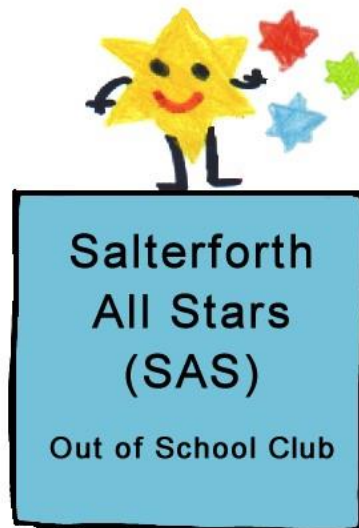


SALTERFORTH ALL STARS



INFORMATION HANDBOOK FOR PARENTS/CARERS

Term Time Opening

Morning: 7.30am- 8.45am (1 ¼ hours)

Afternoon 3.30pm – 6.00pm (2 ½ hours)

OFSTED Number: 119267

CONTACT US:

Tel: 01282 812223

Email: bursar@salterforth.lancs.sch.uk

SALTERFORTH PRIMARY SCHOOL

Dear Parent/Carer

Thank you for choosing to use the Before and After School provision (Salterforth All Stars) at Salterforth Primary School. Please take some time to read this information booklet, which will hopefully answer many of your questions about our provision.

MISSION STATEMENT

“At Salterforth Primary School we grow together, celebrating diversity, Inclusivity and personal achievement, working in partnership with our pupils and community to create a happy and healthy environment.”

The Club aims to provide a safe, friendly and secure environment where a variety of activities are offered including arts, crafts, games, sport and drama. The children are also given the opportunity to relax or read in a "quiet" area.

Our aims are to:

- Provide opportunities for children through play, to make choices, find solutions to problems and develop play at their own pace.
- Create a relaxed, pleasant atmosphere in which children develop social skills and self-esteem.
- Develop opportunities for adults to listen to children and respect their views, opinions and concerns.
- Respond to children's individual needs.
- Provide opportunities for children to explore and understand the wider world, have a positive image of themselves and promote respect for different cultural and social backgrounds
- Ensure the health, safety and well-being of the children in our care at all times.

ROUTINES

STAFFING

The staffing ratio is one adult to every twelve children, with a minimum of two staff at any one time if the number is over 12.

BOOKINGS AND PAYMENTS

All bookings are to be made via the on-line booking form issued by the office every Monday. The form closes on the Thursday of each week at 12 noon. Ad hoc bookings may be made after this time for the current week by telephoning the office or by message via ClassDojo.

Payment is required in advance via our on-line payment system – Parentpay.

All cancellations must be made via ClassDojo or telephone and a minimum of 24 hours notice is required. Any cancellations made with less than 24 hours notice will be charged in full.

Please see section under **Terms and Conditions** for full details.

MORNING SESSIONS

Club is open from 7.30 -8.45am

Please do not arrive before the advertised start time. Staff need time to prepare the rooms safely before Club starts and are not authorised to receive your child any earlier than 7:30am.

All children **MUST** be brought to the Club entrance by a Parent / carer or other nominated adult. Children must be signed in on the club register and this cannot be done by anyone under the age of 18. The school reserve the right to prevent further attendance if children are not being signed in.

Breakfast will be served until 8.30am.

Children are dismissed to their classes at 8.45am when the school doors open.

AFTERNOON SESSIONS

Club is open from 3.30-6.00pm

Children are collected from their classrooms and registered in the hall

3.30 – 3.40pm	Registration
3.40-4.10pm	Children go out to play for a minimum of 20 minutes (weather and light permitting)
4.10pm	Children come in and wash hands to get ready for tea.
4.15-4.30 pm	Food is served
4.30 – 5.45pm	Selection of activities for the children to choose from. This is planned weekly by staff.

POLICIES AND PROCEDURES

Our Policies and Procedures are available for you to view at any time and copies are available upon request.

Equal Opportunities

Our staff actively promote 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 cross-cultural perspective and values. We try to ensure that the specific needs of all children are met and that they are presented with positive images of people from all walks of life.

Special Educational Needs

Our philosophy is that children with differing needs have a right to develop to their full potential alongside other children. All reasonable adjustments will be made to support children with Special Educational Needs and Disabilities.

WHAT YOU CAN EXPECT FROM US

Children are taken into school in the morning and collected from school in the afternoon. In the morning they are offered a light breakfast and a drink and in the afternoon they are given a light tea between 4.15pm and 4.30pm. Fresh juice, milk and water is offered in Breakfast club sessions and water or cordial is offered during After School Club.

There is a wide variety of activities offered to children such as Lego, crafts, board games, books, DVDs and Wii, plus games and sports outside when the weather permits. There is also a quiet area with soft furnishings and books. In fact, we offer the kind of activities that they would be participating in if they were at home. We also support children should they wish to do some homework during their time in club. Children are able to join in after attending extracurricular activities within school.

PLANNING, RECORDING AND MONITORING

The staff are responsible for planning the weekly activities and will ensure that the activities planned take account of the needs of all children including those in the Early years Foundation Stage and all children with SEND.

HEALTH, SAFETY AND WELLBEING

SAS staff ensure that the children in their care are safe, happy and well looked after. This includes ensuring good behaviour, maintaining equipment and good supervision.

