

For further information please

contact us on
01926 426284 or
07505200238.

You can also e-mail us at
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BROOKHURST SPECIAL



Out of School Club Ltd

Information and Conditions

The Brookhurst Special out of School Club Ltd is committed to provide the highest possible quality of care for all children, without prejudice and in compliance with OFSTED regulations. We aim to ensure that the environment created is safe, stimulating and friendly.

**Ullswater Avenue
Leamington Spa
Warwickshire
CV32 6NH**

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Information and Conditions

The Club offers before and after school care for children attending Brookhurst Primary School. We also offer playschemes during school holidays for any child aged between 4 and 12 years.

Whilst at the club, children will be encouraged to take part in a wide variety of indoor and outdoor activities, organised to suit their ages, abilities and interests.

Staff

The Club works on a minimum ratio of one adult worker to every 8 children. In addition we comply with the requirement of having at least 50% qualified staff members in any one session and all are police checked.

Insurance

The Club is fully covered for Public Employers Liability. Personal effects and money cannot be insured.

Management

The Club is a non-profit making company Limited by Guarantee. The Directors are Brookhurst School Head Teacher, Brookhurst Governors, parent representatives and the Club Manager.

Equal Opportunities for Staff at Brookhurst Out of School Club

Aim

To value all people regardless of age, gender, race, ability, culture or religious belief. Equal opportunities will be reflected in the following areas:

1. Recruitment.
2. Selection of appropriate candidates to supervise and assist at the club.
3. Advertising, i.e posts will be advertised giving the widest selection possible within the community covered by the club.

Recruitment of Staff

Recruitment of staff will depend upon their ability to do the job and on having the necessary qualifications as required. None of the instances mentioned in the 'Aim' above will hinder anyone in their wish to apply for posts within the Club.

- Staff will be encouraged to follow the Clubs Equal opportunities Statement.
- Staff will be given regular training in Equal opportunities awareness.

The Role of the Club

1. To provide a range of activities and materials which encourage children to participate fully, reflecting our multi-cultural society.
2. To continually monitor and assess resources for bias to discard those that are racist or sexist.
3. To ensure that all children receive equal praise for positive behaviour.
4. To regularly monitor and assess the Club to ensure that all children are offered an equal opportunity to participate fully.
5. To provide places for children with Special Educational Needs, treating them as individuals in their own right.
6. To ensure that hidden messages are not being conveyed in what is being said.
7. Not to make assumptions about what girls and boys will want to play with.
8. Not to pressurise girls or boys into behaving 'differently'.
9. To treat all children in the same way in regard to discipline.
10. To ensure that sex differences are not reinforced by routines or organisational practices.
11. To respect beliefs and cultural preferences.
12. To welcome all parents to Club regardless of colour or creed.
13. To involve interested parents in the planning and running of the Club.
14. To ensure that food and snacks reflect the multi-cultural group attending the club.

Snack

Breakfast is available to all those attending Early Birds between **8am-8.30am** which includes a choice of cereal or toast, fruit and yoghurt and a selection of squash and fruit juices. Children at After School Club will be provided with a nutritious snack consisting of fruit, sandwiches, pitta breads, wraps, cheese, salad items and squash to drink.

During playschemes packed lunches will be required for morning snack and lunch, although drinks will be available throughout the day and we will provide a snack at around 3.30pm as we do during term time.

Times

Early Birds is open from **7.50am-8.50am** and After School Club is open from **3.30pm-6.00pm** each school day.

Playschemes are open from **8am-6pm** and children can attend for either a whole day or for half a day.

ALL children must be signed 'in' for Early Birds and signed 'out' at After School Club and signed 'in' and 'out' of playschemes.

The Club leaders must be told who will be collecting the child/ren and they should be collected promptly at the agreed time. If any child is not able to attend the club for any reason please notify the Club directly within 24 hours if possible.

We regret that we are unable to refund fees should any child not attend on the day booked unless we are notified 24 hours in advance.

There can be no refunds for playschemes unless we are notified 48 hours in advance, but the chosen dates can be changed with prior agreement of the Club Manager if space is available on the alternative date.

Requests for additional times (during term time or play-schemes) should be made at least 24 hours in advance directly to the Club manager who will try to accommodate your request, subject to availability. Additional times will be charged at standard rates.

Fees

Fees are payable in advance. All cheques should be made payable to 'Brookhurst Special Out of School Club Ltd'.

For a breakdown of Club charges, please see the separate charges page.

