

**GREENSLADE PRIMARY
SCHOOL**

BREAKFAST

&

AFTER SCHOOL CLUB

**HANDBOOK FOR
PARENTS AND CARERS**

SEPTEMBER 2018/19

**GREENSLADE
BREAKFAST
&
AFTER SCHOOL CLUB
RESPECT * INSPIRE * ACHIEVE
PARENTS AND CARERS'
HANDBOOK**

GREENSLADE PRIMARY SCHOOL

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Welcome to Greenslade Primary school

Breakfast & After school Club

Greenslade is a Community Primary School in Plumstead, South East London which was originally opened in 1895. Our wonderful Victorian building dominates the local landscape, overlooking Plumstead Common and its famous 'ravine'. Having been through several changes in educational function, the most recent was the school as it is now, opened in 1988. We are proud to be the last school opened by the Inner London Education Authority.

The wonderful balance of cultural and socio-economic backgrounds of our children ensures that they learn as a part of an extremely well mixed group. Our philosophy of valuing the contribution of each member of our community means that we work in a positive environment in which people feel proud of their achievements, are respected for their opinions and strive towards their next step for improvement. We are passionate about our children having access to experiences of the highest quality in all areas and at all ages, using learning styles and playing in ways that reflect their differing needs.

The aim of our Breakfast and After School Club is to provide a wide range of learning and play based activities in a safe and positive environment, where children and their families, as well as staff, feel valued and respected. Children at our club will benefit from good quality, healthy food and are involved in designing their menus and the programme of activities. Our Club provides the opportunity for our children's parents and carers to work or attend college and additionally gives the school the chance to support our most vulnerable families who may benefit from this service in specific times of need.

The Club is led, on a day to day basis, by the Manager and supported by two play leaders. The ultimate responsibility for the club lies with the Governors and Leadership Team of Greenslade Primary School. The Club operates as one aspect of Greenslade Primary School's provision and therefore follows and adheres to the policies and practice adopted by the rest of the school. For the features particular and specific to Breakfast and After School Clubs we follow the guidance and advice provided by relevant departments of Royal Greenwich Borough Council.

Depending on our numbers and fulfilment of our admission criteria all children from the Reception Class onwards who attend Greenslade and Timbercroft are welcome to Breakfast and After School Club and will all follow the same policies, procedures and expectations regardless of the school they attend.

Our Breakfast Club is open between 7:30 – 9:00am

At Breakfast Club we serve a wide range of foods e.g. toast, pancakes, Weetabix, Shredded Wheat, Bran Flakes and other cereals. We serve fresh fruit and Water every day at Breakfast Club.

Our After School Club is open between 3:30 – 6:00pm

At our After School Club we serve a wide range of foods in the form of a 'tea', e.g. spaghetti bolognese, chilli, quesadillas, curry, toasted sandwiches and picnics.

ADMISSIONS AND REGISTRATION

Greenslade Breakfast and After School Clubs are open to children from the Reception class age, attending either Greenslade or Timbercroft School.

We encourage parents and carers to visit the Club before a child begins to attend. This pre visit should be arranged with the Manager so it can be appropriately organised.

Parents/Carers who are interested in booking a place for their child at Breakfast and After School Club School can collect and fill in the registration form and return it to the Club Manager at Greenslade Primary School. The Manager of the Club, in consultation with the Head teacher, makes all decisions regarding admission to the Club.

All relevant documentation and agreements must be signed and in place before a child is able to attend the club.

There are 'good practice' guidelines we follow with regard to the number of children able to attend each session of our Breakfast and After School Club. These numbers are based on appropriate staffing ratios, the ages of the children attending, the physical space we have available and the type of activities our children engage in.

We have fulltime and part time places. Depending on availability of places, parents and carers are able to select which day and sessions they wish their child to attend. But once agreed, **every session selected must be paid for unless the child is ill.**

WAITING LIST

If the club is full on the day or session a child has requested to attend, we operate a 'waiting list' system so that decisions can be made as fairly as possible. We will keep a record of the children's names, a contact number and the sessions required. We will inform parents and carers when a space becomes available.

FEES

We follow guidelines provided by Royal Greenwich Borough Council regarding the charges we make for each session.

Breakfast Club is £4.50 per session

After School Club is £8.50 per session

Due to our overhead costs, fees need to be paid one week in advance. Failure to comply with this requirement will jeopardize your child's place at the Club.

Our expectation is that children will attend each session for which they have booked. Every session will need to be paid for **whether the child attends or not**, unless they are absent from school due to illness. If a child is unwell, parents and carers are expected to contact the club in advance of the session to inform staff of this fact. Fees are then carried forward until the child returns. Failure to inform us will mean that you will be charged.

If a child attends a pre-school or an after school activity at either school, payment for the Breakfast and After School Club remains a requirement due to the 'space' the child is taking up and our overhead running costs.

REGISTRATION AND DEPARTURE POLICY

We will keep a register of all children that attend the Breakfast and After School Club.

