

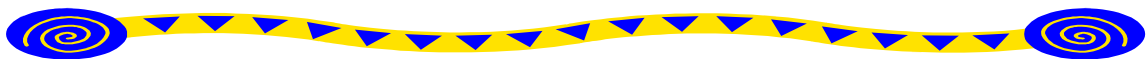
WELLS PRIMARY SCHOOL EXTENDED SERVICES



Handbook for Parents and Carers

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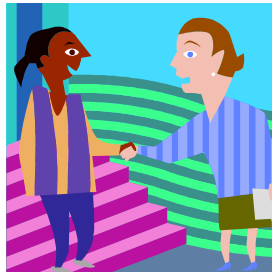


1. WELCOME

Welcome to Wells Extended School Services. We hope your child will be very happy with us.

The Clubs are run under the guidance of the Governing Body of Wells Primary School and is registered with Ofsted under the school DCSF number 3172053. Ofsted and Redbridge Childcare Team monitor the provision.

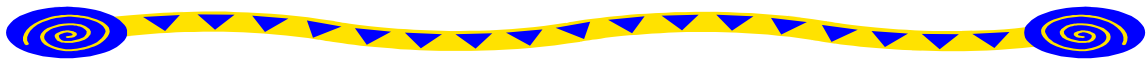
This booklet aims to provide you with all the information that you require. Should you have further questions please feel free to contact us.



2. AIMS AND OBJECTIVES

- To provide professional supervised extended services for children from 5-11 years of age
- To encourage a good working partnership between the parents, children and staff
- To encourage and give children the opportunity to learn
- To create an environment that is child centred and offers the children an opportunity to develop through a programme of play in a safe and caring setting
- To offer each child the right to make decisions for themselves and to be involved in the planning and choosing of activities that meet their interests
- To provide opportunities for participation in outdoor activities

- To work with children within an equal opportunity and culturally diverse framework
- To provide special activities and equipment if required when supporting children with physical disabilities or other identified special needs
- To work to the National Childcare Standards as set out by the registering body, Ofsted. A copy of the Standards is available to be seen at the Breakfast Club, One Hour and After School Club or on the Ofsted website www.ofsted.gov.uk, under childcare provision.



3. ACTIVITIES

A range of activities are offered to the children which include:

- Creative play: colouring, sticking, painting and play doh
- Construction: lego, duplo, meccano, k'nex
- Role play: play mobile, Barbie
- Board games: teaching the importance of taking turns.
- Homework: space and atmosphere cohesive with a learning environment

Hour club and After School club also offers the children outside play and the chance to take part in organised ball games.



4. ADMISSIONS AND FEES

Admissions statement:

Places are allocated on a first come first served basis. Places are available for children from Wells Primary School.

Admissions procedure

To enquire about a place, please contact the school office on 020 8708 0500 to request a registration form.

On completion of a registration form and agreed terms and conditions, the Club Leader will consider the availability of places at the setting. Their decision will be based on the current waiting list; the days needed, sibling attendance, any regulatory restraints including Ofsted limits and operational constraints such as staffing and special needs requirements. In the event that there are no places currently available your child's name will be added to the current waiting list, if required.

Children with special needs have the right to be included and for their needs to be met. These needs are most likely to be met when the Club Leader and other staff are aware of and understand the individual needs of your child. Please ensure that you include any relevant information on your registration form and inform the Club Leader of any changes in circumstances.

Fees

We aim to provide a quality service at the lowest possible cost to parents. All the fees we collect are directly used to pay for the staff, organisation and resources for the club. **Failure to pay your child's fees may result in termination of their place.**

Our current fees (as at February 2015) are:

Breakfast Club

£4.25 per session per child and £4.00 per sibling.

One Hour Club

£4.25 per session per child and £4.00 per sibling.

After School Club

£11.25 per session

Should you no longer require your place and termination does not fall at the end of a term, we will require one week's notice or

payment in full in lieu. The Clubs are self funding and we would have to reallocate your place to another child.

Session Times

Breakfast Club

Monday to Friday (term time only) 7:30 am – 8:30 am.

One Hour Club

Monday to Friday (term time only) from end of school until 3:45 pm.

After School club

Monday to Friday (term time only) from end of school until 5.30pm



5. ABSENCES AND LATE COLLECTION

Absences

If your child is going to be absent then you must notify the Play Supervisor and the school. This place is not refundable.

Our charges are for the place reserved for your child. If your child is absent we still have to have all our staffing and other resources in place so this means that we are not able to refund your fee.

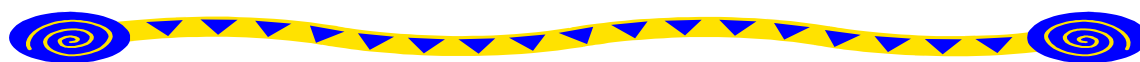
Late Collection Policy

Details of our late collection policy are attached the terms and conditions. If a child is not collected then this creates problems for staff and it may also be upsetting for your child who will see other children going home and begin to worry.

We do understand that there can sometimes be unavoidable delays so it is important that you let us know wherever possible if you are delayed.

