

Woodley C of E Primary School

The Airfield Club

Breakfast and After School Club

Handbook

**Welcome to our club**

Woodley C of E offer a breakfast club which runs from 7.45 to 8.45am offering a healthy breakfast and varied activities to prepare your child for a good start to the day.

The after school club runs from 3.15 to 6.00pm and offers a snack on arrival and a tasty evening meal. Indoor and outdoor activities are available every day with flexible half sessions on offer for an early pick up or to enable your child to join the club after a school activity club.

We provide a safe environment where children can extend their learning beyond the school day choosing to take part in arts and crafts, games, reading or completing their homework.

Our snacks include fresh fruit and vegetables and a varied evening meal. We encourage our children to be independent and develop teamwork by clearing away after themselves and tidying up after activities.

We have the ability to cater for individual dietary requirements and parental preferences wherever possible. Our aim is to provide an eating experience which is calm and sociable developing children’s life skills.

## Our team

Our Breakfast club leader is Tracy Wand and the After School Club leader is Donna Hickmott. Both members of staff have extensive experience of working with children both in the school setting and outside of school. We also have play workers in place and abide by the national guidelines for adult to child ratios. Children will become familiar with making the transition from the school day to after school club and similarly between breakfast club to their classes to start the school day. For our younger children, we will collect and deliver them to classes.

All our staff are DBS checked and possess the required training in food hygiene, health and safety and safeguarding.

If you wish to speak to any of our staff, you are welcome to communicate via telephone, email or face to face when you collect and drop off. If you would prefer a meeting, please phone the school office for an appointment. The email address is provided at the end of the handbook.

**Our Policies and Procedures**

We have a Wrap-Around Care Policy to support our club and abide by the whole school policies for the wider issues. If you would like site of these policies at any time, please refer to our website.

## Admission

Our Club is accessible to Woodley C of E pupils only and is organised by our Club Leaders and School staff. Our maximum number is 30 and a waiting list is in operation where necessary. Please refer to our Wrap Around Care Policy for further details.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated in confidence and will be securely stored.

Re-enrolment for September is required at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form.

Adhoc Sessions can be booked with 48 hours’ notice via the online payment system.

## Payment of fees

The current fees for the breakfast club are £5.00per child (7.45 to 8.45am). Fees for After School Club are £10.00 per full session (3.15 to 6.00pm). First half session is £5.00(3.15-4.15)or £6.00for the second session (4.15-6.00pm). Fees will be paid in advance using the Tucasi and World Pay on line modules. Instructions are issued to parents on registration. If you are not able to use the on line registration and payment system, please contact the school office.

The price per session per child applies to all children. This is payable for all booked sessions. We do not charge for bank holidays and professional training days.

Fees are the responsibility of the person who signed this registration form or who has   
 parental responsibility for the child.

In the event of a problem with the booking system and your child arrives at the club, we will

contact you in the first instance and let you know if we can accommodate your child. For   
 reoccurring incidents, you will be asked to come and collect your child.

The school reserves the right to review and adjust fees at regular intervals. Parents will be   
 given a term’s notice of any increase.

## Changes to days and cancelling your place

We try to accommodate your arrangements where we can but in order for us to manage the clubs successfully, we will require one month’s notice of termination or any changes. Please be aware that you may be charged for sessions if you do not give us the required notice period.

**Club Closure**

If the Clubs are closed due to unforeseen circumstances by the school, parents will not be   
 charged for these sessions.

## Temporary changes

If your child is not able to attend, you need to inform the school office as soon as possible. If your child does not attend a booked session, we are obligated to treat them as a “missing child”. In this instance, the club leader will contact you. If we are not satisfied, we will be obligated to phone the out of hours social services team.

If you know in advance of any days when your child will not be attending during the following week, please let the leaders know by THURSDAY before at the latest.

All other cancellations require a 48 hour cancellation period. If this period is not given, the charge for the session will still apply.

If you need to report your child absent from The Airfield Club, please inform the club in the first instance. You will also need to advise the school that your child is absent from school by leaving a message on Option 1 of the main school switchboard.

**Induction**

We will set aside some time on your child’s first visit to go through the clubs rules and routines including meal times, collection arrangements and activities. If you have any particular concerns about your child during their first visit, please contact the Club Leader who will be able to discuss how we settle your child into the club.

## Arrivals and departures

For the Breakfast Club, Foundation and Key Stage 1 children should be brought into the club and signed in by an adult. They will be escorted to their classes after the breakfast club and Key Stage 2 children will make their own way.

For the After School Club, Foundation and Key Stage 1 children will be escorted from their classes to the central area at 3.15 and children in years 3 to 6 will make their own way. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them.

We will ask you to name the individuals who will be collecting your child on your registration form. If you need a different person to collect your child on a particular day, you must notify the school office in advance. A password system is in operation and we will not release your child into the care of a person unknown to us without the chosen password selected on the Registration form.

See our Wrap Around Care Policyfor more details.

The club finishes at 6.00pm, if you are delayed for any reason please telephone the school to let us know. A late payment fee of £10 will be charged if you collect your child more than 10 minutes after the Club has closed. A further £10.00 will be due for every 10 minutes that you are late in collecting your child. Non-payment of fees could result in losing your place at the club.

If your child remains uncollected after 6.30pm [30 minutes after your club closes, and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our Missing or uncollected childrensection within our wrap around care policy **and** contact the out of hours Social Services team.

## Child protection

Your child’s safety is our highest priority. All our staff are trained to level 1 in safeguarding which is renewed annually. If you would like further information, please refer to our safeguarding policy.

## 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 will challenge inappropriate attitudes and practices
* We will not tolerate any form of racial harassment.
* Please refer to our Equality Policy for further information

## 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 details on equal opportunities and special needs, see our Equality Policy.

**GENERAL INFORMATION**

## Behaviour (children)

Children and staff are expected to follow a set of rules for good behaviour for the club. These will be clearly displayed for the children to see. The club follows the behaviour policy that we have in school which is on the school website.

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 co- operative play and sharing; talking to children with the 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 will 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. This would be followed up with a consultation with the parents, Head Teacher and Club Leaders to put in place a behaviour plan to support the child. Severe behaviour could result in a permanent exclusion.

## Behaviour (adults)

We will not tolerate from any person, whether a 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 arrange for them to be collected.

Please inform the Leaders of any infectious illness your child contracts. If your child has had sickness or diarrhea please do not send him/her to the Club for 24 hours after the illness has ceased.

## Accidents 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 your child has an accident whilst in our care, you will be informed when you collect your child.

## Medication

Please let the Leaders know if your child is taking medicine. If your child needs to take medicine whilst at the Club, you will need to complete a medicine request form in advance. This can be obtained from the Club Leaders or school office. The school requires an original signature on all medicine request forms.

The club follows the procedures from the school First Aid Policy.

## 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 Leader.

A full copy of our Complaints Policyis available on our website.

# CONTACT INFORMATION

**Correspondence Address**

**Woodley CE Primary School**

**Hurricane Way**

**Woodley**

**Berkshire**

**RG5 4UX**

**School Office – 0118 9693246**

**Email – TheAirfieldClub@woodley-pri.wokingham.sch.uk**

## Breakfast Club Staff

Club Leader Tracy Wand

Play worker: David Miles, Michael Clare,

## After School Club Staff

## Club Leader Donna Hickmott

## Play Worker Zohra Rehman

## Vanessa Driver

Bank Staff – Grace Curry  
 Ethan Clark

Emily Hickmott