

Wrap around care at

"BRADS"

Bradleys Both C P School



Brads Club

Parents' Handbook

ABOUT THE CLUB

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

The Club is open from 7.30am - 8.55am and 3.30pm - 6.00pm every day during term time. Brads will be based in our School Hall, DT Room, Library and Reflection room. Our school's outdoor facilities will also be 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 are an all-inclusive facility which celebrates the unique qualities of each individual.

What we offer

Our children attending Brads Club will be provided with a range of activities to participate in as they wish. There will always be a selection of activities and resources available:

- 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 will be provided for the children to do their homework after school.

What we provide

Brads Breakfast Club: We will provide toast, piece of fruit and a drink (milk or water).

Brads Afterschool Club: We will provide a light healthy snack, for example a sandwich or a sausage roll, crudities, fruit, tray bake or a biscuit and a drink. The food we provide at the Club is not intended as a substitute for a main evening 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 will receive training in food hygiene.

Staffing

Brads is staffed by Managers Julie Midgley covering our morning sessions and Katy Whitley covering our After School sessions. In the morning we will have a second member of staff each day with sessions shared by Alison Campbell and Nicola Harrison. In the afternoon Katy will work alongside Danielle Woolley as Play Leaders and Nicola Harrison will assist as Play worker.

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

Designated roles of staff:

Play Leaders - Katy Whitley and Julie Midgley

- 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,

Alison Hitchen is our school's Designated Safeguarding Lead and Barry Rogers is the Deputy Designated Safeguarding Lead. The DSL and DDSL will be contactable by Play leaders and any incidents, concerns or worries reported to them following school procedures.

A School Senior Leader will be contactable by Brads staff during every session and will oversee the provision. Senior leaders will be responsible to reviewing the quality of provision.

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

Policies and Procedures

Brads has 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 our school website.

TERMS AND CONDITIONS

Admission

Brads Club is accessible to children from Bradleys Both C P School. Admission to Brads is organised by Sarah Kirwin the Office Manager at Bradleys Both C P School, bookings for Brads can be made via Schoolcomms, an online booking system.

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

Fees

Breakfast Club (7.30am-8.55am) £4.50 per child per session including a breakfast snack and drink

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

The fee is per session per day, 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.

Fees are payable in advance when booking any session on 'School Comms'.

We can accept childcare vouchers.

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).

Late Fees

The club finishes at 6.00pm. If you are delayed for any reason please telephone the Club to let the Play leader know on 01535 633116. 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 us 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 or Brads Manager. 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 will be 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 the Club 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 Club'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 exiting Brads Club in the morning and after school will be strictly through the rear entrance up the steps and accessed via the driveway gate. A doorbell is installed at this door for parents collecting children. No other entrances to the building will be available for use before or after school.

Arrivals and departures

Each class teacher will have a copy of the register to know who is attending the before and after school club each day. Children must be accompanied to be dropped off at Brads Breakfast Club, doors will 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 will escort the children to line up in the playground. The children attending the after school club will be collected from their classes at 3.30pm and then taken to Brads.

A register will be taken when your children arrive in our care; you will be asked to sign your child in and out each day at drop off and collection.

We expect that your child will 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.

Child Protection

At Bradley we believe that keeping children safe is paramount and an important part of school life. We believe 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 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

Our Club 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 will 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 the Club's limitations. Each case will be 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 SENDCo 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.

The Club 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 will 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 the Club 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 the Club. See our school's **Exclusions Policy** for full details.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club 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 the Club we will contact you and ask you to make arrangements for them to be collected. Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Club for 48 hours after the illness has ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times, and the Club 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 Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club 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 Managers Julie Midgley or Katy Whitley. 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 at Brads. 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 club.
- 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 Club
Bradleys Both C P School
Skipton Road
Bradley
Keighley
West Yorkshire
BD20 9EF

Brads Club Telephone Number: 07851 238879 (Brads Mobile 7.30am-6pm)
01535 633116 (School Office 9am-3,30pm)

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

Club Staff

Brads Club Morning Manager: Julie Midgley / Nicola Harrison
Brads Club Afternoon Manager: Katy Midgley / Nicola Harrison
Playworkers: Alison Campbell, Sylvia Graham / Nicola Harrison

