



**Comberton
Primary School**

*A caring community
for all to shine*

Care Clubs Parents' Handbook



Information

If your working hours are longer than the school day, we offer wrap around care both before and after school.

Breakfast Club

In the morning our breakfast club opens at 7:30am and children can be dropped at any point up to the start of the school day.

The cost of this facility is £5.50 per day.

Space should be booked via Arbor, if you have an emergency need for breakfast club a charge will be added to your Arbor account. We provide each child with a nutritional breakfast and a range of activities and games.

Our main play workers will be:

- Mr Tierney
- Miss Williams

After School Club

This facility provides a fun, friendly environment, with a whole host of activities and equipment for children to enjoy at the end of the school day.

We operate until 5:30pm, on each day, helping to meet the needs of parents or carers with work or other commitments.

Session costs:

Time	Cost
Up to 4:15pm	£5.50
Up to 5:30pm	£12.00

The price includes a snack and a drink, and covers the cost of materials for any additional activities.

Our main play workers will be:

- Miss Crew
- Miss Kotseva
- Miss Bishop
- Miss Moroney
- Mr Tierney

Contact information:

Email: office@comberton.worcs.sch.uk

Telephone: 01562 754704

Our Aims

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. Our clubs follow the Early Years 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 craft, board games, free play, computer games, cooking and reading. Our After School club also regularly uses the outdoor areas, either the playground or field, and provides a range of equipment for the children to use.

What we provide

A healthy breakfast is provided for those attending the morning session, in-line with School Food Standards guidelines (breakfast cereal, fruit, yoghurt). However, children can choose to eat breakfast at home before they join us.

At After School club, we provide a snack at the beginning of the session - however this is not intended as a substitute for a main evening meal, it is simply a snack to fill a gap until teatime. Nutritious snacks will include fruit, crumpets, muffins, cheese and crackers, toast, milk, hot chocolate or fruit juice. Fresh drinking water is available at all times.

Admissions

Comberton Care clubs are available for all pupils at Comberton Primary School. You must fill out a registration form, which is available from the school office, or see a member of staff. The registration form should tell us all the relevant information about your child to help us cater for individual needs. If anything changes such as contact details, allergies etc then please inform us so we can update our records.

At Comberton Care clubs, we welcome all children and believe that self-confidence, self worth and self-esteem are at the heart of personal development; therefore, all children will be accepted, respected and valued.

Special Needs

Comberton Care clubs have a commitment to integrate children with special needs into our setting. We ensure that all your children have the opportunity to take part in every aspect of all the activities within our club. We will work closely with parents/carers and outside agencies to enable us to cater for the child's individual needs.

Staffing

Our Care Clubs are staffed by a team of adults known to the pupils through their other roles within school. The aim is to provide a smooth transition between school and club to ensure that the ethos and expectations of both staff and pupils is consistent. All of our staff are fully qualified, have significant experience of working with children and undertake professional development training.

We follow good practice guidelines and have 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.

If you have a query or concern at any time, please speak to a member of staff at the club. Any further concerns can be directed towards the Head Teacher.

Bookings (After School Club)

Booking is now completed using our Arbor booking system. Forms are available from the school office or after school club if you use vouchers or pay in cash.

- The staff will be processing all booking forms on Thursday afternoon, ready for the following week. Booking forms received by this day will receive priority and any forms received after Thursday will be allocated on a first come first served basis.
- Please ensure that you have paid for any requested sessions via Arbor.
- On the day 'late' bookings, when available, must be paid via Parent Pay as soon as possible after a place has been allocated.

Credit will only be given if your child is absent due to sickness or a 48-hour cancellation notice. If you decide to not send your child to after school care with less than 48 hours notice, we will not be able to give credit.

Some families may be eligible for Working Tax Credits. To find out more about this, either call the Tax Credits Helpline on 0845 300 3900 or visit <https://www.gov.uk/working-tax-credit/overview>.

If you are also eligible for 30 hours funded childcare, you may be able to use this at one of our care clubs. Please speak to the headteacher for further information.

Arrivals and Departures

Breakfast Club: On arrival, please check in with a member of Comberton Staff. They will be safely delivered to their classroom in time for registration.

After School Club: Children will be registered at the start of the session.

