

Castle Newnham School

Care Club

Goldington Road, Bedford MK40 3EP

- Tel: (01234) 300800
- Email: southprimoffice@castlenewnham.school

Primary Headteacher: Mr Jim Balmbra



The aim of Castle Newnham School Care Club is to provide a safe, well supervised, friendly, homely place where children can learn to interact, play, socialise, and be happy. We strive to meet the needs of all parent's and children alike.



Opening times:

Drop off / Pick up: Please use the York Street (nursery) gate when dropping off and picking up at all times. For the safety of our pupils, parents are asked to leave their child at the gate with a member of the care club team.

Before School- Care Club opens at 7.30 a.m. until 8.55 a.m.

After School- Care Club is open in the afternoon from 3.30 p.m. till 6 p.m.

Introduction to Care Club:

We open at 7.30 a.m. and cannot accept responsibility for children before that time.

All children must arrive at Care Club accompanied by a responsible person.

Children make their way to Care Club from each school building at 3.30 p.m. and are then registered. The children who attend school in Block 1 and 3 are escorted over to Care Club. The older children make their own way from Block 2.

Care Club will only run when the school itself is open to the children. For example, it will not be open during the school holidays, on teacher training days, or if the school is being used as a polling station.

Collection of children:

Care Club closes promptly at 6.00 p.m. and all children must be collected by this time.

Parents will be fined £1 per minute, for any child not collected by 6.00 p.m.

No child may leave without being accompanied by a nominated person. If you have arranged for someone else to collect your child(ren) then you must speak to a Care Club member of staff. If this is not done, we will not allow your child to leave unless we have spoken to you and sought permission.

If for any reason you are delayed then please telephone us so that we are aware you are going to be a few minutes late; after 4.00pm please use 07783 091385.





Castle Newnham School

If you are going to be severely delayed then please contact your nominated person to come and collect your children and inform Care Club.

Only nominated persons will be allowed to collect children from Care Club, and they must be aged 15 years or over.

At the end of an evening session if a responsible adult fails to turn up and we are unable to contact any of the named persons on the registration form, we will follow the school procedures for a “left child” (if there is no contact with responsible person within ½ hour, Social Services will be contacted).

Persistent late collection of children will result in possible exclusion after discussion with the head teacher and governors who have a responsibility for Care Club.

Bookings:

Care Club sessions can be booked via ParentMail and allows you to select the days over half a term that you will require however the booking window closes 7 days before the start of the session. Please contact the care club leader for any last minute emergency bookings. If the session is full, we will be unable to book your child in due to the strict ratios (per pupil/adult) for the safety of all our children.

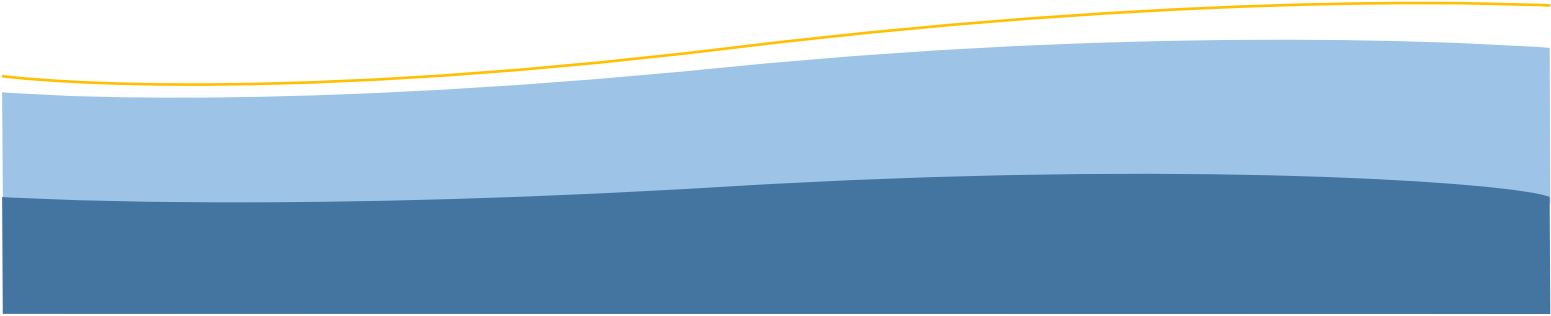
Payments are required half a term in advance—failure to comply may result in your account being placed on hold.

