

Manor Breakfast & After School Clubs

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OUR CLUBS

Our breakfast and afterschool clubs are an extended part of Manor Junior School's provision. They are registered with Ofsted within the Junior School registration. The clubs operate between 7.45 a.m. and 8.35 a.m. and 3.15 p.m. and 5.30 p.m.

The school does not currently offer holiday care.

Sessions are offered to children attending Manor Junior School. The clubs operate from a designated classroom in our 'NEST' building and pupils attending will also have some access to the school site and facilities to undertake a range of activities.

AIMS

- To provide a safe, secure and relaxed environment for the pupils
- To offer a range of activities to reflect the interests of the pupils to help them play, learn and grow personally
- To further enhance an awareness of the school values
- To support and nurture general life skills to help them develop to their full potential
- 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

WHAT WE OFFER

Children are able to choose from a range of activities and utilise various resources. These include:

- craft resources
- board games
- construction
- age appropriate computer games
- physical play
- reading

Children will have the opportunity to undertake homework activities if they wish to complete them.

STAFFING

We have a supportive and nurturing team of staff who are all appropriately experienced and qualified. They uphold the school values and ensure the children are cared for and their needs and safety are prioritised. In order to provide a fluent transition between school and home we always listen to both the children and their parents views and help in any way we can.

The staff are always willing to discuss the child's achievements, experiences and friendships along with any difficulties that may arise.

We maintain the statutory staffing requirements of 1:8 staff/child ratio for children under the age of 8 and 1:12 for those over 8.

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If you have a query or concern at any time please speak to a member of staff at the club when you collect/drop off your child.

POLICIES AND PROCEDURES

The club has clearly defined procedures that align with the school policies. Expectations around behaviour, safeguarding, health and safety all align with the school's protocols. Copies of the policies can be found at the school website: www.manorjunior.com or requested from the staff.

BREAKFAST AND SNACKS

Breakfast, comprising of cereals or toast, will be provided in the morning sessions. However, we do not provide food at the After School Club but encourage parents to provide their child(ren) with a healthy snack for any sessions that they attend. Fresh drinking water is available at all times.

CHANGE TO DAYS AND CANCELLING YOUR PLACE

Permanent Sessions:

You must give us one month's notice of termination or of changes in attendance. If you need to change the days that your child attends, please contact the Manager. We will try to accommodate such changes wherever possible.

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 the school, please ensure you notify the Breakfast and/or After School Club staff as well. 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.

INDUCTION

When and where possible, pupils attending the Breakfast/After School provision will be given the opportunity undertake a pre-visit and meet the members of staff. Parents are always welcome to arrange a visit to see the provision in question before their child attends. Visits initially need to be made via the manager of the clubs.

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ARRIVALS AND DEPARTURES

Manor Junior School Breakfast Club:

The Club opens at 7.45 a.m. Children attending the club must come to the pedestrian gate at the front of the school where a member of staff will meet them and sign them in. If a member of staff is not at the gate, please alert the Breakfast Club to your arrival by calling their mobile: 07513 275426.

Manor Junior School After School Club:

Children leave classrooms at 3.15 p.m. each day and make their way to the club. A register is taken at 3.20 p.m. On your arrival to collect your child please alert the club staff by calling their mobile: 07513 275426. They will sign out your child and bring them to the pedestrian gate.

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 not release your child into the care of a person not known to us without your authorisation.

The Club closes at 5.30 p.m, if you are delayed for any reason please telephone the Club to let us know. A late payment fee of £5.00 per 15 minutes will be charged if you collect your child after the Club has closed.

If your child remains uncollected after 6.30 p.m. 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 Safeguarding Policy and contact the Children's Services Team.

CHILD PROTECTION

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national protection procedures and ensure that all staff are appropriately trained. The designated safeguarding lead is Miss Dakin – SENCO. She is supported by other trained leads.

EQUAL OPPORTUNITIES

Our Clubs provide 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,

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whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

BEHAVIOUR (children)

Pupils will be recognised for showing the school rules of Ready, Respectful, Safe and Kind through the use of the Recognition Board and Positivity Postcards. Similar expectations to those enforced in school hours are used within the Club. Parents will be informed of any issues when collecting their child. Points will be added to the general school system.

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 but we are also aware that we are providing a service that is paid for by parents and that we cannot allow the behaviour of one child to impact on the service we provide for others.

Bullying, aggressive, confrontational or threatening behaviour will not be tolerated.

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 straightaway. 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.

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.

GDPR

All pupil/parent information is stored in line with school procedures that are GDPR compliant.

