



# Woodmancote School

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Before and After School Club

'Woodpeckers'

**Information 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 the school office on 01242 674312 or email [admin@woodmancote.gloucs.sch.uk](mailto:admin@woodmancote.gloucs.sch.uk)

## Introduction

Children have plenty of space at Woodpeckers to play with access to the hall, playground and activity room. 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 booklet contains information about the club.

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

Please telephone 01242 674312 or email a copy of the registration form, agreement and reserved booking form to [admin@woodmancote.gloucs.sch.uk](mailto:admin@woodmancote.gloucs.sch.uk) or come into school with your completed forms and agree a date when your child will start attending the club. We can take a regular booking or you can book at short notice if we have space available.

## Woodmancote School Before and After School Care Aims

1. 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.
2. Pupils are at the centre of a coherently delivered service, ensuring they arrive at lessons motivated and ready to learn.
3. Pastoral needs of children are met through close working relationships between teachers, teaching assistants and playleaders.
4. Themes and events organised by the school form an integral part of the activities at the before/after school club.
5. Children are provided with a nutritional breakfast and afternoon snack prepared in the dedicated kitchen area.
6. Accountability and line management are clearly defined and are the responsibility of the Senior Leadership Team (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 starts at 7.45am 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 is eligible to join Woodmancote School before and after school club, subject to availability of places. Reception children may begin Woodpeckers once their settling in period is completed and they are in school full time.

## Booking and Fees

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

Reserved bookings can only be made for the same sessions every week. If you require different sessions on alternate weeks then this can only be accommodated on an ad-hoc basis, subject to place availability.

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 and school trips. <sup>1</sup> Reserved bookings will still be payable if the school has to close due to circumstances beyond our control such as snow days.

Session changes can only be made on a monthly basis, two weeks in advance of the last day of the month. Notified changes will come into effect on the first day of the following month.

Additional sessions can be requested on an ad-hoc basis (if available) and then added to a reserved booking for the following month. All session changes must be made in writing rather than verbally.

Once sessions are booked for the month, they cannot be changed until the following month, and must be paid for even if notice of non-attendance is given.

Charges are:-

- £6.50 for Breakfast Club
- £7.50 for After school `til 4.30pm
- £11.50 for after school `til 6.00pm
- £12.50 Both clubs on same day `til 4.30 p.m.
- £16.00 Both clubs on the same day `til 6.00 p.m.

Ad Hoc Bookings:

- £7.00 for Breakfast Club
- £9.50 for afterschool `til 4.30 p.m.
- £13.50 for after school `til 6.00 p.m.

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<sup>1</sup> School residentials are exempt

## Discounts

### **Sibling discounts**

A discount of 10% will be given on the above fees for reserved 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 (as indicated in the fee rates shown above).

## Payment of Fees

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

There will be a £15 admin fee added to all late payers, when a reminder has been sent.

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 the school office. Voucher payments are accepted, but must be made within the same agreed time as above and the office must be notified which scheme you are using and any reference numbers so that payments can be reconciled.

## 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 7.45am. 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. Prescribed 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

Staff at Woodpeckers have been trained in First Aid, Diabetes, Asthma and Allergy and Food Preparation.

*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

We sometimes like to take photos of the children playing, creating and having fun. We need to have permission for us to take photos of your child and this is contained on the registration form. 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 and Woodpeckers information pack. All photos will remain nameless.

If you have any questions then please pop in to speak to us.



## 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 07563839247. *Please note that this phone is only switched on during session times. All other queries should be directed to the school office on 01242 674312.* Correspondence may be sent to the Club at the school address:- Woodmancote School, Station Road, Woodmancote, Cheltenham GL52 9HN or emailed to [admin@woodmancote.gloucs.sch.uk](mailto:admin@woodmancote.gloucs.sch.uk).