Please note: When you book a session for ‘Care Club’, you are entering into a contract and so are liable for **all** the costs of the hours you have booked. Sessions can be cancelled via ParentMail 7 days in advance without penalty. Thereafter, full costs will be incurred.

No refunds will be given.

Methods of payment:

Payment via ParentMail is the schools preferred option. Childcare vouchers can also be used. No Cash. Or cheques.



Terms of Membership:

Castle Newnham Care Club provides before and after School care for children in the Nursery, Reception classes, and year groups 1-4. Care can also be offered to children in **years 5 and 6 providing they have a sibling currently in the school. However, children on roll in the school will have priority to a Care Club place over year 5 and 6 children. Year 5 & 6 children will need to walk to the south site from the north site at the end of the school day.**

We cannot guarantee a place for a child, but we do strive to meet the needs of all parent's and children alike.

We will endeavour to meet the requirements of special needs children. It will depend on the child's particular needs and level of staffing available if we are able to offer a place.

We advise that parent's/guardians apply for working family tax credits; you may be entitled to help with child care costs.

Session	Cost
Morning 7.30am to 8.55am	£4.50
Afternoon 3.30pm to 6pm	£9.00

All snacks are included in the above costs

Available activities-

Sport:

We offer various outdoor activities, including football, skipping, tennis, parachute games and team games. This is obviously subject to weather conditions; however, as the playground is flood-lit, we are able to use it when it becomes dark in winter.

Lounge area:

We have a homely, comfortable seating area where children can sit quietly on the sofa and watch one of the large selection of videos and DVD's that we have. There is also the added advantage of the cordless headphones. This allows the children to relax and watch in peace and comfort.





Arts corner – We have lots of different art equipment – paint, chalks, stamps etc. Along with sewing - at Easter we made Easter Bunnies!

Other areas-

Other areas and activities that are available include a home corner, pretend school area, dressing up corner and castle play house. We also have Lego, K-nex, play people, toy animals, puppets, fisher price toys, cars, Magnetix, lots of board games and many more things!

The children will be supervised at all times during Care Club hours.

Breakfast and Tea –

These meals are available to children who attend Care Club and are included in the cost. These consist of a selection of cereals, seasonal fresh fruit, yoghurts and toast/crumpets served with butter and jam. Crackers, hummus and veg sticks are available in the afternoon.

We will aim to meet the needs of special dietary requirements within our capabilities.



Discipline Policy

Aims: Our aims are to encourage the development in each child of a sense of individual social responsibility and of self discipline.

Ethos: In Care Club we aim to have a happy, caring atmosphere in which children are treated with respect by staff.

Safety: It is necessary for children's safety that at all times the supervising adult should be in control of the children in his/her care. The supervising adult is acting in 'loco parentis' and should act as a responsible adult would. The head teacher is the final arbiter, and he/she is ultimately responsible for ensuring appropriate arrangements.

Children need the sense of security which comes from a well controlled environment and the certainty that inappropriate behaviour is unacceptable. Whilst the staff are the main influence on the behaviour of the children, and appropriate activities are prepared, there will be some children in the best managed environment whose behaviour will cause concern. While in an ideal world children will be getting the same message at home as they are at school, it is recognised that for some children the nature of acceptable behaviour will differ between home and Care Club. Occasionally staff will need to maintain their control by the use of sanctions such as 'time out', informal discussions with parent's/guardians or more formal arrangements. This will always involve the head teacher and parents/guardians.

