

# WINSFORD HIGH STREET COMMUNITY PRIMARY SCHOOL

## Before and After School Club Information for Parents/ Carers

### *Term time opening-Monday to Friday*

*Morning 7.45am- 8.55 am*

*Afternoon 3.15pm-5.50 pm*

#### **Before School Leaders:**

Mrs Donna Clarke (Manager)

Ms Sarah Royden

Miss Katy Hunt

Mrs Cathy Hignett (Cook)

Miss Kerys Baxter

#### **After School Leaders:**

Mrs Julie Davies (Manager)

Mrs Lisa Richards (Deputy Manager)

Mrs Heather Unwin

Miss Cara Shorten

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Mark Joule Head Teacher

Dear Parent/Carer

Thank you for choosing to send your child to The HUB - Winsford High Street Primary Schools 'Out of School Club'. Please take some time to read this information booklet, which will hopefully answer many of your questions about this facility.

**Our aims are to:**

- Create a relaxed, pleasant atmosphere in which children develop social skills and self-esteem.
- Respond to children's needs.
- Ensure the health, safety, and well-being of the children in our care at all times.

**Equal opportunities:**

Our staff actively promotes equality of opportunity and anti-discriminatory practice for all children and adults.

We positively support racial, gender and physical equality and nurture an understanding of perspective and values.

**Allergy, Dietary and Medication:**

If your child has any allergies, dietary requirements or needs to take medication, please provide this information on their registration form and discuss it in more detail with the The HUB Managers.

**Safeguarding Children:**

We work together to keep all of the children in our care safe and free from harm. All of our staff have enhanced clearance from the Criminal Records Bureau. Staff have received child protection training and child protection issues are coordinated by Mark Joule (Head teacher) Caroline Lowe (Deputy Head teacher & Safeguarding Lead) and Tanya Lockwood (Family Support Worker)

**Photographs:**

We often take photographs of the children taking part in activities. These photographs are placed on our school server as evidence of activities that the children have taken part in and they may be used to highlight good practice, for example, on displays around the school. If you do not wish your child's photograph to be included, please tick the relevant box on your child's registration form. Any photos used on Twitter are edited so no children's faces can be seen.

## What can you expect from us?

### Before school:

In the morning, the children will come through the glass corridor door off the green carpet area, come to the large hall and sign in using the signing in system with the staff. Children are offered a light breakfast and a drink. They also have some time to chat with their friends, play board games or read a book. The children are allowed to play games on their school tablets.

### After School:

In the afternoons, the children will be either escorted or allowed to make their own way to the large hall (age dependant). Children are given a snack and a drink between 3:15pm and 3:45pm each day. Then the children on the later session have a second snack 4:35pm-5:00pm. Fresh water is always available. There is a wide variety of activities offered to the children in the after-school club, such as: board games, books, movies, role play, colouring, crafts, reading area- plus games and sports outside when the weather permits. When you come to collect your child, please ring the bell at the door so that our Club Leaders will bring your child out to you.

### **Food and Drink:**

We aim to provide a range of healthy food and drinks and make mealtime a social time. Please do not send food for your child.

All staff working in the kitchen area are required to have completed a food hygiene course and receive the necessary recognition for this.

### **Expected Behaviour:**

Emphasis is placed on fun, although obviously there has to be guidelines. The children attending the HUB will be expected to follow the school rules and they will be given rewards or sanctions based on our school's behaviour policy, which they follow on a day-to-day basis during the school day. For more serious behaviour we operate a warning procedure. If child/children receive 3 serious warnings then a time of reflection will take place. This means the child/children will not be allowed to attend for a series sessions. Serious warnings include – fighting or other physical harm/swearing/nudity/racism or any other behaviour that is unacceptable

### **Bookings**

Our after-school provision is able to be booked on a daily, weekly, or termly basis. We do ask though that if your child is unwell that you phone the school and leave a voicemail, this ensures that the absence is logged on our systems and can be cross referenced to payment. Payments for the club can be made daily, weekly, or termly. The costing is as follows:

	<b>Prices and times information:</b>	
<b>Before School Club</b>	<b>From 7.50am until 8.50am= £3.50 per day. Pupil Premium £1.50</b>	<b>From 8.20am until 8.50am=£2.00 per day. Pupil Premium £1.00</b>
<b>After School Club</b>	<b>3.15pm - 5.50pm= £8.00 per day Pupil Premium £4.00</b>  <i>This will include a simple snack served around 3:30 (fruit, drink, biscuit etc)</i>	<b>3.15pm - 4.30pm= £4.50 per day. Pupil Premium £2.50</b>  <i>This will include a second snack served from 4:30pm onwards (fruit, drink, sandwich, toast, yoghurt biscuit etc)</i>

**\*Please note that if your childcare costs are part of your Child Tax Credits, please ask for a copy of your child's booking form at the end of each term. Alternatively, we are happy to provide a letter on your behalf confirming your use of the Out of School Club.**

**Arrival and Collection:**

Please do not arrive or send your child to the before-school club before the advertised time. Staff need time to prepare the rooms safely before the club starts and are not authorised to receive your child any earlier than 7.50am. Children will need to wait at the door until the club is open or if the weather is bad, they will be allowed to wait in the corridor with their responsible adult who brought them in. Your child will need to be signed in and out so that we have a record of the children on site for health and safety reasons.

Children at the school who are not collected by 3.30pm will be automatically placed in our After School Club and a charge will be made.

Children will only be allowed to leave with either yourself or your nominated person(s). If you anticipate being a few minutes late you must contact the school. It is your responsibility to arrange for someone to collect your child if you anticipate being late by more than a few minutes. Collection after the paid for time, will incur a charge, which will be the full cost of the session. If though you are delayed after 5.50pm there will be an additional charge of £5.00.

**Illness:**

Please do not bring your child to the Club if they are unwell. If your child has been vomiting or had diarrhoea, please do not bring him/her to the Club until at least 48 hours after the last occasion. If your child becomes ill at the Club, then we will contact you immediately to come and pick your child up.

Reviewed: Summer 2023

Signed: Mike Whitaker

Chair of Governors