

Weeke Primary School



Extended Day Handbook

We hope that this Handbook provides all the necessary information about our Breakfast and After School Club. If you require any further information, please contact the main office on 01962 882710, or by email c.waite@weeke.hants.sch.uk.

Weeke Primary School – Stoney Lane – Weeke – SO22 6DR

01962 882710 – adminoffice@weeke.hants.sch.uk

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About Us

Weeke Primary School provides extended day provision, five days per week, for all pupils. Both the Breakfast Club and After School Clubs are operated by Weeke Primary School staff and provide high quality out-of-school hours' childcare for our parents/carers. Staff provide a range of stimulating and creative activities in a safe environment.

Breakfast Club begins at 07:45am until the start of the school day and includes a healthy breakfast (served until 8.15am).

After School Club begins at 3.30pm and runs until 6pm Monday to Friday. Each session includes a drink and healthy snack.

Admissions and Fees

Admissions

Pre-booking is required for families who require regular breakfast or after school club sessions as this ensures a place can be guaranteed. When all places have been filled, a waiting list will be established. Priority will be given to siblings who already have a place at Breakfast Club or After School Club. ***Due to the nature of our wrap around care we adjust staffing ratios accordingly to accommodate all children where pre-bookings are made. This flexibility allows us to not be full and a 'waiting list' is purely to give admin time to make the relevant adjustments.***

Children in Early Years can attend Extended Day provision once they are in school full time.

Fee structure

- **Cost for breakfast club (7.45am – 8.40am) = £6.00**
- **Cost for After School Club option 1 (1 hour) (3.30pm – 4.30pm) = £6.00**
- **Cost for After School Club option 2 (over 1 hour) (3.30pm – 6.00pm) = £9.00**

This two-tiered pricing structure will be in place for the full academic year. This still represents excellent value for money in comparison to other extended day provision in Winchester. We know that our families also like the flexibility of split timings and the option to book sessions on an 'ad hoc' basis.

Childcare vouchers can be used towards payment – please speak to Caroline Waite in the office for more information c.waite@weeke.hants.sch.uk.

Payments can be made on-line via your Arbor account.

Charges for sessions are made to your Arbor account the day after attendance. Please ensure that your account is always in credit. If accounts are not paid in a timely manner this may affect future attendance.

Policy Reference: Charges and Remissions policy

Booking Procedure

Please complete the registration form at the end of this handbook and return to the school office or by email to Caroline Waite, c.waite@weeke.hants.sch.uk.

- Breakfast Club **must be booked and paid for in advance – there is no option to drop off without pre-booking.** In the event of a non-booked place being required, the headteacher will make a decision at his/her discretion.
- After school club bookings must be requested no later than midday on the day you wish to use the after-school club and accounts must be paid in advance or on the day.

Non-attendance

It is important that children booked into breakfast or after school club do actually attend the session.

All children booked on the register are expected to attend (unless the office has received a phone call or email 24 hours before the session starts) – if a registered child does not attend, a phone call will be made to check he/she has arrived home safely and a £6.00 session fee (breakfast club) or £9.00 session fee (after school club) will be charged.

Regular non-attendance of a pre-booked place (below 85%) will result in parents/carers being contacted, the child's place being withdrawn and subsequently offered to a child on the waiting list. Exceptional circumstances, such as sickness will of course be taken into consideration. Attendance will be reviewed half-termly.

Pupil premium

We understand that paying for wrap around care can be a challenge and would not let the cost be a factor in a child not attending our wrap around care provision. We want parents and guardians to talk to us about their situation. Our team wants to make sure that money problems do not stop any child from joining in any school offering. Your child's growth and learning are very important to us and we believe this starts before the school day. We will always try to help you so please feel welcome to talk to us. Together, we can make sure every student has the chance to do well and succeed.