N.B: With regards to informal discussions of a child's behaviour. If a responsible adult is placed in charge of collecting a child (in loco parentis), that adult will be informed of the behaviour, and it is therefore the responsibility of that adult to pass the information onto the child's parent/guardian.





Sanctions policy:

1. A reprimand
2. 'Time out'
3. The child will be formally taken to the head or deputy head teacher, who will deal with the situation as he/she considers appropriate.
4. If such sanctions are considered to be occurring frequently the child will be warned that his/her parent's/guardians will be contacted.
5. The parent's/guardians are contacted by the head teacher and asked to come to the school to discuss the situation.
6. If these measures fail then the child will be excluded from Care Club for a specified period of time.
7. The child will either be reinstated or permanently excluded from Care Club.
8. There may be occasions when an instant exclusion could be implemented if it is felt that the child has become a danger to themselves or others.

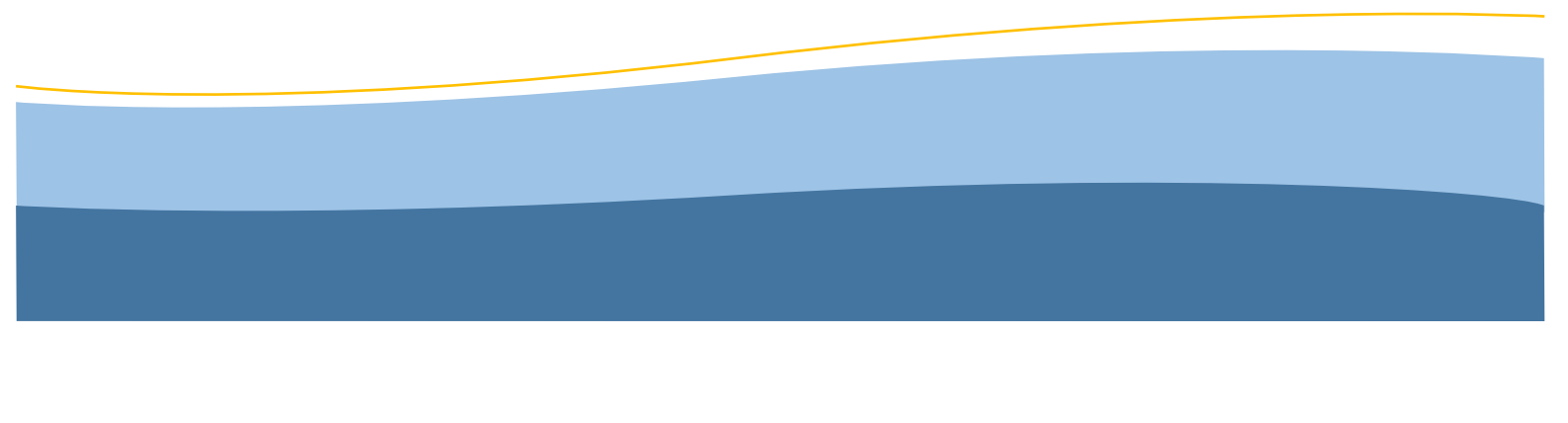
Care Club receives Ofsted inspection as part of the whole-school inspection.

Castle Newnham School
Goldington Road
Bedford,
MK40 3EP

Tel: - 01234 300800

Email: -scarmichael@castlenewnham.school

Emergency telephone number: - 07783 091385





Agreement Form –

I, the parent/guardian, agree to the conditions in this booklet.

1. I agree that payment is required in advance with a completed booking form.
2. I will advise staff at 'Care Club' of any known allergies e.g. food or other.
3. I will advise staff at 'Care Club' of any other relevant medical history problems regarding my child.

Name of child: _____

Name of Parent/guardian _____

Signature : _____

Date _____

Once completed please return this page to the School Office