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 to the Club for 48 hours after the illness has ceased.

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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.

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 an **Administration of Medicine and Treatment Consent Form** in advance.

COMPLAINTS PROCEDURE

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Manager, or any other member of staff. Verbal complaints will be investigated and staff will discuss the complaint and put into place any action required.

All written complaints will be acknowledged within seven working days of receipt and a full written response will be given within 28 days.

A full copy of the Schools Complaints Policy is available on request.

CONTACT INFORMATION

Manor Junior School
Fernhill Road
Farnborough
Hampshire
GU14 9DX

School office: 01252 544072 (9.00 a.m. – 4.15 p.m.)

Mobile: 07513 275426

Email: BASC@manor-junior.hants.sch.uk

Ofsted Registration No: 116146

CLUB STAFF

Manager:
Nicola Blissett

Out of schools assistants:

Niki Amos	Karen Pittaway
Claire Darling	Kerrie Rowe
Carla Nwese	

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TERMS AND CONDITIONS

ADMISSION

Our club aims to be accessible to all families from the school community. Admission to the club is organised by the Senior Leadership Team alongside the Manager of the provision. A waiting list system will be used if and when the need arises. This will be a first-come, first-served basis.

We require a complete set of registration forms for your child along with the signed parent's contract before they can start the club. This information will be treated as confidential and will be shared appropriately and in line with GDPR regulations.

Re-enrolment for each September is required at the end of the Summer Term. We cannot keep a place open for your child unless you complete the renewal form.

PAYMENT OF FEES

Current charges are:

Morning session 7.45 a.m. – 8.35 a.m.	£4.00 per session
Afternoon session 3.15 p.m. – 5.30 p.m.	£7.00 per session
Late pick up fee (any time after 5.30 p.m.)	£5.00 per 15 minutes

Fees are payable **in advance** using our online system. We accept vouchers from various childcare company voucher schemes – you must ensure you select 'Manor Junior School' if paying by vouchers. Any questions regarding the voucher scheme should initially be raised with the School Business Manager.

The price per session applies to all children and is payable for all booked sessions including when your child is sick or an absence for any reason.

We do not charge for residential trips, Bank Holidays and Inset days. Any unforeseen emergency school closures will be credited.

Please ensure fees are paid promptly **in advance**. If payment not received in advance this may result in your child's place being withdrawn and your contract with the Manor Junior School Breakfast and/or After School Club being terminated.

If you have any financial issues that create potential difficulties in paying fees, you should speak in confidence to the Manager or the School Business Manager.

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PARENT/CARER'S CONTRACT

- I hereby consent for my child to take up a place at the Manor Junior School Breakfast Club and/or The After School Club, according to the terms and conditions set out in its policies and procedures and within this pack. I have understood the expectations and obligations relating to both myself and my child and agree to abide by them.
- I confirm that the information I have provided is correct and that it is my responsibility to keep the Manager informed of any alterations to the information regarding my child (e.g. contact details, medical conditions etc.)
- I understand that the Manor Junior School Breakfast and After School Clubs are an out of school hours play setting and that whilst my child is there they are legally responsible for him/her.
- I understand that my child must be signed in and out of the Manor Junior School After School Club by an authorised adult.
- I will notify the club before the start of the session if my child will not be attending.
- The Manor Junior School After School Club closes at 5.30 p.m. If, due to unforeseen circumstances, I am going to be late, I will contact the club as soon as possible and pay the late collection fee per quarter of an hour to cover the cost of the two staff who are legally required to supervise my child/children. If I do not collect my child by 6.30 p.m. and the club has been unable to reach me or any of my emergency contacts, I understand the Manor Junior School After School Club will follow its Safeguarding Policy and contact Children's Services.
- I understand the Manor Junior School Breakfast and After School Club cannot be held responsible for loss or damage to my child's property.
- I have read the club's Behaviour Management Policy and agree to its terms.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff will sign any consent forms necessary for treatment on my behalf as stated within this pack and/or on the club's Administration of Medicines and Treatment Consent Form.
- Information held by the Manor Junior School Breakfast and After School Club regarding my child will be treated as confidential and within the GDPR. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies including Police, Social Care and health care professionals.
- I understand that aggressive and abusive behaviour towards any adult or child at the club will not be tolerated.
- I understand that payments must be made in advance and that non-payment will result in my child's place being withdrawn and my contract being terminated. I have already signed the booking form to indicate how I will be paying.

I have read and understood the above terms and conditions and I agreed to abide by them.

Child's Name:

Parent's Name: Parent's Signature:

Date :