For more information on our Pupil Premium offering please click: [Pupil Premium - Weeke Primary School](#)

Registration and Collection

Breakfast Club

Breakfast Club is located in The Den, using the Y1/Y2 door leading to the playground (nearest the car park) for drop off and collection. Please ring the bell and wait for someone to let you in.

After School Club

Children in Early Years, Year 1 and Year 2 will be taken to after school club by a member of staff to be registered. Children in years 3, 4, 5 & 6 will make their own way to After School Club at the end of the school day. At the beginning of the academic year all children will be supported with this move.

After School Club is located in The Den, using the Y1/Y2 door leading to the playground (nearest the car park) for drop off and collection. Please ring the bell and wait for someone to let you in.

If a registered child does not attend, a phone call will be made to parent/carers listed on the child's registration form to ensure he/she has arrived home safely. If the whereabouts of the child is not known, staff will follow the Weeke Primary School Safeguarding Policy.

Children must be signed out by an adult listed on the registration form, or with an agreed password (new registration form will include option to share password) for children to be released. If existing parents/carers would like to add this facility, please complete a new form found at the back of this handbook.

Late Collection

Staff are paid until 6.00pm; it is essential that children are collected on time. A late fee of £10 will be charged for the first ten minutes, rising to £15 for subsequent ten-minute periods to cover the cost of any overtime payments, up to 30 minutes.

If the Lead staff member has been unable to contact the child's Parent/Carer or alternative emergency contact after 30 minutes, the local Children's Services team will be contacted for advice, as per the school Safeguarding policy.

We understand that parents/carers may need to contact the After School Club staff. **If you need to contact the After School Club staff out of hours please telephone 01962 882710 Option 4. Please note this is strictly for emergencies only.**

Persistent late collections will result in a child's place at After School Club being withdrawn.

Induction

- Children will be encouraged to settle at their own pace.
- New children will be introduced to all members of staff.
- Rules and routines, such as snacks, signing in and out will be explained.
- The fire evacuation procedure and the locations of all fire exits will be explained.
- Staff will keep a close eye on new children and ensure they feel relaxed, happy and secure.
- Older children will be encouraged to support the younger children.
- If a child seems to be taking a long time to settle in, this will be discussed with the Parent/Carer to see what can be done to support the transition.

Club Activities

Our aim at Weeke is to provide an enjoyable range of activities for all children to choose from, enabling them to try something new, play games, relax, take part in physical games and sports, creative activities including cooking, drawing, clay modelling, Lego building and more; the overarching aim for them is to have fun.

During Breakfast Club, children will be encouraged to play quietly, read and play board games once they have eaten their breakfast.

Staff will also look to link current national and international events to themed craft activities.

Staff regularly review and replenish resources.

Behaviour

Positive behaviour management strategies will be used by all staff to support children's safety, wellbeing and enjoyment. Strategies used will be in line with our school values and the School's Behaviour policy. Parents / carers will be informed of any significant incident.

Policy Reference: Behaviour Policy

Food and Drink

After School Club

Children will be offered a drink of water/unsweetened juice or squash and a snack, such as fruit, vegetables, yoghurt or rice cakes. Children are welcome to bring their own healthy snack (no nuts please). Children are also welcome to bring a packed 'tea' to eat at After School Club – this must follow usual school guidelines – no sweets, glass bottles or nuts please.

Breakfast

Breakfast is offered to children arriving between 7.45am and 8.15am.

Breakfast consists of a choice of:

- Low sugar cereals
- Toast/bread with various toppings
- Fresh fruit/vegetables
- Yoghurt

Information about children with allergies or intolerances must be added to registration forms. Please discuss any individual needs with our Breakfast Club Lead.

Breakfast Club lead staff are trained in food handling.

Administering of Medication

If a child attending extended day clubs requires prescription medication of any kind, their Parent/Carer must notify the school via the child's registration form. **If there are any changes to a child's regular medication, the child's Parent/Carer must complete a new form and inform staff.**

If a child has a health care plan, details will be shared with Breakfast and After School Club staff at the beginning of each academic year or on registering with either club.

