

Worplesdon Primary School



Extended Schools Prospectus

Policy Reviewed	January 2023
Next Review	January 2024

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1. Our vision

The aim of our Breakfast and After School Clubs is to provide good quality, out of hours care for children at Worplesdon Primary School. This will be in a safe, secure environment, offering activities to ensure relaxation and stimulation to promote children's wellbeing and meet their individual needs.

2. Policies and procedures

The policies and procedures in this booklet will be reviewed Annually.

3. Operating hours

Both extended day clubs will operate during term times only for 38 weeks a year, excluding those Inset days within the Worplesdon School calendar.

Breakfast Club is open between the hours of **7.45 am to 8.40** am Monday to Friday.

After School Club is open between the hours of **3.10pm and 6.00pm** Monday to Friday. The exceptions to this are likely to occur on the last day of term when school closes at 1.45pm.

Children should be taken in to Breakfast Club by a designated adult and handed over to a staff member who will mark a register to indicate the child is present at the club. Junior School children attending Breakfast Club are taken by club staff into the playground by 8.40am and then follow the procedure for children arriving at school at the normal time. Infant School children are escorted to their classes by a member of the club staff for the start of the school day.

Children arriving at After School Club, either at the end of the school day or, following attendance at an after-school club, will be marked in the register by a member of the After School Club staff to indicate the child is present. Children must be collected from the After School Club by a designated adult who will be required to sign their child out of the club.

4. Breakfast/Tea

A buffet-style breakfast will be available and may consist of toast, porridge, beans on toast, fruit, yoghurts, cereals, juice or milk. This is included in the fee. A buffet-style tea will be available and may consist of sandwiches, wraps, rolls, beans on toast, fruits and water. This is included in the fee. **The school is a nut free zone and we accommodate all food allergies and intolerances.**

5. Activities

At Breakfast Club, there is a range of appropriate indoor activities and, weather permitting outdoor activities to ease the children gently into the day once they have finished their breakfast. At After School Club, there is a range of appropriate indoor activities and, weather permitting outdoor activities. At both clubs, there will also be the opportunity for children independently to do homework.

6. Admissions/bookings

All children on roll at the Worplesdon Primary School may be admitted subject to availability.

Parents will be asked to complete their application form at the beginning of the summer term with a clear deadline. For those families meeting the deadline, the following admission criteria will be followed:

- i. Children with existing places at the club
- ii. Children attending the Breakfast or After School Club with a parent/carer who is a supervisor or playworker at the Clubs or the child/ren of a member of staff
- iii. Children with siblings already attending the Clubs
- iv. Children with exceptional circumstances, at the discretion of the Headteacher
- v. Any other child attending the Worplesdon Primary School – priority here will be given to bookings that fill the existing pattern of spaces, on a first-come, first-served basis.

Please note: where two applicants are applying for the same place, priority will be given to the application completed first.

7. Payment

When booking places in the Summer term for September, the school will require a non-refundable deposit of £50 per child to secure the place. This deposit will be added to your account.

Payment must be made in **advance** on a half termly basis. Payment should be made by their parent mail account or making a payment directly to the school's bank account. If payment is not made by the end of the second week of any half-term, the place/s **will be withdrawn**.

Ad hoc bookings will be accepted, but we cannot guarantee that there will be spaces available on the required day. Payment for ad hoc bookings must be made either in advance or on the day. Please give as much notice as possible for ad hoc bookings as availability may be limited. If a space is needed last minute for that morning, please contact the manager on the club mobile to see if there are any spaces available.

We accept voucher payments from all childcare voucher companies. Please contact us for further information.

8. Price structure

September 2022-2023

Breakfast Club will be charged at **£5 per session** or part session and After School Club will be charged at **£14 per session** or part session. Charges will apply other than if a child is representing the school at a sporting event or, is on a residential trip organised by the school and thus will not be attending the club. Charges are reviewed annually.

