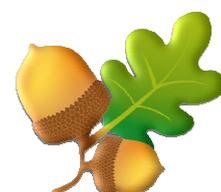


# William Gilpin Church of England VA Primary School



## After School Club Parents' Handbook



## **THE CLUB**

William Gilpin Church of England VA Primary School is registered with OFSTED (Registration No 116353), the afterschool provision is included within this registration. The club is open from 3.10pm until 6.00pm weekdays, during Hampshire County Council term time but excluding all INSET or emergency closure days.

You can download our last inspection report here

[http://www.williamgilpin.hants.sch.uk/files/5114/1579/6102/William\\_Gilpin\\_Primary\\_School\\_-\\_OFSTED\\_Published\\_Report\\_Feb\\_2013.pdf](http://www.williamgilpin.hants.sch.uk/files/5114/1579/6102/William_Gilpin_Primary_School_-_OFSTED_Published_Report_Feb_2013.pdf)

The club will usually take place in the Forrest Room, immediately next to the school office. Occasionally the club will make use of other school facilities including the hall, field, outdoor classroom and playground.

### **Aims**

We aim to provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

### **What we offer**

The children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including craft, board games, construction, computer games, physical play, cookery, and reading. In addition other resources are available for the children to select from our equipment. Children will also have the option to participate in other sport clubs run by the school at no additional cost.

### **What we provide**

The food we provide at the Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

### **Staffing**

The day to day running of the club is delegated to Gillian Harding who is supported by other staff directly employed by the school. The Headteacher has overall responsibility for the club. All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of eight.

If you have a query or concern at any time, please speak to a member of staff when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the school office.

## **Policies and procedures**

The club has clearly defined policies and procedures in addition to the school's policies. Key points of the main policies are included in this Handbook. Copies of the full policies are available on request.

## **TERMS AND CONDITIONS**

### **Admission**

Our aim is that this after school provision will give priority to children who attend our school. Admission to the club is organised by the school and we 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 our **Admission and Fees Policy** for more details.

We will require a completed set of registration forms for children who do not attend William Gilpin Church of England VA Primary School before they can attend the club. This information will be treated as confidential and will be stored appropriately.

### **Payment of fees**

The current fees are **£10.00** per child per session, the fee will reduce to £9.00 per child per session for bookings made and paid for half termly in advance. Fees are payable in advance by cash, cheque or childcare vouchers. We accept vouchers from the following schemes [Childcarevouchers.co.uk](http://Childcarevouchers.co.uk), [Enjoybenefits.co.uk](http://Enjoybenefits.co.uk) and [Kiddivouchers.com](http://Kiddivouchers.com). Please let the school know if your employer uses an alternative voucher provider. Cheques should be made payable to "William Gilpin School".

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick.

We do not charge for bank holidays and professional training days or emergency closure days.

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the school.

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

We request that you give the school a months notice of termination or to changes in attendance. If you need to change the days that your child attends, please contact the school, we try to accommodate such changes wherever possible.

### **Temporary changes**

Please remember that we need to know if your child will not be attending the after school club for any reason. If you know in advance of any days when your child will not be attending during the following week, please try to let the school know by **THURSDAY** at the latest.

## **Arrivals and departures**

Children in Willow and Maple classes will be taken to the club. Children in Beech and Oak classes will make their way to the Forrest Room as soon as they are released by their teacher. A register is taken when children arrive and you must sign out your child each day when you collect them. Please use the main reception entrance.

We expect that your child will normally be collected by a parent. 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.

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

The club finishes at 6.00pm, if you are delayed for any reason please telephone the school to let us know. If you are late on more than one occasion you will incur an additional fee towards staffing costs, which will take account of staff overtime and running costs.

If your child remains uncollected after 6.30pm [30 minutes after your club closes] and you have not warned us that you will be delayed, and 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.

## **Child protection**

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. 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 our **Safeguarding Policy**.

## **Equal opportunities**

Our club provides 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, 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**

We make every effort to accommodate and welcome any child with special needs. We 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.

Our staff training programme includes specific elements relating to children with special needs.

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

## GENERAL INFORMATION

### Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the club. These are displayed at for everyone to see.

