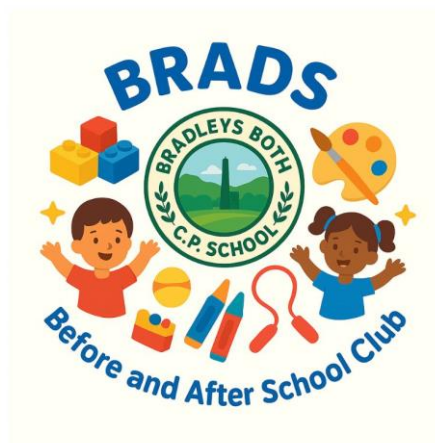




BRADS

Before and After School Club Handbook



LIFE - LEARN. INSPIRE. FLOURISH. ENGAGE

Wrap around care at BRADS

Brads is our 'Wrap Around Care Provision', Brads is an extension of Bradleys Both Community Primary School, run and managed by the school staff and Governing Body.

Brads runs both before and after school Monday - Friday during term time. Before school sessions run from 7.30am - 8.55am and after school sessions from 3.30pm - 6.00pm. Brads is based in our School Hall, DT Room, Library and Reflection room, the school's outdoor facilities are also used weather permitting.

Brads Mission

At Brads we offer a safe, positive and enthusiastic environment where our children can interact with others, engage in stimulating activities and develop their independence. We promote an environment that is a neutering play based environment, we are an all-inclusive facility which celebrates the unique qualities of each individual.

What we offer

Children attending Brads are provided with a range of activities to participate in as they wish. There is always a selection of activities and resources available, these include:

- Structured activities for all ages e.g. art & craft, drawing, model building and creative activities
- Group activities e.g. floor games, outdoor play, interactive play, indoor games, team games, sports and physical activities e.g. dodge ball
- Free Play, where the children decide what they want to do e.g. quiet time, board games, reading, supervised use of computers
- A daily opportunity is provided for the children to do their homework after school.
- Access to our outdoor facilities.

What we provide

Brads Before School: We provide toast, a piece of fruit and a drink (milk, water or fruit juice).

Brads Afterschool: We provide a light healthy snack, for example a sandwich or filled wrap, fruit, tray bake or a biscuit and a drink. The food we provide at Brads is not intended as a substitute for a main meal.

We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. Our staff receive training in food hygiene.

Staffing

Brads before and after school club is staffed by school teaching assistants who work with the children during the day and are familiar with school expectations and ethos.

All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked and first aid trained.

Play leaders have the following designated roles:

- Child Protection Officer, Health and Safety Officer, Fire Safety Officer, First Aid Co-ordinator, EYFS Key Person, Special Education Needs Co-ordinator, Equalities and Inclusion Co-ordinator,

Emma Fawcett is our school's Designated Safeguarding Lead (DSL) and Barry Rogers is the Deputy Designated Safeguarding Lead (DDSL). The DSL and DDSL

are contactable by Play leaders and any incidents, concerns or worries reported to them following school procedures.

A School Senior Leader is contactable by Brads' staff during every session. The Senior Leader will oversee the provision and are responsible for reviewing the quality of provision.

If you have a query or concern at any time, please speak to a member of staff at Brads when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact school on 01535 633116.

Policies and Procedures

Brads is clearly defined within Bradleys Both school policies and procedures. Key points of the main policies are included in this handbook. All policies are available to view on the school website.

TERMS AND CONDITIONS

Admission

Brads is accessible to all children from Bradleys Both Community Primary School. Admission to Brads is organised by the School Office at Bradleys Both Community Primary School, bookings for Brads must be made via Schoolcomms prior to the session. Bookings will be taken up until 1.00pm on each day. Places are limited and therefore prior booking is strongly recommended.

We require a completed set of registration forms for your child before they can attend Brads. This information will be treated as confidential and will be stored appropriately following GDPR regulations.

Fees

Before School Club (7.30am - 8.55am) is £4.50 per child per session including a light snack and drink.

After School Club (3.30pm - 6.00pm) is £8.50 per child per session including a light snack and drink.

The fee is per session per day. As a small setting we are unable to offer a discount if you drop off or collect your child within the above times, for example if you collect your child at 5.00pm the cost for that session will still be £8.50. The price per session per child applies to all children. This is payable for all booked sessions, including when your child is sick (regardless of the amount of notice given).

Fees are payable in advance when booking any session on Schoolcomms. Childcare vouchers are accepted, please contact the School Office for more information.

Late Fees

Brads finishes at 6.00pm prompt. If you are delayed for any reason please telephone to let the Play leader know on 07851 238879. A late payment fee of £5.00 per child per 15 minutes after 6.00pm will be charged. These fees are to cover the additional staffing costs. We appreciate that occasionally emergencies occur, but please understand we will still have to pay two members of staff to stay until your child is collected.

