

The logo for Avondale Primary School features the word "Avondale" in a black, cursive script font. A large, thick red checkmark is positioned over the letter 'v'. Below "Avondale", the words "Primary School" are written in a bold, black, sans-serif font.

*Avondale*  
Primary School

Out of School Club Handbook

Thank you for registering \_\_\_\_\_

Your registration number is \_\_\_\_\_

Your child's keyworker is \_\_\_\_\_

(you will be informed of any changes to your child's keyworker)

### **Aims**

At Avondale Out of School Clubs we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interest of the children in our care.

### **What we offer**

Our club follows the Play work Principles, so the children are free to choose activities and resources as they wish. We offer a wide selection of activities and resources, including crafts, board games, reading, imaginary play, sports, music and lots more. In addition, we have access to the school playground, the adventure play area (trim trail), library, computer suite, gym and have a wide range of outdoor play equipment.

### **Snacks**

Free choice breakfast food is provided, children can choose from a range of cereal, fruit, yoghurt and toast.

Whilst at after school club children will receive a snack. The snack menu is designed by staff and children. The food we provide at the Club is not intended as a substitute for a main evening meal. We promote independence, by encouraging the children to self-serve snack where possible and clear away after themselves. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food must be consumed whilst sitting at the snack table.

Please find a copy of the snack below....

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Week 1</b>	Bagels with Jam/butter	Soup and bread roll	Wraps and salad	Beans on toast	Malt loaf and yoghurt
<b>Week 2</b>	Crackers and cheese	Melon and yoghurt	Spaghetti on toast	Scotch pancakes & Ice-cream	Chopped fruit and yoghurt
<b>Week 3</b>	Ravioli	Toasted fruit loaf	Hot dogs	Sandwiches and salad	Brioche

Fruit and yoghurt is always available for children that do not like the snack provided.

## **Staffing**

Breakfast club is staffed by Mrs Mears (manager), Mrs Loftus (assistant manager), Miss Riley, Mrs Bury, Mrs Unsworth, Mrs Duckworth and Mrs Haworth.

After School Club is staffed by a manager, Miss Sam Riley, an assistant manager, Mrs Bobbi Taylor, and five play workers, Mr Cooper, Miss Ritchie, Miss Cawley, Mr Bullcock and Mrs Unsworth. Our aim is to provide a smooth transition between school and club.

All of our staff have significant experience of working with children and undertake professional development training. All staff have appropriate DBS checks.

## **Policies and Procedures**

The club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at school and are available for parents to consult at all times.

## **Terms and Conditions**

### **Admission**

Our clubs aim to be accessible to children and families who attend Avondale Primary School. Admission to the club is organised by the manager or via the school office and we use a waiting list system when the need arises. The waiting list will be operated on a first come first served basis. See our admission and fees policy for more details.

### **Payment of fees**

The current fees for breakfast club is £3.00 per session after school club are £7.50 per session which are payable by parent pay online system, cash or cheque via the school office. The prices per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday. Please ensure that fees are paid promptly. Non-payment for more than two weeks may result in your place being terminated. If you have difficulty paying fees, please speak in confidence to the manager or school office.

### **Changes to days and cancelling places**

If you need to change the days that your child attends, please contact the club. We try to accommodate such changes wherever possible. If you wish to cancel any places you have booked, you may do so, but you will still be charged.

## **1Temporary Changes**

Please remember that we need to know if your child will not be attending the club for any reason. This can be done in advance with an out of school club member of staff prior via the school office 01254 703449 or via our email outofschoolclubs@avondale.blackburn.sch.uk

## **Induction**

You and your child are welcome to visit the club before your child's first day, to familiarise yourselves with the setting and to help your child settle in. Please contact the manager or school office to arrange this.

During your child's first session, time will be set aside to run through our rules and routine and be introduced to all the members of staff.

## **Arrivals and Departures**

### **Breakfast Club**

Parents should drop children off into the hall, using the gates off Hindle Street. The club opens at 7.45am and breakfast is served until 8.15am.