Clothing

All clothing must be named and children made aware that they are responsible for their own belongings. Trainers, wellies and raincoats should be included for playschemes.

Equal Opportunities policy Statement

A commitment to equal opportunities will enhance the life of both children and staff at Brookhurst Special. Brookhurst Special will not fail to provide all children with activities leading to and promoting personal independence and appropriate life experiences.

Aim

- To raise the awareness of staff to the issues involved in providing equal opportunities within the Club.
- To provide an environment where all children regardless of gender, race or disabilities are given the opportunity to develop a full range of skills by the activities provided.
- To reduce unfairness and avoidable inequalities.

Objectives

1. To avoid materials which present a stereotypical view of the sexes.
2. To choose where possible, activities of equal interest to all children.
3. To avoid routines which unnecessarily reinforce or exaggerate sex differences.
4. To ensure that all children are given the opportunity to participate fully in the range of activities offered.
5. To ensure that all children are treated equally in matters of discipline.
6. To ensure that jobs are shared equally between the sexes and not on a stereotyped gender suitability basis.

Complaints Procedure

If at any time a parent or child feels that they are unhappy with some aspect or individual member of our Club, they should follow our formal complaints procedure outlined below:

Stage 1

Put your complaint in writing to the Club manager. Full details along with names and dates should be included.

We will acknowledge your complaint as soon as possible and fully investigate the matter within 14 days. If there is any delay we will advise you of the reasons. We will keep you up to date with what is happening and give you a full reply.

The response you receive will be copied to the staff members concerned with recommendations for any action to be taken and the matter will be reported at the Directors meeting. If you are not satisfied with the outcome you can ask the manager to refer the matter to the next stage.

Stage 2

The Manager will refer the complaint and response to the Club's Directors who will investigate the complaint and response.

The Chair of the Directors will send a reply within 4 weeks outlining how the complaint was investigated and detailing the outcome. The Decision of the Directors is final.

If you are still not satisfied with the outcome, contact our governing body OFSTED on 0845 6021 47771.

Personal

If children bring their own personal belongings, they must be made aware that they are responsible for them and items must be named. Personal belongings are not covered by our insurance.

Security

Children must be registered with the Club prior to attending and must be signed in and out by the delegated person dropping off or picking up.

Whilst in our care, children will not be allowed to leave the premises unaccompanied or to roam around the grounds unsupervised.

Admissions Policy

During term time the Club is only open to children attending Brookhurst Primary School. However, during school holidays the Club is open to any child aged between 4 and 12 years.

All children must be registered with the Club prior to attending and dates/times booked in advance.

All places are subject to availability. The Club can take a maximum of 60 children at any one session and once full a waiting list will come into effect.

Playscheme payments must be made in advance and invoices are raised monthly in advance for Early Birds and After School Club.

Behavioural Management Policy

Certain types of behaviour are not acceptable at the Club and will be recognised and dealt with by staff accordingly. The children who attend the Club are made aware of the Club rules.

Children Must

1. Stay in the playground closest to the Club unless otherwise informed.
2. Listen to members of staff.
3. Be considerate of others.
4. Respect the Club's facilities and equipment.
5. Sit down when eating and drinking in the Club.
6. Hang up their coats and bags neatly.

Children Must Not

1. Wander around the school, the spinney, the conservation area or the playing field without a member of staff.
2. Be rude or disruptive in any way.
3. Be violent in any manner.
4. Climb on furniture or equipment in the Club or sit on tables or worktops.

If any child acts in an unreasonable manner it will be dealt with appropriately. If the child continues to behave in such a way then they will be removed from the situation and not allowed to return until their behaviour has improved.

If the unreasonable behaviour continues, then the situation will be discussed with parents/carers to decide the appropriate action to be taken.

Bullying in any form will not be tolerated at the Club. Any disclosures or witnessed acts of bullying will be dealt with immediately. Bullying is an unacceptable behaviour and will be dealt with as stated above.

Security

We ensure that all children are secure at all times. Foundation children are escorted by a member of staff to and from their classroom.

The Club practices a signing in and out procedure both morning, afternoon and during playschemes.

Parents are asked to ensure that children and their teachers are made aware of where they are going after school. We would ask that parents notify the Club of any absences.

When children do not turn up at Club and they are expected it causes a great amount of worry and concern. It also means that one member of staff is taken away from the care of the other children whilst they spend time trying to find out where the child is and if they are safe, so please notify us as soon as possible.