



***Ladygrove Park  
Breakfast Club  
&  
After School Club***

PARENT/CARER  
PACK



Revised September 2018



*Ladygrove Park*

*Breakfast Club*

## INFORMATION SHEET

### BREAKFAST CLUB STAFF

Anne Addison - BC Manager

Gill Ollenbuttell - BC Assistant

Janice Copping - BC Assistant

Sarah Wigley - BC Assistant

### AFTER SCHOOL CLUB

Anne Addison/Heather Jones - ASC Managers

Gill Ollenbuttell - ASC Deputy Manager

Josie Carter - ASC Play worker

Caroline Humphries - ASC Play worker

Christine Forgan - ASC Play worker

Alex Mayer - ASC Play worker

Heather O'Malley - ASC Play worker

Jake Smith - ASC Play worker

Shona Dance - ASC Play worker

Cheryl Collett - ASC Play worker

Vanda Thompson - ASC Play worker

Alfie Turner - ASC Play worker

Mandy Whitmarsh - ASC Play worker

Seth Humphries - ASC Sports Coach

School Senior Leader - Elaine Li-Koo

### **SESSION TIMES**

Breakfast Club 8.00am - 8.45am / 9.00am

After School Club 3.00pm / 3.10pm - 6.00pm

**Please note that the clubs cannot be responsible for children outside of the session times.**

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## **TIMETABLES**

### **BREAKFAST CLUB**

- 8.00 Children arrive; store their possessions in a crate in the hall. They go straight to breakfast.
- 8.15 Children may go back to playing in the Burrow once they have finished eating and cleared their dishes.
- 8.35 Children start to tidy up.
- 8.40 FS, KS1 and KS2 Children are taken to class.

### **AFTER SCHOOL CLUB**

- 3.00 Foundation Stage will be collected from class.
- 3.10 KS1 children collected from class. KS2 children will make their own way to the Burrow.
- 3.15 Register taken.
- 3:25 A light tea is served in the hall. Foundation Stage children eat first.
- 3.45 Children can go outside if they choose. Free play
- 5:00 Children tidy up. Library opens for quiet reading.
- 5.15 Children to go back through to the Burrow and play circle games, board games etc.
- 6.00 End of session.

Note: If a child is to attend a teacher-led club at school, the children will be handed over by Club teachers to ASC adults at end of club. If the club is cancelled, then the child will go directly to the Burrow.

### **AFTER SCHOOL CLUB - COLLECTING CHILDREN**

Children can be collected any time after 5pm by the side door facing the car park. They must be signed out by the parents. All children must be collected and signed out by Parent/Carer. Late collection: there will a charge for late collection. £5.00 for the first 15 minutes, £1 every 5 minutes thereafter. If a child is not collected 30 minutes after the end of the club and we cannot get hold of parents or emergency contacts, the school may contact the police and / or social services.

Parents can speak to Club staff on the Breakfast and After School Club mobile 07504 945 783 during Club session hours (3 - 6 pm).

Outside of hours, please do leave a voicemail message and the Managers will respond as promptly as appropriate.

## **HEALTHY EATING**

The clubs recognise the importance of healthy eating and a balanced and nutritious diet. We follow the healthy eating for schools recommendation. We will endeavour to make a variety of foods available allowing the children to experience foods from different cultures. All children will be offered plenty of fruit and low fat and low sugar options.

On 13<sup>th</sup> December 2017, new legislation came into force which affects the catering that Food with Thought (FWT) provides in school at lunch time and what we serve at Breakfast and After School Club. Further information can be found on the following link:

[http://www.schoolfoodplan.com/wp-content/uploads/2014/09/School\\_Food\\_Standards\\_140911-V2c-tea-towel.pdf](http://www.schoolfoodplan.com/wp-content/uploads/2014/09/School_Food_Standards_140911-V2c-tea-towel.pdf)

The legislation now covers food served from 8am until 6pm, so includes what we serve at Breakfast and After School Club. The club and its staff are committed to embracing the cultural and religious diversity of the families who use our services. We will work with parents/carers to ensure that any particular dietary requirements are met. We are also keen to help introduce children to different religious and cultural festivals and events through types of food and drink.

