



RHODES AVENUE
PRIMARY SCHOOL



**After School Club
Parents' Handbook (2016 – 2017)**

The After School Club

Rhodes Avenue Primary School, After School Club (ASC) is registered to provide childcare for children aged 3 to 11 years.

The After School Club is based in a separate building within the school grounds. The main area is used for large group activities, whilst the smaller space is used for technology activities.

We have access to a large outdoor space, which consists of a hard surfaced play area for a range of ball games and a soft-play grassed area with a large climbing structure for the children to use. We are also extremely lucky to be well placed next to the local park, which we put to good use throughout the year when the weather permits.

Operating Hours

Monday – Friday

3.30pm – 6.00pm

Aims

The club aims to provide a safe, secure and relaxed atmosphere for the children in our care. We endeavour to provide a warm, nurturing environment and to provide a wide range of fun activities for the children that they will enjoy and allow them to develop socially and educationally.

We aim to:

- 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 your child's achievements, experiences, progress, and friendships;
- ask your permission for outings and special events;
- listen to your views and concerns to ensure that we continue to meet your child's and your needs.

What we offer

We offer a wide range of activities such as:

- Cookery,
- Arts and crafts
- Needlecraft
- Board games
- Puzzles
- Clay modelling
- Role play
- Construction
- Paper craft
- Outdoor play
- Computer games
- Homework Table

Refreshments

A small snack meal, fruit and water are provided each day at the start of the session. This is not intended to be a substitute for the main evening meal that your child receives at home.

Below is the menu of the snack meals served throughout the week, which is on a four week rotational basis.

AFTER SCHOOL CLUB WEEKLY MENU					
Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
	Pasta	Fish Fingers and Chips	Houmous Carrots Cucumber Pitta Bread	Pizza	Children make their own sandwiches or Paninis with a variety of fillings
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
	Fish Fingers and Chips	Houmous Carrots, Cucumber Pitta Bread	Pizza	Pasta	Children make their own sandwiches or Paninis with a variety of fillings
Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
	Houmous Carrots Cucumber Pitta Bread	Pizza	Pasta	Fish Fingers and Chips	Children make their own sandwiches or Paninis with a variety of fillings
Week 4	Monday	Tuesday	Wednesday	Thursday	Friday
	Pizza	Pasta	Fish Fingers and Chips	Houmous Carrots Cucumber Pitta Bread	Children make their own sandwiches or Paninis with a variety of fillings

The children all dine together and are encouraged to clear up after themselves. Water is always available throughout the session.

Settling In

Parents/carers and children are invited to come and visit the ASC before the child's first session so that they get a chance to familiarise themselves with the setting.

At the start of each child's first attendance a member of staff will take your child through the daily routines, in order to familiarise them with the setting, staff and practices. Another child will then usually be allocated to act as the new child's 'buddy' for the first few sessions.

Staffing

Our Centre is run by an enthusiastic, qualified and committed team and are managed by an ASC manager.

All staff are experienced at working with children, and comply with EYFS requirements for registered childcare.

The team regularly undertake professional development and are security checked through the Disclosure and Barring Service (DBS).

Organisation

The After School Club is managed and run by Rhodes Avenue Primary School as part of their wider service to the school community. The manager maintains a close working relationship with the Head/Deputy Teacher which ensures continuity of care between school and the After School Club.

TERMS AND CONDITIONS

Admission

It is our intention to make the After School Club accessible to children and families from all sections of our local community. Admission to the club is organised by the After School Manager and the Admin Officer, and a waiting list system will be implemented when the need arises. The waiting list will be operated on a first-come-first-served basis, with the exception of siblings who will have priority for the same day(s) as a sibling already attending. The waiting list enquiries and the administration process is led by the school office.

A completed registration form is required for each child attending the setting. This form contains personal information concerning your child and is of a confidential nature for use only by Rhodes Avenue Primary School/ASC

Re-enrolment is undertaken towards the end of the summer term. Children already attending the After School Club will have priority for a period of time before enrolment is open to the rest of the school.

Arrival and departure

Children in Nursery, Reception, Year 1 and Year 2 are collected from their classrooms at the end of the school day and Years 3 – 6 are collected from a pre-arranged collection point within the main school building and a register is taken.

Children should always be collected by a known named adult. In exceptional circumstances when it is not possible for your child to be collected by you or the named or regular person, please make sure to contact us in advance to let us know, as this avoids any unnecessary delays because of identification checks.

The club finishes promptly at 6.00pm each day. If you are delayed for whatever reason please ensure to telephone the club to let us know at the earliest possible convenience.

Payment of fees

Fees are payable in advance using the 'School Money' payments system

https://sm1.schoolmoney.co.uk/public/school_money/login.html.nc

or by Childcare Vouchers. A charge is payable for all sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

Parents can view the terms fees at the start of each term and these can be paid using 'School Money'.

Bank holidays and Inset days are not charged for, nor will you be charged for any closures that are outside of the ASC's control (e.g. closure due to severe weather).

If you are having difficulty paying fees, please speak in confidence to the After School Club Manager/Admin Officer so that we are aware of the situation.

