



**Broseley C of E Primary School After School
Club from 3.00pm until 6pm**

**Procedures and Casual Use Registration
Pack**

Broseley C of E Primary School

Broseley C of E Primary School provides after school provision term time only. Our aim is that children are safe and enjoy a wide range of interesting, practical activities whilst continuing to learn in the company of their friends at the end of the school day.

Management of the Club

The Club is owned by Broseley Primary School, and therefore the Governors of the school are responsible for our provision. The leadership of the Club is delegated to the Headteacher. The club's lead and point of contact is Sam Aiston or Nikki Venables. During after school hours the schools TA's (Rota based) will be your first point of call. The club contact number within these hours is 07944 775746 (School mobile)

Staff

If you have any queries about what happens at the Club, Sam Aiston or Nikki Venables will be your first point of contact on that day.

During the day please contact the school 01952 567630 / 2 and speak to Nikki Venables or Debbie Moore

Our staff have NVQ level 3 qualifications as well as up to date safeguarding, food hygiene and first aid training.

Administration of Club finances is carried out by Nikki Venables (School Business Manager) supported by Debbie Moore (Office Coordinator). She is the first port of call when reserving spaces at the Club or booking places for children on a casual basis. See below for more information.

Location

Broseley Primary School Dark Lane Broseley TF12 5LW

Contact information

Mr Sam Aiston (Head teacher) : 01952 567630

Nikki Venables (School Business Manager): 01952 567632

Debbie Moore (Office Coordinator): 01952 567630

School mobile 07944 775746

Arrivals and Departures

Key Stage 1 children are collected from the classroom by a Broseley Primary Club staff member. Key Stage 2 children are expected to walk around independently to the school hall before the registration time of 3.20. Where an expected child does not arrive, this will be followed up immediately, with parents contacted. If your child is in school during the day and would normally attend the club but will not be doing so that day, please inform Mrs Nikki Venables or Mrs Debbie Moore so that we know we don't need to make follow up calls to you.

On collection from the Club, all parents and carers are expected to contact the school mobile phone **07494 640790** and inform a member of staff that you are on your way and we will ensure your child is ready to be collected from reception. Only designated adults (over 16 years), previously notified to the Club, will be allowed to collect children. These adults will be noted on the Club's registration form.

Absence from the Club

If your child is going to be absent from the Club for any reason, it is essential that you contact Mrs Nikki Venables or Mrs Debbie Moore to let them know.

Activities

As the club is new to the school these activities may change as the club develops. The school are looking to offer weekly themes. These are extremely varied and may have a cultural element to them sometimes, or be based on children's own suggested areas of interest. Children will have use of the playground and the MUGA and it is anticipated that there will be many sporting opportunities as the Club expands.

Food Provision

Food provision at our after school club is compliant with the National School Food Standards. Relevant staff have basic food hygiene and preparation certification.

A light tea is provided at each daily session which consists of a wrap (fillings will differ each day), a drink, a piece of fruit and a biscuit. The menu is on display in the school hall, within this document and can be found on the school website. Dietary requirements are catered for so if your child has specific needs, please complete that section of the registration form.

The registration form has a section for medical or dietary needs this can be downloaded from our website, and e-mailed into the school by noon the first time your child attends the Club or notify the school office staff by noon. It will then be your responsibility to ensure that should any of the details provided to school change you complete a new form.

Safeguarding

Safeguarding is our key priority at the Club, just as it is during the school day. Staff are fully trained and if you have any concerns, please speak to Mr Sam Aiston (Headteacher). Our school policies, including 'Child Protection', 'Staff and Volunteers Code of Conduct', and 'Health and Safety' are on the school website, as well as many others you may be interested in.

Inclusion

We make every effort to accommodate and welcome any child with special educational needs. We will work in liaison with parents or carers 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 considered individually and risk-assessed to ensure everyone's safety. For more details on equal opportunities and special needs, see the school's Equalities Policy.

Clothing

There are aprons which the Club use for art. The Club has a limited selection of second hand school uniform to be used in the case of accidental spillages. Having clothing for sports would be useful for those who would like to do those types of activities.

Behaviour and Anti-bullying

The highest standard of behaviour is expected at the Club and the SMART code and Anti-bullying policies will be followed in order to maintain this.

Fees and Payment

The cost for a session (which runs from the end of the school day until when you pick them up at any time before 6pm) is £10.00.

