

Gainsborough Primary School: Monday to Friday Club



Welcome

'Monday to Friday Club' is an after school club, run at Gainsborough Primary School which offers a high standard of care for up to 26 children aged from 4 - 11 years. The club runs from 3.15pm to 5.30pm during term time. We hope your child will be very happy with us.

The cost per session is £5.00 which includes a snack, but we also encourage the children to bring their own snack in too. Emergency childcare can be provided at a cost of £5.00 per session.

The club is run under the guidance of the Governing Body of Gainsborough Primary School. It is monitored by the school's Senior Management Team; and all staff are fully CRB checked.

The Club benefits from a range of the school resources and facilities including a large hall, smaller classroom area, computer suite and outside play areas. It's perfect for working families or parents who would like their children to belong to a social club!

This booklet aims to provide you with all the information that you require. All the specific policies referred to are available on the school website and copies are available on request.

Aims and objectives

- To provide professional supervised play for children from Reception to Y6.
- To encourage a good working partnership between parents/carers, child and staff.
- To encourage and give children the opportunity to learn.
- To create an environment that is children led and offers the child 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 and creative 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 is available to be seen at the Club or on the Ofsted website, under childcare provision.

Admissions and fees

Admissions statement: Places are allocated on a first come first served basis and are only available to children from Gainsborough Primary School. Priority is given to children requiring full time places.

Admissions procedure: To enquire about a place please contact the school office on 020 74763533 or come in and get a registration form.

If a place is available you will be required to fill out our admission form and contact details. If there is no place available then you may leave your details on our waiting list.

Fees: We aim to provide a quality service at the lowest possible cost to parents/carers. All fees we collect are directly used to pay for the organisation of the club.

Our current fees (as at September 2013) are £5 per session per child and £4 for siblings. We ask for payment weekly but you can pay monthly. If you have childcare vouchers please let the office know as we are able to register to receive these.

The Monday to Friday Club is self-funding and due to a high demand we would have to reallocate your place to another child.

Absences and late collection

Absences

If your child is going to be absent then you must notify the School Office and ask them to update the Club Supervisor.

Late Collection policy

The Monday to Friday Club closes at 5.30pm and you must collect your child by this time. 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. Please ring the Club phone on: **07951 770560**

We have to pay our staff if they are kept at work late and therefore we will charge parents/carers for late collection. The current rate is £2 for the first 10 minutes and then 50p per minute for each additional 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 your child is likely to lose their Club place.

Food and Drink

We provide a snack as part of the provision; children also get to eat what they cook on cooking days. We also encourage children to bring a healthy snack with them. We provide water and squash. Any allergies or medical needs must be recorded on the admissions form. Please ensure you discuss any food concerns with the Club Supervisor.

Medicines and First Aid

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

Medicines may be administered where necessary providing the medical permissions form has been completed. Staff will store medicines safely, except in the case of asthma inhalers when the child will be given responsibility to self-administer these.

At least one member of staff will be first aid trained and minor injuries will be dealt with. If your child has an accident, staff will complete a form and you will be informed.

Behaviour

Children have the right to play in a safe environment and every member of our Club is equally entitled to that right. We aim to be violence free Club and to promote non-violence in our society. All children need clear and consistent limits to help them feel safe. Children follow the Golden Rules and are involved in creating the 'special rules' for their Club. They are helped to learn self - discipline by following the rules and taking responsibility for their actions.

Dealing with unacceptable behaviour: We use a staged system as within classes - starting with a warning.

The Club Supervisors aim to support the individual with their behaviour difficulties. If the child's behaviour continues to disrupt others, he or she may be separated from certain activities or from the session. As a last resort the child may be excluded from the Club indefinitely.

Child Protection

Having a clear understanding of child protection is an important part of our staffs' job. All staff understand the local procedures and are able to put them into practice. *If 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 our CP designated staff.*

In the case 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 we have your most up to date contact details.

The procedures are in place to support and protect the child. A copy of the Child protection Policy is available on request.

Confidentiality

All information concerning your child is kept confidential and the right for privacy is respected. 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.

Personal items of value: We request that children do not bring items of value to the Monday to Friday Club, except under special circumstances and with staff permission. The Monday to Friday Club cannot take responsibility for the belongings of children, parents or carers.

Complaints

We aim to provide a good quality service to parents/carers and their children. The Club is 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 Club Supervisor 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 Head Teacher.

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

Equal opportunities

We aim to demonstrate through our work that we positively value and respect children of all ethnic origins, racial groups, religions, culture, linguistic backgrounds and abilities. Children of both 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.

The Equal Opportunity Policy is available on request.

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 Supervisor if there are any changes in your personal circumstances that are likely to affect your child's behaviour e.g. bereavement, new home etc..

Useful Contacts

Monday to Friday Club staff: 07951 770560

Club Supervisors (3 per session):

Miss Leanne - Club leader

Gainsborough Primary School: 020 74763533

Ms Deborah Strain

Head Teacher

Mrs Penny Bullen

Deputy Head Teacher

Miss Alex Rhys-Jones

Chair of Governors

Mr Scott Osborne

Site Supervisor

Mr Mark Painter

School Business Manager