FIRE

SAS staff have fire safety training regularly in line with school policies. Staff are aware of all fire exits and a fire drill is carried out every term to practice evacuation procedures.

FIRST AID/ACCIDENTS

At least one member of SAS club staff in each session will hold a current First Aid and Paediatric First Aid certificates. Any First Aid administered during club time will be recorded in the school accident book and a copy of the accident slip will be provided to parents / carers on collection. If a child

sustains a head injury this will be communicated to parents verbally on collection as well as a 'Bump to the head' letter being sent home – this should be done in line with school policy and record keeping. Should an injury occur which Club staff feel requires the child to be collected early or provided with additional medical care, parents will be contacted immediately.

ALLERGIES, DIETARY REQUIREMENTS & 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 Out of School Club Manager if necessary. Club staff will be provided with medical and allergy information for each child as provided by the parent. Club staff are able to administer or supervise the administration of asthma inhalers but are unable to administer other medications.

PERSONAL CARE

Club staff are not expected to provide personal care for children. Should your child have a toileting accident whilst at club, a member of Club staff will contact you immediately and you will be asked to collect your child. Wetting accidents may be resolved without a call home only if your child is able to change their own clothes independently and if they have clean clothes and underwear in school. All soiling accidents will require your child to be collected in all circumstances.

SAFEGUARDING

We work together to keep all of the children in our care safe and free from harm. All staff have enhanced clearance from the Criminal Records Bureau. SAS staff are trained together with school staff on safeguarding procedures and follow school policy on all matters relating to safeguarding. Child protection issues are communicated to the Designated Safeguarding Lead and/or Deputy Designated Safeguarding Lead.

Mobile phones are **NOT** used by SAS staff whilst working and therefore all communication must go through either the school office or by dialling the school number or messaging via ClassDojo.

Children must be handed over to a member of Club staff by a parent/carer or other nominated adult, and signed in on the club register. They should also be signed out of the register on collection from After School Club. Please note, children can only be released to a parent/carer or nominated adult. For safeguarding reasons, we will not release a child to someone under the age of 18

PHOTOGRAPHS

We often take photographs of the children taking part in activities. These photographs are put in our album to share with each other, used as evidence of our good practice for quality assurance and may be used for display or advertising purposes.

If you do not wish your child's photograph to be included in any of the above please tick the relevant box on your child's registration form.

FOOD & DRINK

We aim to provide a range of healthy food and drinks and make meal time a social time.

We aim to provide a warm snack at tea time.



Please do not send in food for your child, unless they have a specific dietary requirement that you have discussed with the school.

SAS adopts the Healthy School Policy and provide food and snacks that are healthy choices and are nut free

BEHAVIOUR MANAGEMENT

At the beginning of each year we agree with the children what is, and is not, acceptable behaviour. We run these alongside the school behaviour policy and the Restorative Justice approach is used in dealing with any incidents.

SAS staff use positive management behaviour strategies and model good behaviour and respect in the way they conduct themselves with the children, staff and parents.

Expected behaviour

Emphasis is placed on having fun, although obviously there have to be guidelines. We are sure that you will agree that there should be certain standards of behaviour expected from the children.

If a member of club consistently refuses to follow rules and poses challenging behaviour that impacts on the health and safety of the other children or the efficient running of the sessions, then the management of the Club reserve the right to refuse further use of the provision. Reasonable adjustments will be made for children with Special Educational Needs and Disabilities but the expectations of adherence to the behaviour policy remain.

At no time will poor behaviour, bullying or physical or verbal aggression towards other children or staff be allowed. Salterforth Primary School and SAS will not tolerate personal abuse towards adults or children.

Positive behaviour is encouraged and praised.

COMMENTS & COMPLIMENTS

We appreciate your comments and compliments, as we always strive to provide the best possible service to all of our customers. Feedback forms are available from the office.

Complaints

Should you be unhappy with our service please speak to a member of SAS staff in the first instance, who will endeavour to resolve your complaint. Should you feel that this has not been resolved to your satisfaction, please speak to a member of the school Leadership team or the Headteacher.

UNAVOIDABLE SCHOOL CLOSURE

We make every effort to keep school open. However, in the event that school is closed for a day for unforeseeable circumstances (e.g. adverse weather or boiler failure) this will be communicated via the school website and/or ClassDojo. Please check all these forms of communication regularly, after 7.30am.

TERMS & CONDITIONS

As part of your registration pack, you will be provided with a copy of the terms and conditions for membership of Salterforth All Stars and you are required to sign and return the agreement form. An additional copy of the terms and conditions can be requested from the school office at any time.

Disclaimer

We provide your child with an opportunity to play with a wide range of toys, games and craft activities. Please do not send him/her to Club with expensive or precious items or toys.

Salterforth Primary School reserves the right to alter or cancel sessions if the need arises and accepts no liability for loss or damage to personal items.

We would like to take this opportunity to welcome new members and thank existing members for their continued support.

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 write a letter on your behalf confirming your use of the Out of School Club but there will be a £10 administration charge for the collation of information required. (Each term's paperwork is archived as soon as possible following the end of each term. The retrieval of all booking forms can take some time to complete).

Children remain the responsibility of their parent / carer until they have been signed in to breakfast club on the register and as soon as they are signed out of the register from After school club. Club staff will not be held responsible for children outside of these conditions.