

LANCASHIRE COUNTY COUNCIL



St. John's C.E. (VA) School Cliviger

'Learn, Pray, Care & Play'

Our church school through its Christian values and caring community seeks to inspire each individual to achieve and grow.

St. John's Shooting Stars

Breakfast Club



&

After School Club

Parents' Handbook

ABOUT THE CLUB

St. John's Shooting Stars comes under the school and is registered with Ofsted (Registration No 119432) and is based in St John's C.E. (VA) Primary School, Cliviger. The breakfast club is open from 7.30 am until 8.40 am. Children will be escorted to their classroom with a member of staff at 8.40am.

After school club runs from 3.20pm where a member of staff will collect your child/children from the classroom. A register will be taken and snack will be served straight away. The afterschool club runs until 6pm.

We are based in the Y2 and Y3 classrooms for indoor activities and we have access to the playground and The Green for outdoor activities.

At St. John's Shooting Stars we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

WHAT WE OFFER

Our club follows the Play Work Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, home corner, various arts and craft activities, board games, construction, physical play, and reading. In addition, other resources are available for the children to select from our school library.

WHAT WE PROVIDE

The food we provide at the club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. We promote independence, by encouraging the children to set the tables, take turns at serving the food, and clearing away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children which is delivered in a calm, friendly setting.

STAFFING

All of our staff have significant experience of working with children and undertake professional development training. All staff members have appropriate DBS checks. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

Staff also have designated roles:

Fire Safety Officer, First Aid Co-ordinator: Mrs Marshall. All staff have first aid training every 3 years.

EYFS Key Persons: Mrs Ormerod and Mrs Terry

Designated Safeguarding Lead: Mrs Naomi Healey and Mrs Ormerod. All staff have safeguard training on an annual basis.

Data Protection Lead: Mrs Marshall

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the manager (contact details are at the back of this Handbook).

ORGANISATION

As all staff work in school we enjoy a close working relationship with St John's C.E. (VA) Primary School, Cliviger, we are part of the school family and we ensure continuity of care, and maintain good communication links.

POLICIES AND PROCEDURES

The Club has clearly defined policies and procedures. We share policies and procedures of the school and this also ensures continuity of care. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the club and are available for parents to consult at all times.

TERMS AND CONDITIONS

ADMISSION

Breakfast Club and St. John's Shooting Stars aims to be accessible to all children attending St John's C.E. (VA) Primary School, Cliviger. Admission to the club is organised by the Manager and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. See our **Admission and Fees Policy** for more details.

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

PAYMENT OF FEES

The current fee for **breakfast club** is £6.00 per session and this is to be paid preferably in cash.

Breakfast Club bookings are to be made via e-mail to wraparoundcare@clivigerholme.lancs.sch.uk

Cancellations require 24 hours' notice also via e-mail to wraparoundcare@clivigerholme.lancs.sch.uk

If the appropriate cancellation notice is not given the charge will be payable.

Shooting Stars After School Club bookings need to be made by Parents themselves using the Clubs payment item module in Parent Pay.

Sessions need to be paid for as you book please. Children should not attend the club if the session has not been paid for.

(If bookings are not paid for prior to children attending sessions the facility to book sessions will become deactivated)

Government tax free childcare and vouchers will be credited to your child's account when we receive them – please remember that enough time should be allowed for us to receive the vouchers and process them prior to you needing the credit to book on sessions.

Parents will be able to make bookings up to 2.30 pm on the relevant day (Subject to spaces being available).

If you wish to cancel a booked session this must be done via e-mail to wraparoundcare@clivigerholme.lancs.sch.uk giving at least 24 hours' notice.

If 24 hours' notice is not given, unfortunately a charge will still be levied as staffing will have been arranged.

The fee for after school club is £6.50 per hour or part of an hour and £10.00 for the whole session. Fees are payable via Parent Pay for Shooting Stars After School Club. We also accept childcare vouchers. There is also the Tax Free Childcare Scheme for working parents who may be eligible. Please speak to a member of staff for details.

For children entitled to Free School Meals (FSM), we offer a 50% reduction on sessions. Please ensure we are aware that you are entitled to this reduction.

TEMPORARY CHANGES

Please remember that we need to know if your child will not be attending the club for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the Manager know by THURSDAY at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

ARRIVALS AND DEPARTURES

Our staff take the children from the Breakfast Club to their classrooms at 8:40am. For the St. John's Shooting Stars, our staff will meet the EYFS to Y3 children on the playground. A member of staff from each class will ensure they arrive at the designated point. Children in Y4 –Y6 will be brought over from the Old Building by a member of staff. A register is taken when children arrive in our care, and your child will be signed out by a member of staff each day when you collect them. We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will issue you with a password for them, just as the school do when someone not on the registration form picks up. We will not release your child into the care of a person unknown to us without your authorisation.

See our **Arrivals and Departures Policy** for more details.

If your child is not picked up after an after school club they will be sent to Shooting Stars. There will be a charge of £4 for children who have not been booked in and are late being picked up from an after-school club.

The club finishes at 6pm, if you are delayed for any reason please telephone the club to let us know. A late payment fee of £2.00 per 15 minutes will be charged if you collect your child after the club has closed. If your child remains uncollected after 6.00pm 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 **Uncollected Children Policy** and contact the Social Care team.

CHILD PROTECTION

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see 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.

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 **Equalities Policy**.

GENERAL INFORMATION

Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see. We follow the school's **Behaviour and Discipline Policy**, a copy of which is available to all parents and carers 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 cooperative 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 immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club. See our **Suspensions and Exclusions Policy** for full details.

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. See our **Vexatious Complaints Policy** for more details.

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 make arrangements for them to be collected.

Please inform the manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send them into club for 48 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. For full details see our **First Aid Policy**.

Medication

Please let the manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the club you will need to complete a **Medication Form** (Parents section of the school website – Letters) in advance. See our **Asthma and other Medicines Policy** for more details.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Manager, or any other member of staff.

Verbal complaints will be brought to the next extended services committee for discussion and action.

All written complaints, should be addressed to the governors, and will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

A full copy of our **Complaints Policy** is available on request.

Privacy Notice

At Breakfast Club and St. John's Shooting Stars After School Club we respect the privacy of the children attending the club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required is erased after your child has ceased attending our club.

We will use the contact details you give us to contact you via phone, and post so that we can send you information about your child, our club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- Have a safeguarding concern about your child
- Are required to by government bodies or law enforcement agencies
- Have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- We will not be able to continue to care for your child if we do not have sufficient information about them
- Even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

Breakfast Club and St. John's Shooting Stars

St John's C.E. (VA) Primary School, Cliviger

Burnley Road, Cliviger, Burnley. BB10 4SU

Email: wraparoundcare@clivigerholme.lancs.sch.uk

Club mobile number: 07929-193576 (Please leave a voice message if there is no reply.)

Ofsted Registration No: 119432

Club Staff

Breakfast Club is staffed by Pam, Mrs Marshall, Mrs Whittle, Mrs Stockburn and Mrs Bradshaw.

Shooting Stars After School Club is staffed by Ormerod (Manager), Mrs Marshall, Mrs Terry, Mrs Bradshaw and Miss Howarth.

Early Years and Childcare Service

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