

### 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 consistency 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.

The school requires two weeks notice if you no longer require a place at the club.

**This agreement forms a contract.**



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

# St Thomas More R.C Primary School Annex Club



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

**Charges**  
**£4.00 per morning per child**  
**£4.00 up to 4p.m. per evening per child**  
**£6.00 up to 5pm per evening per child**  
**£8 up to 5.45pm per evening**  
**(Discounts are available for siblings)**

## 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.

## Fees

Parents are expected to pay the cost of all places a month in advance using the school money system, you will receive a text with amount due. If you experience any difficulties with payments, please do not hesitate to bring it to the attention of the staff or contact Mrs McBride, our school Business Manager, in the school office to avoid any official action.

We can accept childcare vouchers, once you have informed us of your voucher scheme.

**If arrears are incurred a letter will be sent to you to remind you that payment is overdue. Failure to contact the school within one weeks of receipt of this letter will result in the place at the club being withdrawn whilst the matter is resolved.**

## Registration

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. Once your application has been considered for a place at the club you will receive a registration form for completion. This form must be read, fully completed and returned to school before we can offer your child a place.

## Non-Attendance/Absence

If a child is absent for one complete week or longer 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

Parents/carers will be asked to sign their children in each morning and out again at the end of the day.

## 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.**

## Staff

The children will be in the care of a Playleader and Playworkers, all who have been routinely checked and cleared prior to employment.

## Behaviour Management

St Thomas More Annex Club operates a behaviour management policy that aims to reinforce positive behaviour. Unacceptable behaviour by any child will be brought to their attention and if it persists will be recorded in an incident book. This will be brought to the attention of the parent/carer, who will be requested to sign the book acknowledging the information. 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, a parent or nominated person is requested to come into school and administer the medicine themselves. Life preserving medication is an exception to the rule and children will be responsible for the administration of their own.