9. Lateness

Late Collection (After School Club Only)

If you are unable to collect your child at the agreed time, please contact the club direct on **07857 852603** to let us know what alternative arrangements you have made. If another person is collecting your child (who is not stated on your child's 'All about me form') and is previously unknown to staff, that person will need to bring photographic ID with them. We will only release a child from our care if we are fully satisfied that we have been authorised to do this and have seen relevant identification.

If children remain uncollected by 6.30pm and the club staff have not been notified by the parents, the Designated Safeguarding Lead will be contacted and will involve Social Services.

Late Fees (After School Club Only)

If a child is not collected when the session ends at 6.00pm, late fees will apply as follows:

- £15 per child collected between 6.00pm and 6.15pm
- £20 per child collected between 6.15pm and 6.30pm
- £25 per child collected between 6.30pm and 6.45pm

10. Cancellation

Notice to terminate a permanent booking must be given 6 weeks in advance, in writing by a parent/guardian. Parents/guardians are responsible for informing the school if their child/children are unable to attend a pre-booked session by telephoning 01483 232126 or by emailing awhitfield@worplesdon.surrey.sch.uk

11. Settling in

We want children to feel safe and happy in the Clubs in the absence of their parents and carers and to recognise other adults as a source of authority, support and friendship. Children find it difficult to play and learn successfully if they are anxious and unhappy. Our settling procedures aim to help children feel comfortable in the setting. In order to accomplish this we encourage parents and carers to visit the Club with their children before starting, where possible, so that the children can meet and familiarise themselves with the staff.

Children are encouraged to talk about things that interest them, likes and dislikes, so that where possible activities could be provided that will be appropriate and interesting to all children. We ask that parents complete an 'All about me form' annually so that all staff are aware of children's likes, dislikes and any worries they may have.

12. Staffing

The Clubs will be led by school staff – All staff have an Enhanced DBS and two members of staff leading each session will have full paediatric first aid training. The club leader is the Designated Safeguarding Lead (DSL).

13. Confidentiality

The Clubs' work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the Clubs can do so with confidence, we respect confidentiality in the following ways;

Parents/guardians will have ready access to files and records of their own children but will not have access to information about any other child. Staff will not discuss individual children, other than for the purpose of Club management, with people other than their parents and carers. All discussions will be held in an area where the conversation can be private.

Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file or on the schools online safeguarding system and will not be shared except on a need to know basis. Information given by parents and carers to the Clubs will not be passed on to other adults without permission.

Issues to do with the employment of staff whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.

All the undertakings above are subject to the paramount commitment of the Clubs to the safety and well-being of the child. Please see also the school's policy on Child Protection & Safeguarding.

14. Working in partnership with Parents and Carers

Parents and carers are the first educators of young children and our aim is to work in partnership with our parents.

In order to do this we:

- Welcome the contributions of parents and carers, whatever form these may take.
- We ask parents to complete our termly parent questionnaire.
- Make all new parents and carers aware of the Clubs' systems and policies.
- Parents complete the 'All about me' forms.
- Staff communicate with parents weekly via the newsflash.

15. Behaviour management

Worplesdon Primary School believes that encouraging a high standard of behaviour is essential for all members of the school to thrive as individuals. The school aims to develop children's self esteem, respect for others and self discipline. The overriding ethos is: treat others as you would like to be treated yourself.

Worplesdon places great importance on positive reinforcement of behaviour through praise. The school aims to build children's confidence and self esteem through encouragement, incentives and rewards, both verbal, written and merits.

From time to time children may display unacceptable behaviour. This is a normal part of a child's development. With careful guidance behaviour can be modified so that the child can realise his/her potential within the Clubs. The Behaviour Ladder within the school's Behaviour Policy provides the details steps which are followed for specific behaviours.

Within the Clubs, the Supervisor is responsible for co-ordinating behaviour Issues. All staff will apply the Worplesdon Primary School Behaviour Policy which includes the school's anti-bullying policy.