## **BREAKFAST MENUS**

The breakfast menu will be monitored regularly to ensure that the options available are always in line with the school's healthy eating policy. Where possible, fresh fruit provided will be fruit in season. Choice from 2 cereals daily. Toasted bread with a choice of low sugar marmalade or jam, marmite or just low fat spread. Drinks will be fruit juices, milk or water. "Specials" such as pancakes, hot cross buns, crumpets, porridge will also be offered occasionally.

## **AFTER SCHOOL CLUB MENUS**

A snack (including things like wraps, sandwiches, crumpets, and pitta bread) at the start of the session. The buffet also offers things like fruit, cucumber sticks, carrot sticks, and raisins.

## **ILLNESS**

You should not bring your child to the Breakfast Club/After School Club if they are ill. If your child has sickness/diarrhoea please allow 48 hours after the last bout of illness before returning. If your child is taken ill during the session you will be contacted so that you can take your child home. Sessions not attended will still be charged for.

## **CLOTHING AND POSSESSIONS**

Your child will be responsible for looking after their own possessions. Foundation Stage children will be supported in this.

## **ACTIVITIES ON OFFER**

The Breakfast Club and After School Club will provide a variety of activities that will help to stimulate and entertain the children. Activities can include:

- Sports coaching including. Cricket, football, rounders, bench ball etc.
- Reading
- Construction toys, e.g. Lego, Knex
- Board Games
- Cars
- Drawing and Colouring and other craft activities.
- Air Hockey and football table.
- Opportunities to complete homework if children so choose, staffing availability dependant.

### **After School Club only activities**

- Geocaching around Ladygrove Estate.
- Cooking
- Use of the outside area for the ASC children
- Visits to the Park.

Our objective is for the Breakfast Club children to arrive in class, calm and stimulated, ready for the school day. Our objective for the After School Club children is to provide a calm and relaxed setting for them to unwind after their school day.

## **ADMISSIONS and FEES**

The Ladygrove Breakfast Club and After School Club is committed to providing a fair and open system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

## **ADMISSIONS**

When a parent/carer contacts the Club enquiring about a place for their child, they will be given all relevant information, including details of the Admissions and Fees policy. They will also be informed of whether a suitable place will be available for their child. If a suitable place is available the parent/carer and, where possible, the child will be invited to visit the Club and speak to all members of staff. If the parent/carer agrees to abide by all the terms and conditions of admissions, including the level of fees and arrangements for payments, (as contained in Parent Pack) they will be asked to complete and sign the Registration Form to confirm the child's place. Parents/carers will also be encouraged to complete and sign the Emergency Medical Treatment Form. Once the admission is secure, the parent/carer will be contacted to arrange a date for the child's first session at the Club.

## **CRITERIA FOR ADMISSION**

When a parent/carer makes an enquiry about a place for their child the following criteria must be followed. Any special or extenuating circumstances will be considered and resolved by the School Senior Leader: Elaine Li-Koo.

1. A Registration Form must be completed before a child attends the Club.
2. Regular bookings may be made for up to half a term (assuming 6 half terms). Payment to be made using Parent Pay. We cannot provide casual irregular bookings, due to staffing capacity although ad hoc sessions may be available if spaces allow.
3. If sessions are cancelled we cannot give refunds.
4. Places are available on a "first come first served" basis, subject to the following priorities:
  - a. Children already using the Club: regular bookings have priority over ad hoc bookings.
  - b. Siblings of children using the club.
  - c. Special requests made by the Head teacher.
5. When the club is full, applicant's names will be placed on a waiting list until a place is available. A child's name may be placed on the waiting list up to one term before they start school.
6. A child's registration for the club may be withdrawn and the child dismissed if we issue more than one written or verbal warning for any of the following:
  - Non payment of fees.
  - Behaviour problems which we have not been able to resolve (see Behaviour Policy)
7. Appeals under this policy should be addressed School Senior Leader for BC and ASC

## Waiting List

To ensure that admissions to the club are offered on a fair and transparent basis.