Medication will be stored in the school office where it is accessible at all times.

If medicine is administered, staff will record receipt this on the Medication Log and inform parents/carers at pick up.

For specialist medication such as Epi-Pens, all staff, including Breakfast Club and After School Club staff receive appropriate training.

A qualified Paediatric First Aider is always present at Breakfast Club or After School Club.

Policy reference: Supporting Pupils with Medical Conditions

First Aid and Accident Reporting

A qualified Paediatric First Aider is always present at Breakfast Club or After School Club.

All staff receive safeguarding training and will follow the school's safeguarding policy.

The location of the First Aid Box and list of qualified First Aiders are clearly displayed. Regular checks on the contents of the First Aid Box take place to ensure that they are up to date, appropriate for children and comply with the Health & Safety (First Aid) regulations.

Policy reference - Health & Safety Policy and Safeguarding policy

Illness and Accidents

If a child becomes ill during a session, the Parent/Carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.

If a child complains of illness, which does not impair their overall wellbeing, the child will be monitored for the rest of the session, and the Parent/Carer will be notified when the child is collected.

If a child suffers a minor injury, first aid will be administered, and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible.

Major Injury or Serious Illness

In the event of a child becoming seriously ill or suffering a major injury, the First Aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their Parent/Carer to arrive.

Policy Reference: Health & Safety policy and Safeguarding policy

Missing Child Procedure

Staff take a register for each session. Staff ensure that children are clear about where they are and are not allowed to go during each session. Staff are clear about their roles and responsibilities including supervision. The school gates also remain closed until 6pm.

If a child cannot be located, staff will follow procedures set out in the school's Safeguarding Policy.

Policy Reference: Safeguarding policy and Child Protection Policy

Complaints

If a parent/carer has a concern involving their child at Breakfast or After School Club they should, in the first instance, raise the issue with the member of staff on duty.

Policy Reference - Complaints Policy

Policies

Extended day provision is operated under the policies of Weeke Primary School. All policies can be located on our website: <https://www.weekeprimary.com/policies.html>

Weeke Primary School Breakfast Club and After School Club Registration Form			
			
1. Child's Details:			
Surname		Male/Female	
Forename(s):.....		Date of birth:.....	
Address:.....		Home language:.....	
.....		Primary contact number:.....	
Postcode:.....			
2. Parent(s)/Carer(s) Details:			
Name of 1 st parent contact:		Name of 2 nd parent contact (if applicable):	
Mr/Mrs/Miss/Ms:.....		Mr/Mrs/Miss/Ms:.....	
Relationship to child:.....		Relationship to child:.....	
Home telephone number:.....		Home telephone number:	
Mobile number:.....		Mobile number:.....	
Work telephone number:.....		Work telephone number:.....	
Email address:.....		Email address:.....	
<i>If a parent/carer lives at a different address other than the one listed in section 1, please list on the reverse of form.</i>			
3. Please list the adults who are authorised to collect your child (After School Club children only):			
If you would like to use a password to enable an alternative adult to collect your child, please list below:			
4. Emergency Contacts:			
Please give details of two additional adults who may be contacted in an emergency/non collection of child:			
Name	Relationship to child	Home/work contact number	Mobile number
1.			
2.			
5. Child's Health / Medical Needs:			
GP/Surgery Name:.....		Telephone number:	
Health / Dietary / Medical Needs (including food allergies and any medication). Copies of school Care Plans will be kept in our breakfast club/after school club file):			
6. Breakfast and After School Club sessions required:			
Breakfast Club		After School Club	
M T W Th F		M T W Th F	
Please circle the regular sessions you would like to request or tick the box if you will be using the club on different days each week. <input type="checkbox"/>		Please circle the regular sessions you would like to request or tick the box if you will be using the club on different days each week. <input type="checkbox"/>	

I agree to the conditions set out in the Weeke Primary School Breakfast and After School Club Handbook YES / NO

Signature of Parent/guardian: Date:.....