

Health and Safety

Your child will participate in fire drills at least once a term. All accidents and incidents will be recorded and a head count will be undertaken routinely.

Child Protection

School has a policy for Safeguarding Children, this policy will also apply to the Annex Club, a copy of which is available for your inspection. The club recognises the need for confidentiality and this will be observed at all times, the exception being in cases involving child protection when relevant agencies will be notified.

Partnership with Parents

At St Thomas More Annex Club we value our relationship with parents/carers and the community. We aim to work in partnership to provide the best childcare possible by:

- Understanding the need for confidentiality.
- Welcoming ideas and suggestions.
- Ensuring parents/carers can feel they can discuss any aspect of our service and join in activities.
- Keeping parents/carers and the community informed of any special events or changes via letters, notices and staff-parent contact.
- Ensuring individual children's files are regularly updated.
- Ensuring consistence and reliability of staff and our service.
- Sharing and discussing children's achievements, friendships and experiences.
- Promoting an 'open door' approach encouraging good communication between staff, children and parents.

Complaints Procedure

If you are in anyway unhappy with the St Thomas More Annex Club and/or staff, please raise your concerns in the first instance, with a member of staff. We guarantee that we will treat your concerns with the respect and confidentiality they deserve. If following this, your complaint is not resolved to your satisfaction please refer to the schools complaints policy which will apply to the Annex club.

Waiting list and Admissions

All places will be issued on a first come, first served basis and if we are over subscribed a waiting list will be kept. All registration forms must be returned to the office staff.

Contractual Statement

Once your child has been offered a place and attends the club, it is deemed that all parties have read, understood and agreed to abide by all policies and procedures outlines.

Once this Parent Booklet has been read and the Registration form has been signed this forms a contract for your child to attend Annex Club.

STM Annex Club



St Thomas More R.C. Primary School
Evesham Rd
Middleton
M24 1PY
Tel: 0161 643 7132

Opening Times (Term Time Only)
Breakfast Club- 7:40am - 8.40am
After School Club- 3.15pm - 5.45pm

£5.00 per morning per child
£5.00 from 3.10 pm to 4pm per evening per child
£7.00 from 3.10 pm to 5pm per evening per child
£9.00 from 3.10 pm to 5.45pm per evening per child

Reviewed February 2025

Welcome

Welcome to our information booklet for parent/carers. We aim to provide as much information as possible, but if there is anything else you need to know please contact us at school.

We aim to offer children stimulating, creative and fun opportunities where they can play with friends and make new friends in a comfortable and safe environment. A variety of activities are available, including, arts and crafts, games, sports, drama and music, reading, storytelling, quiet and imaginative play. We aim to provide a happy, caring and stimulating environment where children can;

- Have fun
- Develop their confidence and self esteem
- Form positive relationships with peers and adults
- Share, respect and learn from each others cultures, experiences and traditions
- Take part in both planned and spontaneous play activities.

Registration

Please complete a registration form to apply for a place at the club. The form alongside this document are a **contractual agreement** and must be read, fully completed and returned to school before we can offer your child a place. All applications will be considered, however as we are providing a Care service we have no capacity to offer 1-1 support for children attending.

Booking and Fees

The booking system is via School Money, all reservations for Annex sessions must be paid in advance. We accept childcare vouchers, but payments must be sent at the time of booking and it is essential to keep the school office updated on any changes in circumstances. The booking for sessions open for a term in advance and closes every 2 weeks. This is to ensure there is the correct adult ratio and avoid food waste.

If payment isn't received on time a reminder text and / or statement will be issued towards the end of the month and if payment is still not made by the designated date the place at the club will be suspended until payment is made.

If you experience any difficulties with payments, please do not hesitate to bring it to the attention of Mrs Rimmer or Mrs Young, in the school office to avoid any official action.

Emergency Changes to days / times of sessions

If there are any emergency changes required:

- Call the office 0161 643 7132
- Email a conformation of the changes office@stthomasmore.rc.rochdale.sch.uk
- Pay for the emergency changes in order to avoid accruing arrears

Non-Attendance/Absence

If a child is absent for more than one week because of sickness then there will be no charge however all **other absences without prior notification** will be charged at the **full rate**. Parents/guardians will be expected to inform the staff by telephone if their child is ill or will not be attending for some reason.

Signing In & Out

Staff take a register daily noting the time of arrival and pick up.

Collection of children

Children should only be collected by the adults named on the registration form. If an alternative adult is picking up a child/children the school office should be informed on the day. ***If parents/carers are consistently late collecting their children, they will be asked to pay to the next hourly rate. If a child is not collected by 5.45 p.m. this will incur a £5 penalty each time and will be added to the next monthly cost.***

Staff

The children will be in the care of a Playleader and Playworkers, all who have been routinely checked and cleared prior to employment. A number of the staff have Food standards certificate, there are also a number of First Aiders

Behaviour Management

St Thomas More Annex Club operates a behaviour management policy that aims to reinforce positive behaviour policy. Unacceptable behaviour by any child will be brought to their attention and if it persists will be shared with parents. If the behaviour of a child is persistently unacceptable, the parent/carer will be invited to meet with the staff and discuss a behaviour plan.

By working in partnership the club hopes any behavioural difficulties can be overcome without having to withdraw a child's place.

Equal opportunities

We recognise that children and families using the service, and the staff involved, come from many backgrounds with different experiences and needs. This statement seeks to ensure that no-one receives less favourable treatment because of race, ethnic origin, nationality, religion, cultural background, disability, gender, sexuality or circumstances of age. We aim to offer quality to all who use the service. It intends to promote positive images and attitudes towards differences. Wherever possible festivals and celebrations from around the world will be included in the planning of activities. Stereotypes that may arise will be confronted and amended positively to the best of our knowledge and ability. The individual needs of every child and family are of the utmost importance. They will be respected and attended to using the best of our abilities. The opinions and suggestions of children and their parents/carers are welcomed and appreciated, and will be acted upon whenever and wherever this is possible.

Anti Bullying Policy

Bullying is unacceptable behaviour. The staff at St Thomas More are committed to creating a safe environment where children can play freely and without intimidation, where they can talk freely about their worries with the confidence that staff will listen, offer help, support or guidance. The school has an anti bullying policy and this will apply to the Annex Club. When bullying does occur we will work with children, staff and parents to help those being bullied and to work towards amending the behaviour of the perpetrators. In this way the club will make every effort to ensure the safety of the victim and support the improvement in the behaviour of the bully.

Medicines

If a child requires medicine during either of the sessions at the club, staff can administer once the parent has completed a parental agreement to administer prescribed medicines only. Life preserving medication is an exception to the rule and children will be responsible for the administration of their own.