The following procedure will apply:

- Parent/Carers will be required to submit their request for a place by emailing [extendedschools@lpps.org.uk](mailto:extendedschools@lpps.org.uk), the details of this request will be placed on the waiting list, in the order they are submitted.
- The waiting list will be kept and used on a "first come first served" basis. The Club will advise the parent/carer of how long they are likely to wait before a suitable place becomes available. This information will be an estimate and will not constitute a binding agreement from the Club.
- When a vacancy at the Club becomes available, the parent/Carer whose child is suitable for the place and is highest up on the waiting list will be informed.
- If the parent/carer still wishes to take up a place for their child, they will be asked to complete the Admissions Form and follow the admissions procedure set out above.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

## FEES

The club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy with regard to paying fees.

- The level of fees will be set by the School Committee and reviewed by the resources of the School Governing Body. They will be reviewed annually and/or in line with the Business plan financial projections.
- Payment of fees should be made weekly or termly, on the first day of the week/term. Occasional users must book at least one day in advance and payment to be made on the day through Parent Pay.
- If the parent/carer chooses not to take up a place that has already been booked, the club reserve the right to charge a non-attendance fee. In the event of school closure, sessions cannot be credited back.
- If the fees are not paid on time, the club will notify the parent/carer verbally and if necessary in writing and request payment at the earliest possible opportunity.
- The Club has the right to issue a formal warning to the parent/carer and inform them that the continued late payment will result in their child's place being forfeited.
- If the fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place. Under exceptional circumstances it may be agreed to allow the child to continue until the end of the week.
- Parents/carers are encouraged to speak to a member of the management team if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid losing their child's place.

## **COMPLAINTS**

We hope your child will have an enjoyable time in the Breakfast Club/ After School Club. If there is a problem please speak to a member of staff at the earliest opportunity so that they can sort things out. If you have a complaint that cannot be resolved in this way, please complete the Complaint Form attached and return to:

School Senior Leader, Ladygrove Park Breakfast / After School Club,  
c/o Ladygrove Park Primary School,  
Avon Way,  
Didcot  
OX11 7GB

Full copies of all these policy are available on request

NB: Breakfast Club and After School Club are managed by Ladygrove Park Primary School and Governing Body.



## **Policies**

### **BEHAVIOUR POLICY**

#### **Rationale**

Our Vision states that Ladygrove Park Primary School will develop and maintain high levels of behaviour. We believe that children and adults at the school have the right to feel safe and to be treated with mutual respect. We work to establish a social and learning environment which secures these rights. Good behaviour is essential for effective learning, good relationships and an orderly school community.

Children behave well when:

- They feel good about themselves
- They are happy
- They understand the needs of others
- They respect people and places
- They are honest about their behaviour

#### **Responsibilities**

Children have a responsibility for their own behaviour. They must respect the rights and feelings of others.

The primary goal of all adults is to establish and maintain an environment in which children are healthy, safe, happy, well-behaved and work hard to achieve their best.

#### **Guidelines**

*All adults in school are required to follow these guidelines and to be good role models for the children.*

The emphasis is on expecting, noticing, and praising positive behaviour.

#### **See also:**

1. Good Behaviour Codes for Foundation Stage, KS1 and 2 including anti-bullying statement.
2. Lunchtime Guidelines.
3. LA guidance: [Working With Children and Young People: Physical Contact and Intervention](#)
4. Reporting arrangements for physical assault on staff.

**SAFEGUARDING POLICY** - Available from school on request.

**HEALTH & SAFETY POLICY** - Available from school on request.

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*Ladygrove Park  
After School Club*

## **CHILD INFORMATION & 'PERMISSIONS' FORM FOR SCHOOL-MANAGED CHILDCARE**

**Name of setting: Ladygrove Park After School Club**

Date: .....

Child's full name: .....

Name used, if different from above: .....