We have to pay our staff if they are kept at work late and therefore we will charge parents for late collection. The current rate is £1 per minute. However, please do not think that this means you can choose to arrive late and pay for the service. If you are unable to collect your child on time and this happens on more than the odd

occasion and without good reason, then with regret we may withdraw your child's place.



6. FOOD AND DRINK

All food and drink at the clubs is provided following the Food Standards agency guidelines and a list of allergens is on display at all clubs for all food items.

Any allergies or medical needs must be recorded on the initial admissions form. Please ensure you discuss any food concerns with the Club Leader.



7. MEDICINES AND FIRST AID

If your child has any medical conditions please make sure you include this information on the registration form. Once your child has started at the club, if new conditions or needs occur it is important that you let the Club Leader know.

Children should not attend the Clubs if they are unwell. If your child falls ill during the school day then the school will contact you to collect him/her.

Medicines will be administered following the school policy. At least one member of staff will be first aid qualified and minor injuries will be dealt with by them. If your child has an accident at our club the appropriate form will be completed and you will be informed.



8. BEHAVIOUR

Children have the right to play in a safe environment and every member of our Club is equally entitled to that right. All children need clear and consistent limits to help them feel safe. Children are involved in creating the 'rules' for their Club. They are helped to learn self-discipline by following the rules of behaviour that they have been involved in writing. The same standards of behaviour is expected at the clubs, as within the school.

Procedure for dealing with unacceptable behaviour

We operate a similar system to the one used throughout the School that is based on stages with children receiving a warning in the first instance. A copy of this staged system is available on request.

The Club Supervisor's aim is to support the individual with their behaviour problems. If the child's behaviour continues to disrupt other children, he or she may be separated from certain activities or from the sessions. As a last resort the child may be excluded from the After School Club/Hour Club/Breakfast Club indefinitely.



9. CHILD PROTECTION

Having a clear understanding of child protection is an important part of a Club Supervisor's job.

The National Standards for Day Care expect that all registered providers are aware of their local Child Protection Procedures and follow them at all times. All staff at Wells Breakfast Club and Wells One Hour Club and After School Club understand the local procedures and are able to put them into practice.

The procedures are in place to support and protect the child.

If Club staff are concerned about your child's welfare they will normally discuss their concerns with you in the first instance. However, they may also need to consult with the school's safeguarding officer and/or Headteacher.

A copy of the Child Protection Policy is available on request.

In the event of an emergency

If a serious accident happens to your child, the first aider will make an assessment and medical assistance will be sought. Every effort will be made to contact you as soon as possible. This is one of the reasons that it is also important that you make sure that you give us any change of contact details.



10. CONFIDENTIALITY

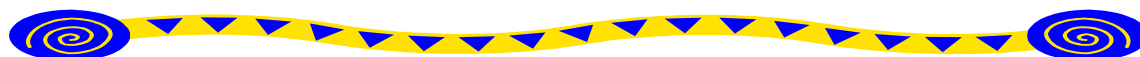
All information concerning your child is kept confidential and the right for privacy is respected. Any information gathered will be on a need to know basis. Only in extreme circumstances, such as a child protection issue or urgent medical treatment, in the best interests of your child, would any personal details be discussed with other professionals.

11. COMPLAINTS

We aim to provide a good quality service to parent/carers and their children. The Clubs are monitored and reviewed regularly and we also welcome your ideas and comments about how we can improve our service. However, should a parent or child feel they have a complaint/concern then it is important that this is raised as soon as possible so that we can try to find solutions.

Please contact the Co-ordinator in the first instance. If you feel the complaint needs dealing with at a higher level then a written complaint should be sent to the Deputy Head of the school.

Hopefully problems and complaints can be dealt with and resolved swiftly. Unresolved complaints may be taken to the school governing body of Ofsted, the regulatory body.



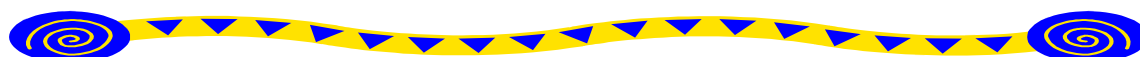
12. EQUAL OPPORTUNITIES

We aim to demonstrate through our work that we positively value and respect children of all ethnic origins/racial groups, religions, cultures, linguistic backgrounds and abilities. Children all genders are positively encouraged by staff to participate in all activities.

We consider it important to provide a range of experiences and an environment that will instil in the children a positive outlook towards people in our society whom they may see as different from themselves:

- Toys and equipment will be chosen with the differing needs of children in mind
- Books will be chosen to meet all the children's ages and abilities and to reflect the many differing lifestyles there are in our society
- Activities undertaken will aim to include all children or a range of options will be available to allow children to make choices to develop their interest

The Equal Opportunity Policy is available on request.



13. CHANGES IN PERSONAL CIRCUMSTANCES

In order to help and support the staff to give appropriate and sensitive care to your child, please inform the Club Co-ordinator if there are any changes in your personal circumstances that are likely to affect your child's behaviour e.g. bereavement, new home etc.



14. USEFUL CONTACTS

BREAKFAST CLUB

Co-ordinator: Denise Poulson

ONE HOUR CLUB

Co-ordinator: Denise Poulson

AFTER SCHOOL CLUB

Co-ordinator Helen Starie