If you will not be collecting your child at the end of the session, you will be required to complete details of another nominated person on the registration form. For security reasons, children will only be permitted to leave with yourself and the nominated person and not by anyone under the age of 18 years old. As an additional security measure we ask parents to name a 'password' (any word chosen by parents/guardians) which the person/people collecting will have to give to a member of staff. If for any reason you may be late, please notify us as soon as possible.

If you are late collecting your child/children (after 5.30pm) there will be a one off additional charge of £10.00, this is to cover staff costs. If your child remains uncollected after 6.30pm, 1 hour after the club closes, and you have not warned us that you will be delayed/we have been unable to reach you or any of your emergency contacts, we will follow school policy and contact Children's Services or the police.

On departure it is a requirement that you sign your child out.

Safeguarding Children

As employees of Comberton Primary School all staff have up to date safeguarding, risk management and fire safety training and hold DBS checks and food hygiene certificates. Designated staff are also paediatric first aiders.

Our safeguarding policy is available on the school website and any safeguarding concerns should be directed towards:

- Mrs Frost (Designated Safeguarding Lead)
- Mrs Phillips (Deputy Designated Safeguarding Lead)
- Mrs Fran Oborski (Governor Safeguarding link)

Our Care Clubs share the same policies and procedures as Comberton. These are all available on the school website. All information held about your child will be treated as confidential. Staff will only be informed of personal details on a 'need to know' basis.

Emergencies/Accidents

There will always be an appointed qualified first aider on the premises to deal with routine first aid. If there is a need for immediate medical attention, we will telephone for an ambulance. All relevant documentation on the child will be taken to provide medical staff with the necessary information.

It is imperative that you keep us informed of any medication (i.e. antibiotics) given to your child in the past 24 hours, which we can pass on if needed. In the event of an accident, you will be contacted at the first opportunity.

Illness and Medication

If your child becomes unwell during a session, you will be contacted and asked to collect your child, if possible. Any child with an infectious condition will be excluded until they are fully recovered. Medication can only be given if prescribed by a GP and is in the prescribed packet. It should be clearly marked with the child's name and an 'administering medicines' permission form must be completed.

Sun cream

During the warmer weather, we advise that children are sent in with their own sun cream, which is clearly labelled with their name. They will be reminded that if they have sun cream they should apply it themselves before we go outside. Please be reminded that children should not share their sun cream with anyone else in case of any allergies or reactions.

Children's Behaviour

All children will be encouraged to behave in a reasonable manner according to their age and stage of development. Children need to have acceptable boundaries to work towards, and therefore we will work with children to develop their own set of 'ground rules'. We will always focus on the behaviour and not the child. Staff will make every effort to work with parents/carers to enforce all positive aspects of behaviour whilst discussing ways that may help reduce unwanted behaviour.

Rules

We praise good behaviour and our emphasis is on co-operative play and sharing; talking to children with the courtesy that we expect from them, and engaging children in activities. We have very few rules but we feel that it is important that the children understand the boundaries we set and are encouraged to behave well at all times.

- Keep our hands and feet to ourselves
- Use friendly words
- Say please, thank you and excuse me
- Walk around the rooms we use
- Listen to other people
- Take care of our equipment
- Follow the rules for computing i.e. use only the agreed web sites

Working with parents

We aim to work in partnership with our families and will:

- welcome you at all times to discuss your child and their needs
- keep you informed of opening times, fees and charges, programmes of activities and procedures through letters and the school website
- be consistent and reliable to enable you to make plans with confidence and peace of mind
- share and discuss your child's achievements, experiences, progress, and friendships
- be available to discuss operational decisions
- listen to your views and concerns to ensure that we continue to meet your needs
- not tolerate from any person, whether a member of staff, parent, carer or visitor, aggressive, confrontational or threatening behaviour, or behaviour intended to result in conflict

Complaints Procedure

If at any time you feel unhappy with the service, we provide then please speak to a member of the Care Club team. If you are still unhappy, you can contact the Head Teacher or the Deputy Head Teacher.

After School Club Team – 01562 754704

Mrs Deena Frost– Head Teacher – 01562 754704

Mrs Jenny Phillips – Deputy Head Teacher – 01562 754704