the calculation of the bill please speak to appropriate club leader or the **All Stars Club** manager.

## Payment

Fees are payable by cash, cheque, on-Line banking, or Childcare Vouchers. Cheques should be made payable to "Bathampton Primary School" and should indicate on the back which club the payment is for.

The bill may be paid instalments but must be fully paid by end of term. Please ensure that fees are paid promptly by the end of the term that the bill applies to. Non-payment may result in your place being terminated. If you have any queries about using the online system or about paying with Childcare Vouchers or any queries with regard to the method or means of payment please contact the School Finance Officer.

If you having difficulty paying for the fees please speak in confidence to the School Finance Officer.

## **Booking continuation**

**All Stars Clubs** will assume that your child's booking pattern will continue throughout the school year and into the following school year. If this is not the case please give at least two weeks' notice.

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

Two week's notice of termination or of changes in attendance is required. If you need to change the days that your child attends, please contact the appropriate club supervisor. We will try to accommodate such changes wherever possible.

## **Temporary changes for Breakfast Club**

If you know in advance of any days when your child will not be attending please let us know at your earliest convenience. If you require an extra session please speak to the club supervisor.

## **Temporary changes for After School Club or Late Pick-Up Club**

The club **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 a '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 and not rely on messages being passed by a teacher or secretary. **For both clubs please 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 session please speak to the club supervisor.

## **Arrivals and departures for After School Club and Late Pick-Up Club**

Our staff will collect Key Stage One children from their classrooms and escort them to the Learning Zone. A register is taken when children arrive in our care, and you must sign out your child 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.

Late Pick-Up club finishes promptly at 4.15p.m. The children will be brought outside to meet you at this time. Please note that it is not possible to collect your child any earlier. Any child who has not been picked up by the time the supervisor is ready to leave will be taken to After School Club and you will then be charged. The charge for late collection is £6 for each, or part, of 10 minutes.

Children may be picked up from After School Club at anytime between 5.00 pm and 6.00 pm. Please use the wooden gate for access to the school grounds. This gate will be locked – access is by key code. (You will be notified by text when the key code is altered). After School club finishes at 6.00p.m. If you will be delayed beyond this time please telephone the Club to let us know. A late payment fee of £6.00 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 6.30 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 **Bathampton Primary 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 the **All Stars 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**

The 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 the courtesy that 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 straightaway. In some circumstances, and only when other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the **All Stars 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 (open 8:15-3:30). **Please ensure that you also notify ASC or LPU club directly, if applicable, so that the staff can ensure that the medication is collected from the school office.**

Please note:

- **ONLY PRESCRIBED MEDICATION WILL BE ADMINISTERED.**

See **Bathampton Primary 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 one of the club supervisor. If necessary please speak to the Headteacher.

See **Bathampton Primary School's Complaints Policy** for more details.

## **Contact Information**

After Stars Clubs  
Bathampton Primary School  
Tying Road  
Bathampton  
B&NES  
BA2 6QT

**E-Mail:** [AfterSchoolClub@bathampton.bwmat.org](mailto:AfterSchoolClub@bathampton.bwmat.org)

**All Stars Clubs mobile number: 07930 425849** (Please leave a voice message or use text if there is no reply.)

### **Club Staff**

All Stars Club Manager – Alison Deane

### **After School Club**

Play Leader/Supervisor - Sally Crampton

Play workers - Milena Sorlini, Kylee Quinn

### **Breakfast Club**

Nicky Chun, Sally Crampton

### **Late Pick-Up Club**