Date of birth: .....

Home address: .....

.....

Tel: ..... Email: .....

Name of parent/carer: ..... Relationship to child: .....

Address, Tel & email, if different from child's address above: .....

.....

Place of work: ..... Tel: ..... Email: .....

Alternative emergency contact: .....

\*Who has parental responsibility for the child? .....

\*Names of any people who have been given the legal right to have contact with this child, by a court (if applicable)

.....

Child's doctor: ..... Tel: .....

Doctor's address: .....

.....

- It is a legal requirement that we have these details for EYFS- age children. Information on parental responsibility is available at [WWW.direct.gov.uk](http://WWW.direct.gov.uk)

Main language used: ..... Nationality: ..... Religion: .....

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Any cultural or religious observances that should be taken into account when caring for the child (e.g. diet, dress, and religious holidays)

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Any health matters the setting should be aware of: (Information about medication should be recorded separately. See Statutory Framework for the EYFS, page 26: 'Medicines'.)

.....

Any dietary requirements: .....

Any known allergies: .....

**I am aware of the complaints procedure for this setting**

Signed: ..... Date: .....

Parent/carer of: ..... (child's name)

**I give permission for staff at the setting to seek any necessary emergency medical advice or treatment for my child (named overleaf)**

Signed: ..... Date: .....

**I give permission for staff at the setting to apply sunscreen supplied by me/the setting to my child (named overleaf)**

Signed: ..... Date: .....

**The setting must keep a record (signed by a parent/carer of the child) of the name of any person whom the parents have authorised to collect their child from the setting.**

**Please give name(s), if applicable (including password if used):** .....

.....

Signed: ..... Date: .....

**I give permission for the taking of photographs to use for display and marketing purposes.**

Signed: ..... Date: .....

Additional information: .....

Name of person who completed this form..... Signature.....

Relationship to child named overleaf .....

The Parent/Carer must confirm annually that the information on this form is still correct.

## PROVIDER COMPLAINTS RECORD

<b>Date of Complaint:</b>			
<b>A: Source of complaint</b>			
Parent (in writing, including email)	<input type="checkbox"/>	Staff Member	<input type="checkbox"/>
Parent (in person)	<input type="checkbox"/>	Anonymous	<input type="checkbox"/>
Parent (phone call)	<input type="checkbox"/>	Ofsted (inc complaint no. if known)	<input type="checkbox"/>
		Other (please state)	<input type="checkbox"/>

<b>B: Nature of complaint</b> <i>(please tick all standards that the complaint relates to)</i>			
Standard 1: Suitable Person	<input type="checkbox"/>	Standard 8: Food and Drink	<input type="checkbox"/>
Standard 2: Organisation	<input type="checkbox"/>	Standard 9: Equal Opportunities	<input type="checkbox"/>
Standard 3: Care, Learning & Play	<input type="checkbox"/>	Standard 10: Special Needs	<input type="checkbox"/>
Standard 4: Physical Environment	<input type="checkbox"/>	Standard 11: Behaviour	<input type="checkbox"/>
Standard 5: Equipment	<input type="checkbox"/>	Standard 12: Working in Partnership with parents and carers	<input type="checkbox"/>
Standard 6: Safety	<input type="checkbox"/>	Standard 13: Child Protection	<input type="checkbox"/>
Standard 7: Health	<input type="checkbox"/>	Standard 14: Documentation	<input type="checkbox"/>
Please give details of the complaint:			

**C: How it was dealt with**

Internal investigation

Investigation by Ofsted

Investigation by other agencies (please state)


Please give details of any internal investigation or attach any outcome letter from Ofsted:

**D: Actions and Outcomes**

Internal Actions

Actions agreed with Ofsted

Changes to conditions of registration

Other action taken by Ofsted

No action

Actions imposed or agreed with other agencies


Please give details:

Has a copy of this record been shared with parents? YES / NO

Name of recorder:

Outcome notified to parent: YES / NO

Date:

Position:

Name:

Date Completed:

Signature:

