



Woodmancote School

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Before and After School Club

'Woodpeckers'

Registration Pack

**Woodmancote School Before and after School Club
Information Pack for parents/guardians**

Welcome to Woodpeckers

Welcome to Woodpeckers, Woodmancote Schools' Before and After School childcare service run by the Governing Body at the School.

We hope that this booklet is useful, but if there is anything further you would like to know, please contact me on 0781 327 2467.

Mrs Zoe Coltman
Playleader

Introduction

Children have plenty of space at Woodpeckers to play with access to the hall, playground, library and IT suite. Drinks and a snack will be provided during the session and a variety of activities are organised each day to meet a range of ages and interests. Breakfast club fees include breakfast: cereal, toast and fresh fruit.

Children will be cared for safely by a team of staff; with at least one staff member per eight children.

The club is managed by committee made up of members from the Governing Body.

This pack contains written information about the club and the following documents:

- A registration form which needs to be completed for all children attending the club and which must be signed and returned to the Play leader before your child/ren can start attending.
- A copy of our Safety and Security policy setting out the responsibilities of parents, children and staff.

What do I do if I want to book a space?

Please telephone 01242 674312 or e mail a copy of the registration form to woodpeckers@woodmancote.gloucs.sch.uk or come into school with your completed Registration Form and agree a date when your child will start attending the club. You will see from the Agreement and Rules that we can take a regular booking or your can book at short notice if we have space available.

If you are considering using the Club and want to come and spend time with us to see what we get up to you are most welcome at any time.

Woodmancote School Before and After School Care Aims

1. To provide an integrated approach to wrap around care, ensuring consistency of approach, expectations and play opportunities
2. To respond to the Extended Services Agenda and to the needs of children at the school by providing a varied menu of activities including sporting, musical, artistic and cultural.
3. To ensure coherence between before/after school care, standards and the Children and Young People's Plan (CYPP). Pupils are at the centre of a coherently delivered service, ensuring they arrive at lessons motivated and ready to learn.
4. Pastoral needs of children are met through close working relationships between teachers, teaching assistants and playleaders.
5. Themes and events organised by the school form an integral part of the activities at the before/after school club.
6. Children are provided with a nutritional breakfast and afternoon snack prepared in the dedicated kitchen.
7. Accountability and line management are clearly defined and are the responsibility of the SLT and Governing Body of the School.

General Information

Woodmancote School Before and After School Club provides before and after school activities for children aged 4 to 11, in a safe, happy environment, supervised by caring, experienced staff.

The morning session start at 8.00am and breakfast is provided if you wish your child/ren to have some. The children are then able to sit and do quiet activities and play before they are taken to school for 8.40 am.

The after school sessions start at 3.15pm (when school ends) and finish at 6.00pm during normal school days. A varied programme is offered including arts, sport and recreational activities. There is a quiet area set aside where children can read, rest or do homework. A snack will be offered daily and drinks are available throughout the session.

Children attending After School Club are supervised by Club Staff at all times during club hours until they are collected by their parent/guardian (or an authorised adult). Children aged 8 years of age and under will not be permitted to go home unaccompanied and children over 8 may do so only with the **written** permission of the parent/guardian. This written permission needs to clearly state the time the child may leave (and on which dates). Parents/guardians are reminded that they have full responsibility for their child/ren from the time that they are signed out of the club by a member of staff.

Children Eligible to Join

Any child attending Woodmancote School or any child of a member of staff at the school or the club is eligible to join Woodmancote School before and after school club, subject to availability of places.

Booking and Fees

Reserved places must be booked at Woodpeckers via Mrs Coltman. In addition, subject to availability, one-off bookings may be made. One-off bookings cannot be made more than a couple of weeks in advance to ensure that we can give priority for people making regular bookings. Reserved Placed booking Forms can be obtained from Mrs Coltman and the school office.

Four weeks written notice must be given by parents wishing to terminate a reserved booking. Reserved bookings must still be paid for if a child does not attend, even if notice of non-attendance is given. This applies to all circumstances of non-attendance including illness. ¹

Session changes can only be made on a half termly basis, in advance. The cut-off date for this will be a week before the end of term and communicated in advance. Once sessions are booked for the half term, they cannot be changed until the following half term, and must be paid for even if notice of non-attendance is given. Additional sessions can be requested on an ad-hoc basis (if

¹ School run activities are exempt

available) and then added to a reserved booking for the following half term. All session changes must be made using the reserved booking form rather than verbally or via email.

Charges are:-

- £4 for Breakfast Club
- £6 for After school 'til 4.30pm
- £9.50 for after school 'til 6.00pm
- £9.00 Both clubs on same day 'til 4.30 p.m.
- £12.50 Both clubs on the same day 'til 6.00 p.m.

Ad Hoc Bookings:

- £4.50 for Breakfast Club
- £7.50 for afterschool 'til 4.30 p.m.
- £11.00 for after school 'til 6.00 p.m.

Discounts

Sibling discounts

A discount of 10% will be given on the above fees for bookings for second and subsequent children in the same family.

Users of both clubs

There will be a discount for people attending both Breakfast and After school club.

Payment of Fees

Invoices are sent out in advance, with payment due within 14 days. If payment is not made by the first school day of the month then the child will be unable to attend Woodpeckers until payment is received.

Consistently overdue invoices will result in a place being withdrawn.

All payments are to be made via ParentPay. If you need to set up an account, please speak to Mrs Williams in the school office.

Voucher payments are accepted.

Late Pick-up Charge

An additional fee of £20 will be payable for every child who is collected after the pick-up time booked (4.30pm or 6pm). This charge will be payable within 14 days of being billed. If payment is not made within 14 days then the child's place will be withdrawn.

Arrival Time

Breakfast club begins at 8am. Children must not be dropped off prior to this time, even if the Playleader is present, as set-up time is required.

Children are the responsibility of parents/carers until they are signed it at Woodpeckers and should not be left unattended anywhere on the school premises before this time.

Behaviour

Children are expected to follow the Woodpeckers rules which are regularly explained to them. If a child consistently refuses to follow these rules then two written / email warnings will be given. If a child still refuses to follow these rules then their place at Woodpeckers will be withdrawn.

Sickness, Accidents, First Aid and Emergencies

If a child becomes ill during a session, every attempt will be made to contact one of the people listed on the Registration Form to arrange collection of the sick child. The child will be cared for until collection. In the case of a minor accident, basic First Aid will be administered. Medication can only be administered with specific written instructions from a parent/guardian.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to discuss the course of action to be taken. If a child needs emergency hospital treatment the staff will first call an ambulance, then attempt to contact the parent/guardian and will continue to do so until successful. A member of staff will accompany the child to hospital and remain with them until a parent/guardian arrives.

Qualifications of staff

First aid qualification – all staff

Diabetes - Mrs Coltman and Mrs New

Asthma - Mrs Coltman

Food Preparation – Mrs Shafiee, Mrs New, Mrs Coltman, Ms Hopkins

Please note: the Registration Form contains an Authorisation giving the Playleader permission to act "in loco parentis" eg the parent/guardian cannot be contacted in time, the Playleader will invoke that authority to take action to gain appropriate medical treatment for the child. If you do not wish to give such authorisation, please delete the relevant paragraph on the Registration Form.

Photographs

The Club has its own digital camera for us to use to take photos of the children playing, creating and having fun. We need to have permission for us to take photos of your child. We will use the photos for displays, art and craft activities, staff doing training such as the NVQ to show the assessors and they may also be used on the school website. All photos will remain nameless.

If you have any questions then please pop in to see Mr Tucker

Important Information

Woodmancote School Before and After School club cannot accept any child to attend a session unless a completed and signed Registration Form is submitted by the parent/guardian.

Parents/guardians are responsible for ensuring that contact details provided are kept up to date. To contact the Play leader during a session please telephone 0781 327 2467.

Correspondence may be sent to the Club at the school address:-
Woodmancote School, Station Road, Woodmancote, Cheltenham GL52 9HN or
emailed to woodpeckers@woodmancote.gloucs.sch.uk.

Woodmancote is a no smoking site. Please retain this information.

Woodmancote School Before and After School Club Agreement

Safety and Security of Children

The safety and security of children attending our club is a very important matter and everyone concerned has a part to play. This policy has four parts setting out the responsibilities of everyone involved with the club; parents, guardians, children and staff.

1. Responsibilities of parents/guardians

- Making sure that the contact details they have provided to the club are correct and that the Play leader is told about any changes.
- Notifying the Play leader if their child/ren will be arriving late for the club for any reason, e.g. after school activities.
- Notifying the club if their child/ren are not attending for a booked session for any reason. Please note that refunds cannot be given for cancelled sessions.
- Letting the Play leader know during a session if they anticipate being later than planned in collecting their child/ren.
- Letting the Play leader know if they have any concerns about their child/ren relating to the club.
- Gaining access to the building to collect their child/ren ONLY via the designated entrance and not asking children or other parents/guardians to let them in.

NB. Messages can be left with the school office or the Play leader

2. Responsibilities of children

Children are responsible for listening to club staff when they are told which parts of the school they may play in because this may be different on different days. For example they may not be able to play out on the field every day.

Children must not leave the area they are playing in without telling a member of the club staff.

Children must not open the outside doors to let in parents or anyone else, even if they are known to the children.

3. Responsibilities of Club staff

Club staff are responsible for:

- Checking with the school office whether any messages have been left about non-attendance.
- Ensuring children play in a safe way and do not take unnecessary risks while attending the club.
- Recording any incidents or accidents that may occur accurately, and discussing these on the same day with the person who collects the child concerned.
- Ensuring that at all times at least one member of the club staff is aware of the whereabouts of each child during the session.
- Only handing over a child to a responsible person named by the parent/guardian on their contact sheet
- Recording the time the child leaves in the register.

Woodpeckers Registration Form

All children attending must be registered with the club by a parent/guardian completing and signing this form. Attendance fees are shown in the club rules.

Child's Details			
First name			
Family name			
Date of Birth		School Class	
Home Address			
Home Tel. No.			
Parent/Guardian Mobile			
Parent/Guardian Email			
Doctor Name		Doctor Tel. No.	
Doctor Address			
Health or special needs, e.g allergies, diet			
Ethnic background		Religion	
People authorised to collect child (please supply small photo if possible)			
Name			
Relationship to child			
Work/day time tel. no.		Mobile no.	
Second contact			
Name			
Relationship to child			
Work/day time tel. no.		Mobile no.	
Third contact			
Name			
Relationship to child			
Work/day time tel. no.		Mobile no.	
Consents / Agreements			
I give consent to my child receiving medical treatment in the event of an emergency.			
I understand that Woodmancote School Before and After School Club cannot accept responsibility for my child's possessions or valuables whilst they are attending the club.			
*I give / do not give permission for staff to photograph my child at the club. *delete as applicable.			
I understand the photographs will be used for club displays, activities, as evidence in training folders and on the school website.			
I agree to ensure payment is made in advance of the first school day of the month, to pay any additional late pick-up charge and accept that the place will be withdrawn if payment is not made.			
I accept that if my child consistently refuses to follow the club rules then their place will be withdrawn			
Signed (Parent/Guardian)			
Name			
Date			