Refer to **Appendix 1** for current prices.

Late Collection

A discretionary late payment fee of £3.00 per 15 minutes may be charged if children are collected after 6.00pm in order to offset to any additional staff wages and/or transport costs that could be incurred.

Changes to days and cancelling your place

The Admin Officer must be given at least two weeks notice of changes or termination of your child's place. Requests for changes to days booked should be made by email and will be fully accommodated where possible.

For children in the Nursery, please speak to the Admin Officer regarding any changes/terminations of your child's place.

Temporary changes

Please remember that we need to know if your child/children will not be attending ASC for any reason. If you know in advance of any days when your child/children will not be attending please inform the Admin Officer as early as possible.

In cases of illness or emergency when notice cannot be given in advance, please inform us as soon as you can. Contact details can be found in Appendix 2.

Illness

If a child becomes ill while in our care, we will telephone the parent/carer in the first instance to inform you of this, if we are unable to get hold of you we will then call your 'emergency' contact to collect them. Please make sure that your contact details are always up to date.

If your child has had sickness or diarrhoea, please do not send him/her to the ASC for 48 eight hours after the illness has ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times. Staff are trained in First Aid and a fully equipped first aid kit is kept on the premises. We operate an accident recording procedure and fire drills are carried out regularly in line with school policy.

Medication

Please let the ASC Manager know if your child is taking prescribed medicine. Please speak to the manager if medication needs to be administered during club time. As part of our safeguarding procedures you will be required to fill out a permission form giving us written responsibility to administer prescribed medicines to your child. This can be obtained from the school office.

Behaviour

The staff team at the ASC aim to create a welcoming, caring environment where relationships are based on mutual respect and to develop positive self-esteem in each child. We are committed to maintaining high expectations of good behaviour. This is an essential contribution to the enjoyment of the children while attending the afterschool club.

The After School Club follows the school's *Positive Code of Conduct* which states that pupils:

- treat other people as we would like to be treated;
- are kind in the way we speak to and about others;
- respect each member of the after school community;
- behave in a way that does not upset or frighten others;
- are careful not to upset others when we draw or write;
- are fair in the way they play and who they choose to play with;
- care for themselves, for each other and for the after school environment;

We believe that the most effective way of achieving our aims is to praise and encourage positive behaviour and do our best to discourage negative behaviour. We hope that you will support our approach to behaviour which, we feel, will be of benefit to all.

Refer to our *Behaviour for Learning Policy* for greater detail.

Child Protection

We comply with local and London Safeguarding Board child protection procedures and ensure that all staff are trained in Safeguarding and have a DBS. The designated teacher for Child Protection is Emel Ali.

Refer to the school's Safeguarding Policy for greater detail.

Equalities

Rhodes Avenue will ensure that it complies with its duties under the *Equality Act 2010* and have due regard to the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the abovementioned Act.

The After School club will make every effort to accommodate and welcome any child with special needs. Each case will be assessed individually and risk assessed to ensure everyone's safety. We will work in liaison with parents/carers and relevant professionals to meet children's needs wherever possible.

Refer to the school's Safeguarding Policy for greater detail.

Complaints

The Rhodes Avenue ASC values your opinions and is committed to providing a high quality service to everyone we deal with. We listen to any raised complaints, and treat all feedback very seriously.

Refer to our Complaints Policy for greater information on reporting complaints.

Policy

The ASC club operates under the same set of policies and procedures as the school.

Referenced Policies in this document

- Behaviour for Learning
- Exclusion of Pupils
- Safeguarding
- Equalities

Copies are available on the school website to download and hard copies are available from the School Office.

Review of this Handbook

This document will be reviewed and ratified by the Resources Sub-Committee annually.

Appendix 1

After School Club Term Time Fees 2016 - 2017		
Unregistered session rate		
Hours	3:30 am – 6:00 pm	£11.00 per session
Weekly registered rate		
Hours	3:30 am – 6:00 pm	£50.00 per week

Half term Holiday Rates 2016 - 2017		
Hours	9:00 am – 4:00 pm	£30.00
Hours	9:00 am – 1:00 pm	£17.00
Hours	1:00 pm – 4:00 pm	£17.00

Easter and Summer Holiday Rates 2016 - 2017		
Hours	8:00 am – 6:00 pm	£43.00
Hours	8:00 am – 1:00 pm	£23.00
Hours	1:00 pm – 6:00 pm	£23.00

Appendix 2

CONTACT INFORMATION:

After School Club: Ms Eileen Venner

Playcentre Manager
Rhodes Avenue Primary School
Rhodes Avenue
Wood Green
London
N22 7UT
Tel: 0208 826 1897
Email: playcentre@rhodes.haringey.sch.uk

Office: Ms Joanne Tillson

Admin Officer
Rhodes Avenue Primary School
Rhodes Avenue
Tel: 0208 826 1893
Email: joanne.tillson@rhodes.haringey.sch.uk
Website Address: rhodesavenue.school

Senior leader in school linked to ASC:

Maria Panayiotou
Deputy Head Teacher
Tel: 0208 826 1892
Email: mpanayiotou.309@lgflmail.org