16. Health & Safety

We believe that ensuring good health and safety for all children and adults is of paramount importance. We aim to minimise hazards and risks to make it a safe and healthy environment for children, parents/carers, staff and volunteers. Within both Breakfast Club and After School clubs we have a member of staff responsible for co-ordinating health and safety policy and practice.

Risk Assessment

Our risk assessment process includes checking for hazards and risks inside and outside and in our activities and procedures. Our assessment covers adults and children. As a consequence of these assessments we decide

which areas need attention and develop an action plan, which specifies the funding required. A visual check on the Clubs room is made every day before the children arrive. A fuller inspection is carried out termly by the Governing Body's representative.

Children's Safety

Only persons who have been checked for criminal records by an enhanced disclosure from the Disclosure & Barring Service have unsupervised access to the children, including helping with toileting. All children are supervised by adults at all times in accordance with our registered ratios. Children do not have unsupervised access to the kitchen area or any cupboards storing hazardous materials including matches. All dangerous materials including medicines and cleaning materials are stored out of the reach of children. Termly lockdown drills are carried out at both clubs, in addition to the normal school drills.

Fire Safety

In the event of a fire or emergency where the building must be evacuated each member of staff has an allocated role. All staff, volunteers and children will evacuate on to the school's designated evacuation point. Regular fire evacuation practices will be carried out. Termly Fire Safety drills are carried out at both Clubs, in addition to the normal school drills.

Good Hygiene

Good hygiene will be encouraged ensuring that children wash their hands before meals and after the toilet. We ensure that the environment is clean and tidy and that staff are aware of good health and safety practices. All staff receive the food hygiene training.

First Aid

At any one time at least one member of staff holds a paediatric first aid certificate. A correctly stocked first aid box will be available at all times. Our Accident Book is kept safe and accessible for the recording of accidents and incidents.

Prescribed Medication

All medication must be brought in to the Club by a responsible adult and must be clearly labelled with the child's name, dosage and any instructions. Parents/carers will be required to fill in a permission form before any medication can be given. A record will be kept of medication given to any child. Forms may be obtained from the club Supervisor.

In line with school policy, doctors should be asked to prescribe medication in doses that can be given outside of school hours wherever possible.

Illness

Our policy for the exclusion of ill or infectious children is discussed with parents. Parents are asked not to bring their child if they have been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

17. Child Protection & Safeguarding

The school's Child Protection and Safeguarding Policy is fully implemented at our extended schools clubs with the following principles underpinning our practice:

- The welfare of the child is paramount
- Maintain an attitude of "It could happen here"
- Children have a right to feel safe and secure, they cannot learn effectively unless they do so.
- All children have a right to be protected from harm and abuse.
- All staff have a role in the prevention of harm and abuse and an equal responsibility to act immediately on any suspicion or disclosure that may indicate a child is at risk of harm, either in the school or in the community, taking into account contextual safeguarding, in accordance with statutory guidance.
- We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working to protect and safeguard children.
- Whilst the school will work openly with parents as far as possible, it reserves the right to contact Social Care or the police, without notifying parents if this is believed to be in the child's best interests.

Within both Clubs we have a member of staff responsible for co-ordinating child protection and safeguarding issues, please refer to our schedule of named representatives for details.

18. Missing or lost children

If a child fails to arrive for a booked session at the After School Club and no communication has been received about this, then a member of staff will ring home to check.

If a child is identified missing once registered, staff will raise the alarm immediately and ensure the rest of the children keep together and are calm. Staff will ensure they remain calm and that the remaining children are not distressed as a result of the staff's reactions.

A staff member will inform all available adults to help find the child. Parents should be informed immediately after the initial search – this should take no longer than 5 minutes. The Designated Safeguarding Lead will then be contacted to decide on further action.

19. Staff Recruitment and Conduct

Candidates applying for a post within the Club are informed of the need to carry out checks before posts can be offered. We abide by DfE and Ofsted requirements in respect of references and enhanced DBS checks for staff, to ensure that no disqualified or unfit person works in the Club. If a member of staff is accused of abuse, the Designated Safeguarding Lead would investigate. All complaints would be taken seriously and a full investigation made into the allegations.