If your child remains uncollected after 6.30pm and you have not informed us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will contact the Social Care team.

Changes to days and cancelling your pre-booked places

You must give 30 days' notice of termination or of changes in attendance. If you need to change the days that your child attends, please contact the School Office. You will be charged for any sessions that are cancelled with less than 30 days' notice. We will try to accommodate changes if possible.

Last Minute changes/bookings

Please note refunds are not given. We are unable to change or refund any last minute sessions that have been previously booked due to staffing coverage and numbers attending Brads. Please remember that we need to know if your child will not be attending Brads for any reason (sickness, holidays). If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

Induction to Brads

During your child's first session time will be set aside for your child to be familiarised with Brads procedures and opportunities. The induction will include running through the Brad's rules and routines (including meal times, collection, children's meetings), and introducing your child to the staff and other children.

Entry and exiting the building

Entry to and from Brads is strictly through the door opposite class 1 and up the steps. A doorbell is installed at this door for parents collecting children. **No other entrances** to the building are available for use before or after school.

Arrivals and departures

A register is kept with pre-bookings for each session to inform staff who is attending Brads each day. Children must be accompanied to be dropped off at Brads, doors open at 7.30am, and children are not allowed to turn up unaccompanied; they must be signed in each morning. At 8.55am Brads' staff ensure children are taken to their classrooms. The children attending the after school club are collected from their classes at 3.30pm and then taken to Brads.

A register is taken when your children arrives in our care; you will be asked to sign your child in and out each day at drop off and collection. It is expected that your child is be collected by the people you have named on your child's Admission Form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation. An adult must hand the child over to Brads staff in the morning and register them.

Child Protection

At Bradleys Both Community Primary school, we believe that keeping children safe is paramount and an important part of school life and that this can only be achieved with help and support from you as parents. We are committed to building a 'culture of safety' in which the children in our care are protected. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Safeguarding Policy**.

Children's Welfare

In order to keep your children safe and provide appropriate care for them the school requires accurate and up to date information. Please ensure that any changes to contact details are made known to the School Office as soon as possible.

Also, should there be any relevant court orders in place, if there is a Child Protection Plan or contact details are needed for other agencies, please inform the school immediately.

Equal opportunities

Brads provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

Special needs

We make every effort to accommodate and welcome any child with special needs. We 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 Brads limitations. Each case is considered individually and risk-assessed to ensure everyone's safety. Our staff training programme includes specific elements relating to children with special needs. For more details on equal opportunities and special needs, see our **Equalities Policy**.

Our School SENCo will oversee children's access to Brads provision.

GENERAL INFORMATION

Behaviour (children)

At Bradleys Both Community Primary School, our aim is to promote behaviour that allows children to achieve their potential within a positive environment which sets high standards in behaviour and tolerance. We believe that good behaviour needs to be carefully developed, nurtured and established. Most importantly, all individuals have a right to be happy and safe in school.

We encourage appropriate behaviour through praise for good behaviour; emphasis on cooperative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

This Positive Behaviour Policy, together with the Anti-bullying Policy, forms the behaviour management strategy for our school.

Brads has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of individual needs. We try to be flexible in order to accommodate such cases. However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from Brads immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from Brads. See our school's **Exclusions Policy** for full details.

Behaviour (adults)

We do not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Brads is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises. See our school's **Home School Agreement** for more details.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at Brads we will contact you and ask you to make arrangements for them to be collected. Please inform school of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him/her to Brads for 48 hours after symptoms have ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times, Brads is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child or in serious cases informed by telephone. For full details see our school's **Medical and Health Policy**.

Medication

Please let the Brads staff know if your child is taking prescribed medicine. If your child needs to take medicine whilst at school you will need to complete a **Permission to Administer Medication Form** in advance. See our **Medical and Health and First Aid Policies** for more details.

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to one of Brads Play Leader. Verbal feedback and comments will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within 5 school days of receipt and a full written response will be given within 20 school days.

A full copy of our school's **Complaints Procedure Policy** is available on request.

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality Before and After School Provision. We will:

- Provide a safe and stimulating learning environment
- Model and promote good relationships, positive self-esteem and a sense of responsibility
- To be mutually courteous and respectful in all forms of communication.
- Have high expectations of everyone in school
- Provide opportunities for parents/carers to discuss their children and share any concerns
- Support and celebrate children's individuality
- Work in partnership with parents/carers to support the child
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the Brads
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

BRADS Telephone Number: 07851 238879

School Office: 01535 633116

Email Address: admin@bradleysboth.n-yorks.sch.uk

School Office (during school hours) 01535 633116