### **After School**

Our staff collect the infant children from their classes and escort them to the club. Juniors meet a member of staff in the hall and sign themselves in (overseen by a staff member).

A register is completed to ensure everyone has arrived in our care. Parents you must sign out and record the time you collect your child.

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 unknown to us without authorisation.

The club finishes at 6.00pm, if you are delayed for any reason please telephone the club to let us know. A late payment fee of £10.00 per 15 minutes will be charged if you collect your child after the club has closed. If your child remains uncollected after 6.30pm (30 minutes after we close) 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 uncollected children policy and contact the social care team.

### **Child Protection**

We are committed to building a 'culture of safety' in which children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We

comply with local and national child protection procedures, and ensure that all staff is appropriately trained. For more details see our safeguarding policy.

### **Equal Opportunities**

Our club provides 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.

### **Additional/Special Needs**

We will make every effort to accommodate and welcome any child with special/additional needs. We will work and liaise with parents/guardians and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety.

### **Behaviour (children)**

Children and staff have created rules for acceptable behaviour whilst at the club. We have a clear behaviour management policy which is accessible via the school office. We follow the same system as in school using the traffic lights. We advocate positive praise and reward the children with raffle tickets for a weekly draw as well as star awards.

The club promotes an atmosphere of care, consideration and respect for everyone attending; children, staff and visitors behaviour.

We encourage appropriate behaviour through; praise for good behaviour: emphasis on cooperative play and sharing: talking to children with courtesy that we expect from them and engaging in activities. Children who show good behaviour or are kind to others can receive treats if they get their name drawn out of the weekly 'you're a star' draw.

The club tries hard to enforce the anti-bullying message at all times, and negative behaviour is not tolerated. If a child continues with negative behaviour in spite of staff intervention, action will be taken, this maybe that the child will not be able to make their own choice activity for a limited period of time, or "time out".

### **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 staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

### **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. Your child will be supervised whilst waiting to be collected.

Please inform the manager or school office of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send he or she to the club for 48 hours after the illness has ceased.

We follow the same school sickness rules within both clubs.

### **Accidents and First Aid**

Every precaution is taken to ensure the safety of the children at all times. 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 or school office know if your child needs to take any prescribed medication whilst at the club as you will need to complete the Medication administration form. Please see our Administering Medication Policy.

### **Fire Safety**

All staff are fully aware of the club's fire procedures and a fire drill is carried out with the children at least once a term. This is recorded in the fire drill record as part of school.

### **Complaints Procedure**

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to your child's key worker, the manager or any member of staff within school.

Verbal complaints will be brought to the Head teacher for discussion and action.

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

A full copy of our complaints policy is available upon request.

## **Privacy Notice**

At Avondale After School Club we respect the privacy of the children attending the club and the privacy of their parents or carers. The personal information that we collect about you and your child is only to provide appropriate care for them, maintain our service to you and communicate with you effectively.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending the club.

We will use the contact details you give us to contact you via phone, email and post, so that we can send you information about your child, our club and other relevant news, and also so we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- Have a safeguarding concern about your child
- Are required to by government bodies or law enforcement agencies
- Have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- We will not be able to continue to care for your child if we do not have sufficient information about them
- Even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\* so cannot delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

\*We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.

## **Pledge to Parents and Guardians**

We value our relationship with the parents/guardians and are committed to working in partnership with you in order 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, activity programmes, menus 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.
- Be available to discuss decisions about running the club.
- Listen to your views and concerns to ensure that we continue to meet your needs.

**Other Information**

Children/Parents are asked not to take photos or film anyone at the club with any media technology that belongs to the club or belongs to them.

The club cannot be held responsible for any items brought into the club that are lost or damaged whilst at the club.

If you require any more information please do not hesitate to contact the manager or school office.

Useful Numbers

Club: 07552247941

School Office: 01254 703449

Out of School Club's Email: [outofschoolclubs@avondale.blackburn.sch.uk](mailto:outofschoolclubs@avondale.blackburn.sch.uk)