



WINTERBOURNE VALLEY CE VA FIRST SCHOOL

EXTENDED SCHOOLS PROVISION

Breakfast Club

Pre-School

After School Club

Please read the information provided in this booklet. If you wish to register please fill in an Enrolment Form, Contract Form and Safeguarding Form and hand into the school office.

27 January 2022

Summary of our Day Care Rules

- We reserve the right to exclude any child whose conduct endangers the safety of others.
- All children will be expected to behave with consideration for others and to comply with staff requests.
- No child shall be admitted to the club unless parents have previously completed a registration form. (Unless an emergency situation has occurred and then forms will be completed at collection for record keeping).
- We will not allow children home with friends unless parents have informed us in advance of arrangements made. Children will only be allowed home with authorised 'collectors'.
- Written copies of information for parents, policies and procedures will be available from the school office and it is the parent's responsibility to consult them.
- At the end of the school day the children will be met in the school patio (main play and meeting area for the Extended Schools Provision).
- If a child fails to meet us within 10 minutes, of school finishing, then we will organise a search. Parents must, therefore, keep us informed of any other activity their child may be attending prior to arriving at the club, or if there has been a change of arrangement or if the child is absent from school. Please do not assume we will automatically receive this information from the school teacher. Staff are very busy and it is parents responsibility to inform the Breakfast Club and After School Club by phoning the school directly on 01305 889297 to inform us of any late changes to normal arrangements.
- Children must be collected by 6pm. In an emergency parents should use the school phone number. Collection after 6pm will incur a financial penalty (see fee charging policy).
- All parents must give staff written authorisation to obtain emergency medical treatment for their child.
- Medicines only authorised by a doctor will be administered in school and only with written authority of parents (please see school's own Medicine Policy).

Behaviour Policy

- We aim to provide a stimulating environment in which children develop self-discipline and self-esteem.
- We believe in working towards managing behaviour rather than the discipline of the child.
- Clear, consistent boundaries are set regarding behaviour taking into account the age and stage of development of the child.
- Children are made aware of the need for goals and boundaries and specific expectations for their behaviour in ways appropriate to their levels of understanding.
- Positive methods of guidance are used. We reward good behaviour and encourage respect for others.
- We encourage responsibility such as helping to tidy up, older ones helping younger ones.
- Adults intervene and redirect, if necessary, to prevent disagreements developing that children cannot handle.
- Physical punishment is never used or threatened, nor the practices which humiliate or frighten children.
- Physical punishment is not resorted to and where restraint is unavoidable, the minimum amount is used with maintaining the safety of the child and others.
- Any incidents of unwanted behaviour are handled in a calm and controlled manner.
- If a parent thinks their child is being bullied they are requested to inform the Senior Supervisor, noting if possible who, what, where, and when the incidents happened. Please do not involve the teaching staff in incidents that happen during the Extended School Clubs.
- Parents of both the accused child and the victim will be involved in discussions relating to the incident. If it is deemed bullying is taking place, responses will vary from short exclusions from activities to a withdrawal of privileges.
- In extreme cases, children may be excluded from the provision.

- Persistent problems with unwanted behaviour are promptly and accurately recorded, then reported to parents/carers, colleagues or other professionals, as appropriate, and advice sought.
- It is always made clear that it is the behaviour, not the child that is unwelcome.
- Training and support in behaviour management is available to all staff.

We believe in:

- Praising and rewarding positive behaviour.
- Providing a good and positive role model, promoting acceptable behaviour.
- Discussing issues with other children.
- Giving children the language with which to express themselves.
- Providing stimulating and developmentally appropriate activities.
- Providing equipment and materials through which children can play out their feelings.
- Giving attention on a one to one basis.
- Giving time to children to discuss issues, emotions and feelings.
- Listening.

All children are expected to show consideration for others and comply with staff requests.

Please let us know of anything which may affect your child's behaviour. This information will be treated in the strictest confidence.

Details of any child who commits a serious breach of our behaviour policy e.g. by striking another child or failing to comply with staff instructions, will be recorded and parents will be informed.

We reserved the right to insist on the immediate withdrawal of and child who is endangering the safety of others. In this event we will write a detailed report with copies for the parents, Sure Start, Ofsted and any other relevant professional. Parents are referred to the school's own Behaviour Policy for further information on the schools approach to behaviour management.

Fee Charging Policy

We charge **£5.00 per hour** for all our Extended Schools Provision. Fees for the Extended Schools Provision are to be paid half-termly in advance. If you have booked a session you will be charged whether your child attends or not. This includes sickness and family holidays. If 2 weeks' notice has been given of cancellation you will be charged 50% of the normal fee to retain your child's place. Please note without two weeks' notice full charges will be incurred.

Booking forms and invoices will be issued in the penultimate week of each half term. Payment dates will be by the end of week two of each half term.

