



Seal

*Church of England
Primary School*

Seal CE Primary School

Part of the
Inspire Federation

After School Club Handbook



About the Club

Seal Church of England Primary School, After School Club is registered with Ofsted as part of the Seal Primary School registration (Registration number 118605) and is based at Seal Primary School and run by Seal Primary School staff.

The club is based in the learning lodge. Children have access to the school grounds, and are able to use school equipment (eg. Ipads, PE equipment etc.).

Aims

At the Seal primary After School Club we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interest of the children in our care.

Pledge to Parents

We value our relationship with parents/carers and are committed to working in partnership with you to provide quality play and care for your children. We will:

- Welcome you at all times to discuss our work or have a chat.
- Keep you informed of opening times, fees and charges, programmes of activities, menus and procedures.
- Be consistent and reliable to help you plan with confidence and peace of mind.
- Listen to your views and concerns to ensure we continue to meet your needs.

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, together with outside games when the weather permits. Children can of course enjoy quiet activities like reading or doing their homework!

At times we also offer themed afternoons, the children can put their ideas to the After School Club leader.

What we provide

The After School Club will provide a tea at 4:15pm. Fresh fruit /vegetables will be available for snacks in the afternoon. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of health nutrition for children delivered in a calm and friendly setting.

Access

Parents are asked to park off site and come into school by the pedestrian gates at the front and rear of the property and make their way to the learning lodge to collect their children.

Staffing

After School Club is run by staff at Seal Primary School.

All of our staff have experience working with children and 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.

Terms and Conditions

Admissions

The After School Club provides after school care for children attending Seal Church of England Primary School. Admission to the club is organised by the finance and office team. In the first instance please contact the office on office@inspirefederation.co.uk with your request. We use a waiting list system when the need arises.

We require a complete set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Once a booking has been made it will continue until we receive a half term's written notice that the place is no longer required.

Payment of fees.

The current fees are £15.00 per child per session. There is no reduction in fees if a child is attending another after school club eg. Football club or if a parent collects a child before 6pm.

Fees are payable termly in advance by the MCAS App or directly via Bacs into our bank account if you pay into a tax free childcare account. Bank details will be provided once the booking has been agreed.

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 (inset) and After School Club will not be open on these days.

Please ensure that fees are paid promptly. Non-payment for more than two weeks may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Finance officer or Head of School.

Booking

Please use the form at the end of this Handbook to register your interest for this Childcare provision and we will endeavour to accommodate your request. There is a limit to the amount of children that can attend each day and priority will be given to those already enrolled into the club. We will inform you as soon as we can that your place is confirmed.

Your booking will then appear as a payment item on your MCAS App and you will be unable to make any amendments to this booking. The payment item is your invoice for the whole term and requires prompt payment. If you require a receipt, this can be provided upon request.

Changes to days and cancelling your place

You must give us a half term's notice of termination or changes to attendance. If you need to permanently change days that your child attends please contact the School Office. We try to accommodate such changes wherever possible subject to availability.

Temporary Changes

Please remember that we need to know if your child will not be attending the Club for any reason eg. Going home with a friend. When you report your child absent from school please ask for a message to be passed to the After School Club. Also, please remember to tell us if your child's arrangements in other clubs changes. If your child does not attend a booked session, we will have to treat them as a missing child unless you have notified us of their absence.

If we know in advance of any days when your child will not be attending during the following week, please try to let the School Office know as soon as possible. In cases of illness or emergency when notice cannot be given, please call as soon as you can.

Arrivals and Departures

For After School club, the arrangements are as follows:

- Key stage 2 children will be dismissed from their classrooms or club and make their own way to the club.
- Key Stage 1 and Reception will be collected from their classroom by a member of the After School Club team.

A register is taken when children arrive in our care, 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 and provide us with a password. We will not release your child into the care of a person unknown to us without your authorisation.

The After School Club finishes promptly at 6.00pm, if you are delayed for any reason please telephone the school office to let us know. A late payment fee of £10 per 15 minutes will be charged if you collect your child after 6pm. If collection of your child is repeatedly late then you will be asked to find alternative childcare.

Child Protection

The protection of your child is of paramount importance to us and we will do our utmost to create an environment in which children are safe from abuse and in which 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 on the school website.

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 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.

For more information on equal opportunities and special needs, see our Equalities Policy on the school website.

General Information

Behaviour (children)

We have a clear Behaviour management Policy and 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 cooperative play and sharing; talking to children with courtesy that we expect from them and engaging children in activities.

The Club 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 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 straightaway. In exceptional circumstances, and only when all 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 parent, carer or visitor: 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 school office of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send them to the Club for 48 hours after the illness has ceased.

Accident and First Aid

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If our child has an accident whilst in our care you will be informed when you collect your child.

Medication

Please let the School Office 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 medicine form in advance from the School Office.

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 manager or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action. All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

Contact Information

Seal CE Primary School Office: 01732 762388

Email: office@inspirefederation.co.uk

Ofsted

Ofsted Unique reference No: 118605

Piccadilly Gate

Stone Street

Manchester

M1 2WD

Tel no: 0300 123 1231

After School Club Registration Form

- This registration form must be completed before a child can attend the after school club.
- All normal school rules apply at the after school club to ensure the safety and well-being of the children.

Child's name				
Date of Birth				
Class				
Name of parent/Carer				
Name of child care voucher company used				
Sessions to be attended				
Monday	Tuesday	Wednesday	Thursday	Friday
Consent				
<p>I agree to pay £15 per session and understand that there are no refunds if I pick up my child before 6pm.</p> <p>I consent to my child receiving medical treatment in an emergency.</p> <p>I agree that my child will adhere to the after school rules.</p> <p>I understand that the after school club cannot accept responsibility for my child's possessions or valuables whilst he/she is attending the club.</p> <p>It is my responsibility to keep staff at the club updated of any changes to information supplied on the Registration form.</p>				
Parent/ Carer's Full name				
Signature				
Date				
Password				
Dietary Requirements				