If a member of staff develops concerns for a child whilst in our care or a child discloses information to them, staff members will seek advice from the Designated Safeguarding Lead. The school's Child Protection & Safeguarding policy will be followed.

20. Equal Opportunities

The overall objective of the School's Equality Policy is to provide a framework for the School to pursue its equality duties to eliminate unlawful discrimination and harassment, promote equality of opportunity, and promote good relations and positive attitudes between people of diverse backgrounds in all its activities.

Through the Equality Policy, the School seeks to ensure that no pupils, staff, parents, guardians or carers or any other person through their contact with the School receives less favourable treatment on any grounds which cannot be shown to be justified. This includes the protected characteristics identified within the Equality Act (2010) of: sex, race, disability, religion or belief, sexual orientation, pupils who are pregnant, undergoing or who have undergone gender reassignment, ethnic or national origin, language, marital or civil partnership status.

Within the Clubs we have key members of staff responsible for co-ordinating equal opportunities.

Employment

For both Clubs, we will appoint the best person for each job and will treat fairly all applicants for jobs. No applicant will be rejected on the grounds previously stated. Commitment to the schools Single Equality Scheme policy will form part of the job description for all workers. Staff and volunteers will have access to training, resources and advice provided by Surrey County Council.

At Play (the Curriculum)

All children will be respected and their individuality and potential recognised, valued and nurtured. Activities and the use of play equipment offer children opportunity to develop in an environment free from prejudice and discrimination. Opportunities will be given to children to explore, acknowledge and value similarities and differences between themselves and others.

Resources

These will be chosen to give children a balanced view of the world and an appreciation of the rich diversity of our multi-racial society. Materials will be selected to help children develop their self-respect and to respect other people by avoiding stereotypes and derogatory pictures or messages about any group of people.

Special Needs

Children with Special Educational Needs like all other children are admitted to the Clubs. Once staff are aware of each individual child's needs, after consultation between parents/carers and staff including the Special Needs Co-ordinator (SENDCO), arrangements can be made to ensure continuity of care.

Children with special educational needs will be included in all activities. Planning will be guided by the children within the Clubs. Club staff will ensure all children are encouraged to grow in confidence and become independent.

Close liaison with the parents/carers of SEND children is most important to us. We hope to foster this by;

- Providing regular verbal updates on the child's progress and the steps being taken.
- Ensure that all staff are aware of the individual child's needs.
- Offer support and strategies where appropriate.
- The premises have access for wheelchairs.

Discrimination, behaviour/remarks

These are unacceptable. The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices. The school's Behaviour Policy will be followed.

21. Complaints procedure

Worplesdon Primary School endeavours to provide the best possible care for all of its pupils in an open and transparent environment. We welcome any feedback that we receive from parents, pupils and third parties, and we accept that not all of this will be positive. Where concerns are raised the school intends for these to be dealt with:

- Fairly
- Openly
- Promptly
- Without Prejudice

In line with school's Complaint Policy, we hope that any concerns about the service provided can be resolved by talking to the Club Supervisor or the Headteacher and taking appropriate and prompt action. However there may be occasions when parents/carers make a formal complaint about the service in writing or by e-mail. In this case the school complaints procedure will be followed.

22. Emergency contact number

The contact number for the Extended Day club is **07857 852603**– this will be available from 7.30 am until 8.40 am and from 3.10pm to 6.00pm. It is only for emergency contact and outside of these hours, enquiries/calls should be made to 01483 232126.

23. Registration

As the Clubs' provision is run by the school, it is registered with OFSTED under the school's registration number 125025. The Clubs' adult to child ratio is 1:8.

24. Insurance

The School, including the Clubs, has Employers' Liability and Public Liability insurance. A copy of the certificate is displayed in the School Office.