ARRIVAL

On arrival at the Club, a member of staff will record the child's attendance in the daily register.

Parents/Carers are required to sign their child in to the club every morning.

Breakfast will be served at 7:45am until 8:30am. Children arriving later than this time may result in them missing their breakfast.

At 8:30am, 2 of the Play Leaders will escort the children from Timbercroft, to their school, where they will be met, in the playground, by a member of staff.

At 3:30pm, 2 of the Play Leaders will pick up Timbercroft children from the hall at Timbercroft and will escort them down to Greenslade School.

All children **MUST** wear a high visibility jacket.

DEPARTURES

The Manager and Play Leaders are responsible for safety of children while in their care. At all times the safety of the children is paramount.

Children are not allowed to leave the Club unless their parent/carer has given written permission for them to do so. Only those people named on the registration form will be allowed to collect a child.

In cases of emergency another person will be permitted to collect the child having previously agreed this with the Manager. The collecting person should be named and known to the child. This is in line with the Policy of Greenslade Primary School.

When children are leaving, the register will be signed by the person collecting the child. The register will show the time of departure, the person collecting the child, and the child's name.

Parents/Carers will incur a charge of £10.00 if they are late in collecting their child.

If Parents and Carers or designated people have not arranged for their child to be picked up by 6:30pm, we have a duty to call Social Services and the appropriate action is then taken by the Greenwich Safeguarding Team. This is in line with the Policy of Greenslade Primary School.

ABSENCES

If a child is going to be absent from a session, Parents and Carers have a duty to inform the Club in advance. If no contact is made with the Club within 2 weeks then the child's place will be withdrawn.

ILLNESS

If your child has diarrhoea or vomiting they cannot come back to the club until 48 hours from the last episode of diarrhoea or vomiting. This is in accordance with Greenslade attendance policy and follows NHS advice.

ESCORTING CHILDREN TO AND FROM TIMBERCROFT SCHOOL

Children are walked to and from Timbercroft School on a daily basis; in order for this to happen:

- The Manager will undertake a range of thorough risk assessments which are reviewed regularly in line with Greenslade's Health and Safety Policy.
- A contact person at Timbercroft School will be identified with whom the Manager will liaise.
- The Manager will ensure that both sites have the same register of the children who need to be escorted between locations.

- Staff will ensure that all children are given road safety instructions prior to setting out and during the walk between schools.
- The Timbercroft children will wear high visibility jackets when being escorted to and from school.

VISITORS

Visitors will be supervised by a member of staff at all times. All visitors will be expected to sign the Visitors Book. Information includes the visitor's name, the date and time of their arrival, the reason for their visit and their departure time. This is in line with the Policy of Greenslade Primary School.

LOCAL VISITS AND OUTINGS

We frequently undertake short outings and visits to the local area. Appropriate risk assessments are carried out prior to the proposed visit. Parents and Carers sign a form when they register for the Club to allow a child to take part in these short local outings. This is in line with the Policy of Greenslade Primary School.

EQUALITY OF OPPORTUNITY

We are committed to promoting equality of opportunity for all children and ensuring that the unique skills and abilities of each child is recognised, valued and developed. Please see the Greenslade Equal Opportunity Policy for further information and guidance.

SUPPORTING CHILDREN WITH SPECIAL NEEDS

Meeting the needs of all children lies at the heart of our club. We welcome children with special needs into our club and strive to include them, where ever possible, in all aspects of the club. If a child requires specific support with access to activities or their wider educational, social or emotional development, staff will work in partnership with Parents and Carers to provide the appropriate support in line with our Inclusion/Special Need Policy.

As our Breakfast & After School club is a non-statutory provision, we are not funded to support children with SEN and cannot provide individual support. Therefore we may not be able to support some of the children with certain complex needs.

BEHAVIOUR MANAGEMENT

Our aim is for all issues related to behaviour to be managed positively, based on an ethos of mutual trust and respect. Please refer to Greenslade Primary School's Behaviour Policy.

As our Breakfast & After School club is a non-statutory provision, we reserve the right to withdraw the place of children whose behaviour is repeatedly disruptive, abusive or challenging.

The following school policies are relevant and available on request.

Safeguarding Policy

Equality of Opportunity Policy

Inclusion/Special Needs Policy

Behaviour Policy

Complaints Policy

Health and Safety Policy

Healthy Eating Policy

Reporting Accidents/Accidents Policy

Medication Policy

AGREEMENT

Parents And Carers of children attending our Breakfast and After School Club are required to sign below to acknowledge that this Handbook, the relevant Policies and Practice of Greenslade Primary School and Guidelines and advice of Greenwich Borough Council have been read and understood prior to a child attending our Club.

I have read and understood the Greenslade Primary School Breakfast & After School Club Handbook.

Signature.....

Date.....

Please do not hesitate to discuss any issues related to this handbook, our policies, practice and the guidelines we follow with a member of Breakfast and After School Club Staff or our Head Teacher, David Ashley.

Greenslade Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.