

WALDRINGFIELD PRIMARY SCHOOL



POLICY FOR WOOSH: WALDRINGFIELD OUT OF SCHOOL HOURS (BREAKFAST AND AFTER SCHOOL CLUB)

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| Plan Owner / Author: | Sarah Wood / Nicola Dawson |
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Document Change History

| Version | Author | Date | Change Details |
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1. Aims

- To provide childcare before and after school.
- To offer a safe, secure and friendly environment in which children can enjoy a breakfast and afternoon snack served in a relaxed and supervised environment, under the supervision of qualified staff.
- To promote healthy eating by providing a nutritious breakfast and healthy snack.
- To provide a caring environment for children to enjoy at the start and end of the day
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To enhance the community spirit embraced by Waldringfield Primary School and contribute towards the extended school role.

2. Organisation

Opening Times

WOOSH will operate during term time only as follows:

Breakfast Club: Monday to Friday, from 08:00 – 8:35 (breakfast served from 8 – 8:30).
Breakfast comprising cereal, toast, fruit and juice will be provided and activities will be offered to children once they have eaten.

After School Club: Monday to Friday, from 15:20-18:00.
A healthy snack will be given and activities will be offered to children once they have eaten.

Register

- Children will be signed in on the daily register and the person in charge of the club will sign out every child in the register. This register is used to produce an invoice, which is sent to the parent or carer each half-term.
- Children should hang up their coats and belongings once they have arrived and been signed in. Hands should be washed before eating.
- Breakfast/afternoon snack will be served as soon as the children arrive and will be brought to the table.
- Once children have finished their breakfast or afternoon snack, they then take their plates to be cleaned and go to the range of activities available.
- Children will need to help with tidying up equipment used at 08:30, then they will be discharged and sent to their classrooms.
- Parents should collect their children from the foyer during after school club; the children will be brought to the door by the supervisors.
- Each child's details, medical conditions, parent contact details and additional emergency contact information will be kept in the contacts file in the office.

Staff

- The ratio of staff to children is 1:8, in line with Government recommendations.
- WOOSH supervisors are Mrs Cathy Smith, Miss Vicky Marsh, Mrs Sara Battle, Miss Samantha Cordery, Mrs Lorraine Eve.

- All staff are DBS checked and have had appropriate training: Mrs Battle and Mrs Eve hold NVQ Level 3. All staff hold Paediatric First Aid qualifications and Level 3 in Food Safety. Mrs Smith has received DSL training.
- A list of all members of both clubs will be kept in the office along with a register of attendance which is taken daily.

Staff Absence

If a member of staff is absent, they must ring the Headteacher who will arrange cover.

Child Absence

Parents are asked to inform WOOSH via the school telephone or email, if their child is not attending that day's session by 08:00 or 15:00. Parents are also asked to inform the staff of any changes to contact details, medical information or allergy changes as soon as possible for their child's well-being.

Parents should provide at least two week's notice if their child is to finish regularly attending Breakfast or After School Club so that invoices can be settled.

Menus

Menus of what is available during the week will be available to parents and will address any possible allergies. Allergy information is updated regularly and staff have access to this.

Cooking and Serving Facilities

The school kitchen will be used for preparation and serving food. Each member of staff will be in charge of preparing and serving food and ensuring that kitchen facilities are left tidy. All staff have Food Hygiene Certification.

Resources

WOOSH resources are kept in the cupboard. All electrical equipment is PAT tested before use.

3. Booking, Fees and Payment

WOOSH is offered to all pupils of Waldringfield Primary School during term time only. The costs are regularly reviewed and subject to change, but parents will be given due notice if this is the case. Costs are currently as follows:

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| Breakfast Club: | £5.00 |
| After School Club: | £6.00 from 15:20-16:30 or any part thereof |
| | £9.00 from 15:20-18:00 or any part thereof |
| | £6.00 from 16:20-18:00 or any part thereof (following extra curricular clubs such as football) |

Invoices will be issued to parents at the end of every half term for the sessions in which their child has attended. The preferred method of payment is via ParentMail but can be in the form of cash, cheque or childcare vouchers. All parents are required to complete a parental contract (see Appendix 1)

4. Policies and Procedures

The WOOSH staff follow the School's policies and procedures. School policies particularly relevant include Health and Safety, Safeguarding and Child Protection and the Behaviour Policy.

5. Parental/Pupil Feedback

Staff will have verbal communication with parents/carers bringing in or collecting their children, which may involve passing messages to classroom teachers or vice versa. Written notes to parents from the staff will be passed on via the child's classroom teacher.