Payment will be made at the beginning of each half term, with billing reminders made via e-mail or text each week. We request that you keep your SchoolMoney account sufficiently in credit. Having this place guaranteed also enables staff at the Club to plan for your children, catering more specifically for their needs as well as their interests.

If you wish to change those days for the following half term, please contact the school office staff. Reservations will depend on availability. Initially there are plenty of spare spaces but as the Club fills, reserved places may well become important to you.

If you no longer require your child to attend the club please provide notice as soon as possible.

As with the previous provider, should you not collect your child by 6.00pm, you will be charged an additional £10.00 per child for each 15 minutes past this time. This will be billed retrospectively via SchoolMoney and the balance will need to be cleared before your child next attends the Club.

There is an emergency procedure: we will seek to contact yourself at 6.00 pm and where you are unobtainable, the other emergency contact will be phoned. After 6.15, if there has been no contact, Mr Aiston will be informed and other agencies will be contacted.

Casual Users:

If you don't wish to reserve a regular space at the Club, it is possible to phone Nikki Venables or Debbie Moore and arrange a casual place, so long as there is availability. The cost for a 'casual session' is £10.00. The place will need to be reserved by telephoning the school office prior to 10am, with payment made via SchoolMoney by 12pm. The registration form, available on the website, will need to be completed and sent back to us by noon also the first time your child uses the Club.

Admissions policy (Including dates being aligned to that of Broseley Primary School)

We will follow the admissions priority list below.

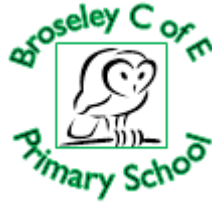
1. Those already attending the Club, requiring the same days.
2. New member siblings of those at number 1.
3. Those already attending the Club but wishing to change days.
4. New member siblings of those at number 3.
5. New members requiring the most days will be placed fourth.
6. New members requiring least days will be placed fifth.

Registration Form:

The application form for registration is at the end of this pack. Information will be stored securely at the Club facility in order to access it when required. One form will need to be completed for each child.

Home-Club Agreement:

The Club works most effectively when we work closely with you. The Home-Club Agreement sets out what we will provide. We ask you to share it with your children, get them to sign it (or draw themselves if they are little!) and sign it yourselves. We will sign it too! Thank you.



Broseley Primary School Club Registration Form

Name of child Year group in September 2017

D.O.B.....

Parent information:	Main contact
Name	
Address	
Telephone number	
Mobile number	
E-mail address	

Emergency contact (this is a second contact for use in an emergency):	
Name	
Address	
Telephone number	
Mobile number	

Additional responsible adult who may collect from the club	
Name	
Address	
Telephone number	
Mobile number	

Any medical conditions: Please state Asthma, Epilepsy etc.

Dietary needs: Please state any allergies or other dietary needs

Further information we should know: please tell us anything you think it would be useful for us to know.

Should your child be on regular medication a form will need to be completed? These are available at the school office

Light Tea will be available with a different filling offered each day. Please tick the box should you wish your child to receive this.

Monday	Tuesday	Wednesday	Thursday	Friday
Cheese Wrap, Biscuit, Drink and piece of fruit.	Ham Wrap, Biscuit, Drink and piece of fruit.	Egg Wrap, Biscuit, Drink and piece of fruit.	Tuna Wrap, Biscuit, Drink and piece of fruit.	Chicken Wrap, Biscuit, Drink and piece of fruit.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

YOUR NAME (please print):

Date:

Signature:



Club / Home agreement

The school will endeavour to:	Parents will endeavour to:	Children will endeavour to:
<ul style="list-style-type: none"> ➤ ensure the Club is enjoyable and educational; ➤ cater for children's needs; ➤ be responsive to parents' and children's concerns and wishes; ➤ communicate effectively; ➤ keep children safe, adhering strictly to school policies and procedures; ➤ make such policies available to you on request; ➤ set clear boundaries for behaviour, ensuring consistency. 	<ul style="list-style-type: none"> ➤ pick children up no later than 6pm; ➤ inform Mrs Moore if their child will be absent from a Club session; ➤ keep staff informed about children's medical and dietary needs as they change; ➤ support the Club with management of their children's behaviour; ➤ communicate with the Club if there are any concerns or wishes. 	<ul style="list-style-type: none"> ➤ help to set and follow the Club rules; ➤ be kind to other members of the Club; ➤ help with tidying up; ➤ take care with Club property; ➤ follow safe internet rules, just like at school.
SIGNED	SIGNED	SIGNED

*For first time casual users, this may be completed after their first session in preparation for future casual sessions.