



Holy Trinity After School Club

Rooted in Christ, growing together

Parents' Handbook



ABOUT THE CLUB

Holy Trinity Primary School has decided to open up our own After School Club in order to provide a seamless transition between school and After School Club. It will offer the following benefits:

- Only Holy Trinity Primary School pupils will be allowed to attend
- Continuity of behaviour policy – the same policy will be used as in school
- The same Christian ethos as the school will underpin the club
- School staff members will run the after school club
- This will allow children to have access to more of the school's facilities and equipment during the after school sessions including laptops and Lego WEDO
- Seamless EYFS provision from day into after school
- Opportunity to take part in Forest Schools activities
- Childcare vouchers will continue to be accepted
- Online booking and payment system (via Parentpay as for school payments)
- Children will be able to go straight to after school club after school without leaving the school premises
- The club will be run following Playwork Principles as we recognise that children and young people's capacity for positive development will be enhanced if given access to the broadest range of environments and play opportunities
- This can also include a quiet area or access to computers to complete homework, if required

The after school club is registered by Ofsted under our existing registration (No: 109249), and is based within the school premises, utilising the Chestnuts classroom, the school hall, the outdoor play area and the school play equipment, as planned by the leaders. The club is open from 3.30pm until 6.00pm weekdays, during term time. Our last very successful Ofsted Inspection was in October 2019. You can download our last inspection report here:

<https://reports.ofsted.gov.uk/provider/21/109249>

Aims

At Out of School Club 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. All of the policies referred to in this document are available on our school website.

What we offer

- Our club follows the Playwork Principles, so the children are free to choose activities and resources as they wish (<http://www.playengland.org.uk/playwork-2/playwork-principles/>)
- There will be a selection of activities and resources available, including dressing up, home corner, craft, board games, construction, computer, physical play, cookery, reading

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, which may include, for example, sandwiches, yoghurt, fruit or toast. Drinking water will be freely available throughout the session. 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 club is managed by the school's Headteacher, Janet Dickson and all staff are employed by the school governors. By providing our own After School Club on our own premises, we aim to provide a seamless transition between school and club. All of our staff have substantial experience of working with children and are suitably qualified and trained. All members of staff are DBS 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 to arrange a more convenient time for a meeting please contact the Headteacher either via a member of the After School Club or via the school office.

TERMS AND CONDITIONS

Admission

Our Club is accessible to all children and families who attend our school. Admission to the club is organised by the school and where necessary, we will utilise a waiting list system. 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.

We require a completed registration form for your child 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 £9.50 per child per after-school session. Fees are payable in advance through Parentpay or by paper or electronic childcare vouchers. The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

We do not charge for bank holidays and professional training 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 Club Leader.

Changes to days and cancelling your place

You must give us one month's notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact the Club Leader. 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 club for any reason. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence. If you know in advance of any days when your child will not be attending during the following week, please try to let the Club Leader know as soon as possible.

Induction

During your child's first session time will be set aside for an induction. The induction will include running through club's rules and routines (including meal times, collection, children's meetings), and introducing your child to the staff and other children. Another child will usually be allocated to act as your child's buddy for the first few sessions.

Arrivals and departures

Our staff will be ready to meet the children who will walk to the Chestnuts classroom at the end of the school day. Children in Reception, Y1 and Y2 will be escorted by an adult. Children from Y3 and above will be allowed to go to the club themselves. A register is taken when children arrive at the club 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.

The club finishes at 6.00pm, if you are delayed for any reason please telephone the club to let us know. A late payment fee of £5 per 15 minutes will be charged if you collect your child after the club has closed. If your child remains uncollected after 7.00pm 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

As during the school day, we are committed to safeguarding the children in our care and ensuring that they 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. (Please see our Safeguarding and Child Protection Policy for details.)

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 and value the different racial origins, religions, cultures and languages in our school community so that each child is valued as an individual without racial or gender stereotyping. We will challenge inappropriate attitudes and practice. We will not tolerate any form of racial harassment. (Please see our Equalities Policy.)

Special needs

Our staff are highly trained in meeting the needs of children with special needs. If your child has special needs, please discuss this with our staff so that we can meet these needs appropriately. (Please see our SEND policy for details.)

GENERAL INFORMATION

Behaviour (children)

The benefit of running our own After School Club is that we will follow the same behaviour policy during the club as the children are familiar with during the school day. This policy is based on the positive reinforcement of good behaviour and clear sanctions. A copy of our behaviour policy is available on the school website.

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. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor any bullying, aggressive, confrontational or threatening behaviour or behaviour intended to result in conflict. Our club 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.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the club we will contact you and ask you to make arrangements for them to be collected. Please inform the Club Leader of any infectious illness your child contracts. If your child has had sickness or diarrhoea the same rule will apply as for school, he or she will not be able to attend 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 staff are trained in first aid to an appropriate level. If your child has an accident whilst in our care, you will be informed when you collect your child.

(For details see our Health, Safety and Wellbeing Policy and Medical Needs Policy.)

Medication

Please let the Manager 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 Permission to administer medication form in advance. (See our 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 to the Club Leader, Assistant or the school's headteacher. (All complaints will be dealt with in accordance with our Complaints Policy).

Insurance

Insurance cover is provided by the school's insurance arrangements with the local authority.

Loss of Property

The After School Club will not be liable for the loss of property brought onto the premises by parents/carers and/or children attending the club.

CONTACT INFORMATION

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