The school values parental and pupil opinions and will welcome feedback on how WOOSH is run. The Complaints Procedure is in line with school policy. Please inform the Supervisor of any concerns, in the first instance. The school will not tolerate verbal/abusive behaviour towards any members of Waldringfield Primary School.

Guidelines for Children, written specifically for the pupils attending.

We need to have rules at WOOSH to keep everyone safe, healthy and happy. You will be expected to follow these rules

- Follow adult instructions at once
- Be polite to everyone
- Respect other people's property
- Keep our hands and feet to ourselves
- Behave in a calm and quiet manner
- Do not leave the building once you have been signed in unless an adult gives you permission
- If you are not happy or if you have a problem, please tell an adult who will be happy to help you.
- If you have difficulty following these rules, then you may be asked to leave the club.

Guidelines for Parents/Carers

Please pay WOOSH fees promptly. If you have a problem paying the fees or your circumstances change, please talk to Mrs Wood or Mrs Dawson. All matters will be dealt with as quickly as possible and with discretion.

In the unlikely event of us having difficulty with your child's behaviour we will contact you. If your child does not follow the rules of the club, then after consultation with you and due warning, the child's place will be forfeited.

If you wish your child to attend Breakfast Club please arrive at the front door from 08:00. Please do not send your child earlier than 08:00.

If you would like your child to stay to After School Club on a one off basis, please check with the school office before 15:00 to ensure there is space available that day.

6. Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of WOOSH will have current DBS clearance. These records are held in the school office. Staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must also follow the schools Online Safety policy and procedures.

7. Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate on the playground. The WOOSH register should be taken outside and all names checked. There will be a fire drill once per term.

8. Medication

Inhalers are kept in the staffroom cupboard. If a child needs an inhaler, they will ask a member of staff who will observe that the medication has been taken correctly. All other medication administered will follow the existing school policy.

9. Risk Assessment

A separate risk assessment has been completed for WOOSH sessions and activities.

10. Confidentiality of Documents

Confidential documents are kept in the school office in a locked filing cabinet.

Waldringfield Primary School**WOOSH Parental Contract and Terms and Conditions**

WOOSH will operate for term time only: it is self-funding and all income will be ploughed back into the school.

Before we can accept your booking, you must read and agree to the following terms and conditions:

- Before bookings are made you must register your child, even if you only intend to use the club occasionally.
- Regular bookings must be made a week in advance.
- Drop-in sessions may be used for breakfast club if required.
- Occasional use may be made of afterschool club on a daily basis but must be booked by 15:00 at the latest and confirmation received from the office that there is space available.
- Children who are ill, cannot attend the club and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished.
- If your child is ill whilst at WOOSH, staff will contact you to collect your child.
- You must inform us, preferably in writing, if anybody else, other than those listed on the registration sheet, will be collecting your child.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone us, ringing through to the kitchen.
- Parents who are more than 15 minutes late collecting their child after 18:00 will incur a penalty charge of £6.00, along with parents who are persistently late by more than 5 minutes. Penalty charges will be at the discretion of the Headteacher.
- Any child left for more than 30 minutes with no contact from parents will result in Social Services and/or the police being contacted.
- Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will not administer non-prescription drugs and no children should be in possession of them.
- Should you have cause for complaint about WOOSH there is a formal complaints procedure. We hope any concerns can be sorted out informally with the supervisors or Headteacher.
- Parents should collect from the front foyer and not walk around to the back of the school.
- Parents must inform the school of any change of address, changes in personal circumstances or contact details.

The school is registered under the Data Protection Act for holding personal data and is compliant with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) May 2018. The school has a duty to protect this information and to keep it up to date. Please see our Privacy Notice for further information.

CHILD'S NAME:

CONTACT INFORMATION:

Please provide details of up to three parents/guardians/contacts who may be collecting your child from WOOSH and place them in the order you wish them to be contacted in an emergency. Please let us know if the information changes; we need to be able to contact you quickly if your child is ill.

Priority 1 Contact:

Name:

Relationship to child: Home telephone number:

Work telephone number: Mobile Number:

Priority 2 Contact:

Name:

Relationship to child: Home telephone number:

Work telephone number: Mobile Number:

Priority 3 Contact:

Name:

Relationship to child: Home telephone number:

Work telephone number: Mobile Number:

If for any reason you will be late to collect your child you MUST ring the school and press 2 to go through to the kitchen.

I (print name)

Parent/Carer of:

confirm that I have read and will abide by the Terms and Conditions as laid out in the above policy for Waldringfield Out of School Hours.

Signed Date