

# Brookhurst Primary School



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## Information and conditions

The Brookhurst Out of School Club 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. We are committed to safeguarding with all staff being regularly trained and kept up to date with current legislation

The Club offers before and after school care for children attending Brookhurst Primary School.

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.

## **The Role of the Club**

1. To provide a range of activities and materials which allow children to achieve the 5 outcomes of Every Child Matters, (to enjoy and achieve, be healthy, be safe, to achieve economic well-being and make a positive contribution).
2. To continually monitor and assess resources for bias and to discard those which encourage stereotypes. Not make assumptions about what boys or girls will want to access at club. Not to pressurise boys or girls into behaving 'differently'.

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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 be included in all that is offered at Club.
5. To provide places for children with Special Educational Needs and ensure that they are treated as individuals.
6. To ensure that hidden messages are not being conveyed in what is being said.
7. Not to make assumptions about what boys and girls will want to access at Club.
8. To respect all beliefs and cultural preferences.
9. To welcome all parents into Club regardless of colour or creed and encourage them to be involved in the planning and running of the Club.
10. To ensure that snacks offered are healthy and reflect the multi-cultural group attending the Club.

## **Admissions Policy**

During term time the Club is only open to children attending Brookhurst Primary School. However, during holidays the Club is open to any child already in Foundation class to Year 6 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 is insured to take a maximum of 60 children in any one of our spaces and once full a waiting list will come into effect. All children must be re-registered annually.

## **Fees**

**Fees are payable in advance.** All booking and charges are made via the Magic Booking website, and this is where payments should be made (we cannot accept cash or cheque). For a breakdown of charges please see separate charges page.

## **Insurance**

We are fully covered under the school's insurance, and we are insured to take up to 60 children in any one space per session.

## **Opening Times**

Early Birds is open from **7.50am-8.55am**, and After School Club is open from **3.30pm-6pm** each school day. **Due to insurance restrictions, we cannot take children before 7.50am and cannot keep them after 6pm.**

Club staff must be told who will be collecting the child/ren. We cannot let children leave Club with anyone other than the agreed person unless prior consent has been given. We will ask for the agreed password (registered on the Magic Booking website) if in any doubt.

**We regret that we are unable to refund fees should any child not attend on the day booked unless we have been notified 1 week in advance (due to staffing needs) or are absent from school due to illness.**

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**Parents and carers are able to Requests for additional times/days. These should be made with more than 24 hours' notice on the Magic Booking website. If you have any requests within 24 hours, please email club and we will book your child in if we have available space.**

### **Security**

Children **must** be registered with the Club, on the Magic Booking website, prior to attending and the delegated person dropping off or picking up must ensure that their child is signed out with the staff member operating the iPad.

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

We ensure that all children are always secure. Foundation children are escorted by a member of staff to and from their classroom and Year 1 children are escorted to and from their classroom and Year 2 children are observed crossing the short distance across the playground between their class and club.

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

Parents are asked to ensure that children, teachers and club leaders are made aware of where their child/ren are due to be after school (i.e. clubs such as football, dance or cookery). 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 other children while they spend time trying to locate the child and ensure that they are safe, so **please notify us as soon as possible if they will not be attending (24 hours where possible and 1 week if a refund is required)**. Please can you also ensure all parent and emergency contact details are kept up to date as this can also cause more problems when they are not.

### **Snack**

Breakfast is available to all those attending Early Birds between 7.50am and 8.30am, which includes a choice of cereal or toast and a selection of fruit juices and water. Children at After School Club will be provided with a nutritious snack consisting of fruit, salad, sandwiches, pitta breads, wraps, crackers, cheese and squash or water to drink. Children are **NOT** allowed to consume their own snacks due to dietary restrictions and allergies that may be present in other children or staff.

### **Dietary/Medical needs**

We are an all inclusive club and want to make every child feel welcome and that they are treated equally.

We are able to cater for most dietary requirements (i.e. gluten free, lactose intolerant, medical and religious). We just ask that you make us aware so that we can provide an appropriate snack for your child/ren.

We are also able to assist children with any ongoing medical issues such as diabetes, allergies and asthma. If you speak to one of the management team we will put measures in place to best support your child(ren) whilst in club.

### **Personal**

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

### **Clothing**

All clothing must be named, and children made aware that they are responsible for their own belongings. Weather appropriate clothing should be sent in with children. It's a good idea to provide sunscreen. Please be aware the children must administer sunscreen by themselves and only from their own bottle.

### **Behavioural Management Policy**

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

#### **Children Must:**

- Stay on the playground closest to Club unless otherwise informed.
- Listen to all members of staff.
- Be kind and considerate to others.
- Respect the Club's facilities and equipment.
- Sit down when eating and drinking.
- Hang up coats and bags neatly.
- Share resources with other children

#### **Children Must not:**

- Wander around the school, spinney or conservation area or field without a member of staff.
- Be rude or disruptive in any way.
- Be violent in any manner.
- Climb on furniture or equipment in Club.
- If any child acts in an unreasonable manner, it will be dealt with appropriately. If the child continues to behave in such a way, they will be removed from the situation and not allowed to return until their behaviour improves.
- If the unreasonable behaviour continues, the situation will be discussed with parents/carers to decide the appropriate action to be taken.
- Our full behavioural management policy can be found in our policies and procedures folder at Club.

- **Bullying in any form will not be tolerated at 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.**

## **Equal Opportunities Policy**

A commitment to equal opportunities will enhance the life of both children and staff at Brookhurst Out of School Club. Every person should have the same rights and opportunities as everyone else. Discrimination on the grounds of race, gender, age, religion, sexual orientation, disability, ethnic origin or political belief will not be tolerated.

### **Aim:**

- To raise awareness of staff to the issues involved in providing equal opportunities within the Club.
- To provide an environment where **all** children 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 fully participate in what is offered at Club.
5. To ensure that all children are treated equally in matters of discipline.

## **Equal Opportunities for Staff**

### **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 (posts will be advertised giving the widest selection possible within the community).

### **Recruitment of Staff**

Recruitment of staff will depend solely upon their ability to do the job required 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 must follow the Club's Equal Opportunities Policy.

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- Staff will be given regular training in equal opportunities awareness.

**Management**

The Club's Supervisors are Holly Brooks and Paola Trisolini. The supervisors are responsible for the day to day running of the Club but the overall responsibility of the Club is with the Head Teacher and Brookhurst Governors.

**Staff**

The Club works on a minimum ratio of one adult worker to every 8-10 children in Key Stage 1 and 10-15 children in Key Stage 2. All staff have enhanced DBS checks and attend regular safeguarding training.

**If you would like to read any of our policies and procedures, there is a file at Club, please ask a member of staff.**