

Whitley Village School  
Before and After-School Club  
Parents' Handbook 2023-2024



## ABOUT THE CLUB

**Whitley Village School Before and After-School Club** opens from 7.30am and remains open until 6.00pm, during term time for Whitley Village School and Whitley Community Pre-School children. Please note that children cannot be signed in before 7.30am in a morning and must be collected by 6pm.

We are based in Whitley Village School and have access to a designated room in school. The hall, adventure playground, playground, school field and a classroom may also be used.

### Aims

The club provides a safe, secure and relaxed environment for the children in our care. We endeavour to provide an atmosphere and activities similar to those found within the home.

### What we offer

We offer a wide range of activities, incorporating cookery, craft, board games, reading, imaginary play, construction, sport and much more. During their time at the club children choose activities that suit them best.

Healthy breakfast is available each morning and a snack and drink are provided each afternoon; however, this snack is not intended as a substitute for the main evening meal that the child receives at home.

We promote independence by encouraging the children to prepare their own snacks and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water and fruit is available at all times. Individual dietary requirements and parental preferences are met wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

### Staffing

Before and After-School Club is currently staffed by Mrs Edwards-Hodgson and Mrs Hirst. We also have staff available to cover absences when regular staff are ill or attending courses. Our staff have significant experience of working with children and comply with EYFS requirements for registered childcare. Staff are expected to undertake professional development training. All staff members are checked through the Disclosure and Barring Service. We maintain a staff/child ratio in-line with statutory requirements.

Staff who also have designated roles are:

Mr R David:	Special Education Needs Co-ordinator
Mrs H Broom:	Child Protection / Safeguarding
Mrs Leadley:	Accounts
Mrs Edwards-Hodgson:	Out of School Supervisor & Play worker
Mrs Hirst:	Out of School Supervisor & Play worker
Miss Hirst:	Out of School Supervisor & Play worker

If you have a query or concern, please speak to the relevant member of staff.

## Organisation

Before and After-School Club is run as part of the school.

## Policies and procedures

The club operates under a number of school policies and procedures, copies of which are held at the club, and are available at your request.

## TERMS AND CONDITIONS

### Admission

It is our intention to make Before and After-School Club accessible to children and families from school and Pre-School. Admission to the club is organised by the Supervisor and the School Operations Manager and a waiting list system may be implemented when the need arises. The waiting list will be operated on a first-come first-served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending.

A completed registration pack is required for each child attending. This pack contains information concerning your child and is confidential. Please update us with any changes.

All bookings for Before and After-School sessions should be made in advance, via the School Spider App, which school will have invited you to upload to your mobile device.

All bookings for Pre School children to attend the Before or After School Club must be booked termly in advance. This will allow us to accurately forecast demand for places and ensure that we have the appropriate number of staff available. It will also enable us to safely facilitate the walk from school to Whitley Pre-School and back again.

In exceptional circumstances children will be accepted into Before and After-School Club at short notice if there is a space but this is for emergency use only and is limited to 3 occurrences per term unless agreed in advance with the Head of School. These sessions will be charged to you by invoice via the School Spider App.

### Payment of fees

The current fees for school children are as follows.

7.30am – 8.45am = £ 6

3.15pm – 4.15pm = £ 4

3.15pm – 5.15pm = £ 8

3.15pm – 6.00pm = £12

**NB: Please note children who attend another club before attending Before and After-School Club will still be charged from 3.15pm.**

The current fees for Pre-School children are as follows.

7.30am – 9.15am = £ 7.50

3.00pm – 4.15pm = £ 5.50

3.00pm – 5.15pm = £ 9.50

3.00pm – 6.00pm = £13.50

Bookings are made via the School Spider App, our payment system, with payment being made by a Debit/Credit Card. School Spider also accepts Voucher payments (we are currently registered with the following childcare voucher schemes; KiddiVouchers, RG Childcare, Edenred, Fidelity and Sodexo and we are happy to take payment through these schemes or through the Tax Free Childcare scheme)

The price is per session, per child. This is payable for all sessions. Cancellations are only refunded where 24 hours' notice has been given. You should cancel your bookings via the School Spider App. In cases of illness or emergency when notice cannot be given, please phone school as soon as you can. Contact details can be found at the end of this handbook.

### **Induction**

The child and parents/carers are welcome to come and see the club before the child's first day.

Early in each child's first attendance a short time will be set aside for an "induction" period. During this period a member of staff will outline the club's rules and routines (including meal times and collection).

Another child will usually be allocated to act as the new child's mentor for the first few sessions.

### **Arrival and departure**

For Breakfast club all children must be signed into club by a named adult. Breakfast is available from 7.30-8.30am. Children will be taken onto the playground to join their class ready for entry into school. Pre-School children will be taken to preschool by a member of school staff and handed over to a member of the Pre-School staff.

For After-School Club, children are collected from the classroom or from Whitley Community Pre-School by a member of school staff and are escorted to the venue. A register is taken at each session and a signing-out sheet is used. Each child must be signed out by a named adult and the time recorded.

Children will not be released if the name differs. In exceptional circumstances when it is not possible for your child to be collected by a named person, normal safeguarding procedures will be followed.

The club finishes at 6pm. If you are delayed for any reason, please telephone the club to let us know. A late payment fee of £5 per 15 minutes will be charged if children are collected after 6pm.

### **Child Protection**

We 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 child protection procedures and ensure that all staff are appropriately trained.

### **Equal Opportunities**

Before and After-School Club is committed to equal opportunities as stated in its equal opportunities policy. Strategies used to realise this goal include:

- Premises used by the club provide a high level of accessibility to the community at large.
- Menus include sufficient variability to provide for the cultural mix of the club's children.

### **Special Needs**

Before and After-School Club will make every effort to accommodate and welcome any child with additional special needs. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

Our staff training programme includes specific elements relating to children with additional special needs.

## **GENERAL INFORMATION**

### **Behaviour**

Children and staff have created rules for behaviour whilst at the club. These are displayed for children to see. The club also adheres to, the school's Relationship Policy, which all staff and children are familiar with.

Children are expected to respect each other, staff and visitors.

Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.

Before and After-School Club encourages appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

Before and After-School Club will not tolerate from any member: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict.

The club has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger a child is required to be collected directly; as an ultimate sanction, the child may be excluded from the club.

### **Illness**

We are unable to care for children who are unwell.

Please inform the Supervisor of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him/her to the club for 48 hours after the illness has ceased.

## **Accidents and First Aid**

Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. Several of our staff are trained in first aid and a first-aid kit is kept on the premises. We operate an accident procedure and fire drills are carried out regularly.

## **Medication**

Please speak to School Office if your child is taking prescribed medicine and the medication needs to be administered during club time.

## **Complaints Procedure**

Before and After-School Club is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Supervisor, Operations Manager, Executive Headteacher or Head of School.

All complaints will be dealt with by the Executive Headteacher, following the school's Complaints Policy, which can be found on the website.

## **PLEDGE TO PARENTS/CARERS**

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. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menu and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

## **CONTACT INFORMATION**

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