Late Bookings

In the case of late bookings being made by parents – these are bookings made outside the expected booking form and invoice system - additional booking fee for breakfast club is £1.50 and for after school club is £2.50 e.g. a last minute booking for the After School Club for 3.00 – 4.30pm will be £10.00.

Collection

Parents will be charged for the next session (a further £7.50) if you do not collect your child within 15 minutes of the collection time, without prior arrangement (i.e. a phone call to say you will be late).

Please note:

1. We require a minimum of 2 weeks' notice to cancel a booking and then you will be charged 50% of the normal fee. Otherwise, all sessions booked will be charged for.
2. Late collection fees will be incurred.

3. Bookings taken outside the expected booking form and invoice system or changes to bookings will incur an additional booking fee.
3. Failure to collect a child by 6pm will incur a penalty of £5.00 per ½ hour or part thereof. On the third occasion you will be given a letter stating that on any subsequent occasions you will be charged £25.00.
4. Arrears of more than two weeks will result in the loss of your child's place.
5. If settlement of fees is still not received legal advice will then be sought.

Charges for Extended School Provision

The fees for Winterbourne Valley CE VA First School Extended School Provision are as follows:

Breakfast Club: £5.00 per hour, per child (£2.50 per half hour).

Pre-School: £5.00 per hour. Minimum session of 3 hours is therefore £15.00. This will include a drink and healthy snack. As with the school children, the Pre-School children are encouraged to help themselves freely to water throughout the session. Parents are requested to equip their child with a water bottle to keep in the Pre-School room.

Lunch Club (Pre-School only): £5.00 per day per child.

Parents are requested to provide a healthy and nutritious packed lunch for their child to eat at lunchtime. Water will be made freely available to drink during this time.

After School Club: £7.50 per 1.5 hour session per child. £15.00 per 3 hour session per child. A 20% discount is offered for 2nd/3rd or 4th child. Children can be booked in either for the 3.00pm – 4.30pm session or the 3.00pm – 6.00pm session. A healthy and nutritious snack will be provided to children.

Please note: there will be no refunds for early collection.

However, your child may be entitled to free nursery education. The funding entitlement is for 30 hours with a maximum of 6.5 hours available on any one day. We will claim this grant on your behalf and no charges will be made direct to you. A form will be sent out for you to sign to instruct us to place a claim on your behalf. Please simply enrol and book your session through the forms.

Collection of Children and Lost Children Policy

All parents must complete a registration form before their child starts at any of the Extended School Provisions, giving a minimum of two emergency telephone numbers, which must be kept up to date. Parents must also state in writing (form provided) who is to collect the child after each session and if there are any changes.

Children will not be allowed home with anyone under the age of 18.

It is essential that children are collected promptly after each session. Please do contact the school, if for any reason you are going to be a little late.

The school telephone number is: 01305 889297.

If in the unlikely event that a parent is more than half an hour late after 6pm all contact numbers will be tried. Then the child will be taken to the child's home address given on the form by a senior member of staff. If no contact can be made with the parent/carer, the senior member of staff will contact the Social Services duty helpline for advice. This advice will be followed and a note left on the door to this effect.

Please drop your child off and collect your child from the Foundation Base using the main front entrance.

The times of every child's arrival and departure from the Extended Schools Provision will be recorded.

Breakfast Club:

Starts at 8.00am and finishes at 8.30am for school aged children and 8.30am or 9.00am for Pre-school children. In the event that a parent arrives at school prior to 8.00am, it is essential that he/she stays with the child at the school and waits for a member of staff to arrive. **Please do not assume staff will be available before 8.00am and children should not be dropped off or permitted to enter the building before this time.**

We respectfully ask you to note children are not our responsibility until they arrive at the club and 'handed over' to a member of staff. In the interest of your child's safety, especially around the car park, and the main road, at this time in the morning, we recommend you do not just drop them off, but that you escort them in to the school.

There will be no signing out procedures required at the Breakfast Club, as staff will be taking children to their classes.

After School Club

The children will be met in the Foundation Base by a member of the After School Club. Please advise school staff in writing if your child is attending the After School Club so arrangements can be made to send them to the library.

Collection

You will be charged for the next session (a further £7.50) if you do not collect your child within 15 minutes of the collection time, without prior arrangement (i.e. a phone call to say you will be late).

Missing Children

If a child goes missing whilst in our care, the premises and surrounding area will be thoroughly searched immediately. If the child cannot be found at this point, then telephone calls will be made, first to the parents to see if the child has gone home or if another arrangement has been made without informing staff and thereafter we will seek the advice of the police.

It is therefore very important to keep staff informed of **ANY** changes.

Court Orders

If a child is the subject of a court order, parents should provide us with copies of such a document in case we do need to deny a parent access. In such a case children will only be allowed with the parent who has custody. Please keep us informed.

We trust that parents will co-operate with the above procedures, as the safety of your child/ren is a priority.