We have a clear **Behaviour Policy**, which is available on the school website:

The Club promotes 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 school has 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 is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the club immediately during which time your child will be supervised by a senior member of school staff.

### Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our school is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises. See our **Aggressive Behaviour Policy** for more details.

### Illness

If your child becomes unwell whilst at the club we will contact you and ask you to make arrangements for them to be collected.

### Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times. Designated staff have been 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.

### Medication

Please let the school know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the club you will need to complete a consent form in advance. See our **Supporting Pupils with Medical Needs** policy for more details.

## **Complaints procedure**

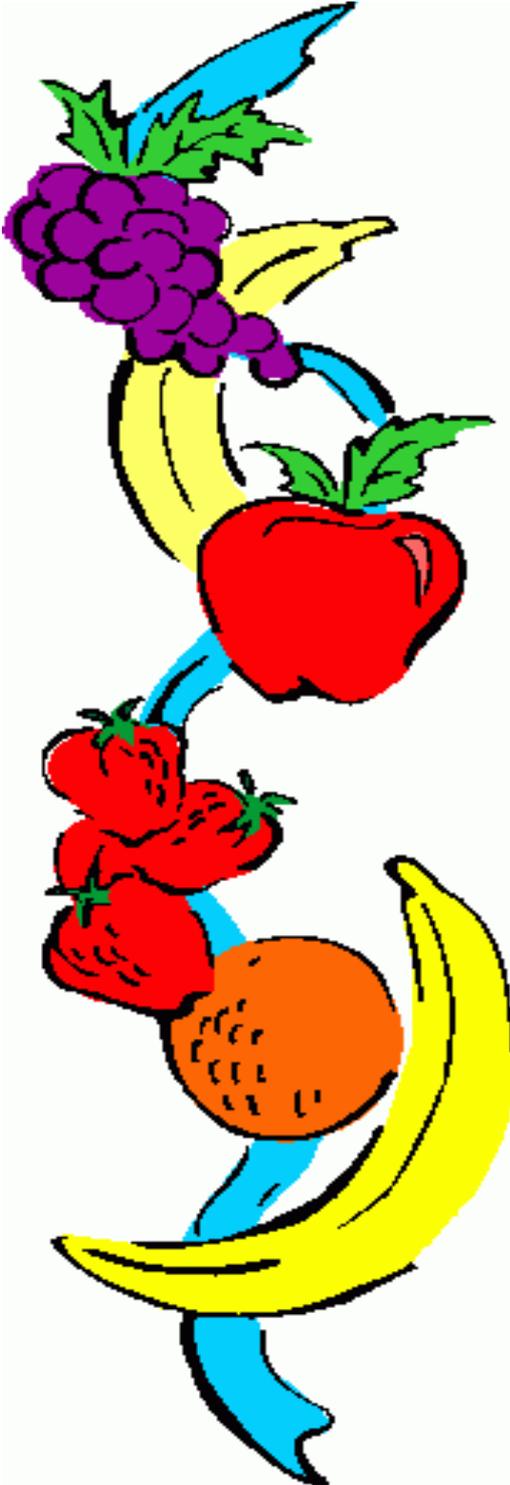
If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak Gillian Harding, Kirsten Kennedy or Susannah Roberts.

A full copy of our **Complaints Policy** is available on request.

## **PLEDGE TO PARENTS**

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 the club, have a chat or 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 and experiences.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.



## SNACK MENU

Toast, Muffins or Crumpets and butter with a choice of topping, including:

- marmite
- cheese
- ham
- hummus

- Crackers
- Bread sticks
- Pitta bread

Selection of fresh fruit and vegetables, including:

- apples
- oranges
- grapes
- bananas
- cucumber
- tomatoes
- carrot sticks
- peppers

Drinks, including:

- water
- orange juice
- apple juice
- milk

## **CONTACT INFORMATION**

William Gilpin Church of England VA Primary School  
Pilley Hill  
Boldre  
Lymington  
Hampshire  
SO41 5QG

School telephone number: 01590 673460

**Emergency mobile number: 07762848047** (Please leave a voice message if there is no reply.)

**Ofsted Registration No: 116353**