



Silsden
Primary School



Silsden Sprouts

Parents Handbook.

Silsden Primary School Before and After School Club

Silsden Primary School

Elliott Street

Silsden

Keighley BD20 0AW

✉ sprouts@silsden.bradford.sch.uk

☎ 01535 210666/653290 (7:15am – 6:15pm)

www.silsdenprimary.co.uk

Opening Hours:

Monday – Friday. Term Time Only

Sessions:

Morning 7.30-8.50am

Afternoon session 1 3.30pm-4.45pm

Afternoon session 2 4.45pm-6.00pm

Headteacher: Mr Karl Russell

Business Manager: Sally-Anne Boyes

Updated. September 2020

All about our breakfast and after school club

Our club is registered with Ofsted, and is based at Silsden Primary School, Aire View site. The club is available to all children who attend Silsden Primary School in Reception through to year 6 and is open from 7.30am to 8:55am for Breakfast Club and 3:30pm until 6pm for After School Club. The club is only open during term time.

Aims

We aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

What we offer

Children at our club enjoy a wide range of activities, both indoors and out. The children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including crafts, board games, construction, physical play and reading. In addition, other resources are available for the children to select from our equipment library and they will also have the opportunity to complete any homework should they wish.

For outdoor play we have equipment such as footballs, bats and balls, hoola hoops and soft Frisbees, as well as chalk art and the ever popular bubble blowing. Children will also have the opportunity to play team games such as football, netball and other sports when the weather is nice.

What we provide

All children who attend “Silsden Sprouts” before school have breakfast provided, with a choice of fruit, cereals and toast, along with fruit juice or milk and activities and games are provided for the remainder of the morning before the school day begins. We meet individual dietary requirements and parental preferences wherever possible.

Children can bring their own snacks from home to the afternoon sessions. We do not provide snacks or meals to children attending these sessions, however fresh drinking water and fruit will be available at all after-school sessions.

Staffing

“Silsden Sprouts” is staffed by a Play Leader and experienced play workers who are employed by Silsden Primary School.

All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:15 for children.

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 our school business manager via the school office.

Policies and procedures

Silsden Primary School has clearly defined policies and procedures which also apply to “Silsden Sprouts”. Key points of the main policies are included in the ‘Club Policies and Procedures Overview’ section of this Handbook. Copies of the full Terms & Conditions are kept at the Club and are provided to parents with children attending the club. These must be signed by all parents who register their children with the club before they can attend.

Club Policies and Procedures Overview

Registering with our Club

You can register with “Silsden Sprouts” at any time, even if you do not wish to book a place at the club. This allows you to make casual bookings on an ad-hoc basis subject to places being available. In order to attend “Silsden Sprouts” you must complete both the Registration Form (one for each child) and Terms & Conditions document for your child/ren, prior to their first visit. These are valid for the duration of your child’s time at the school.

Please let the school office know if you need to make any changes to your registration details, for example, change of address, telephone number or contacts.

We will always keep you informed of any changes to the club rules and terms and conditions.

Booking sessions at our Club

Subject to availability, permanent places can be booked at any time, and you can request a start date no less than 24 hours, and no more than 1 month in advance. Places are allocated using our allocation criteria (please refer to the terms and conditions attached).

You are not required to renew your booking at the start of each term – your booking will always be carried forward unless you request a change to your booking or wish to cancel. This also applies to the Autumn term – we will always assume that you wish to continue with your booking for the new academic year unless you give notice or make changes to the contrary.

If your child is due to leave school (e.g. a year 6 child leaving at the end of the summer term) their registration with the club will automatically end on their last day at school. You are not required to give notice in this case.

Booking Confirmations and Making a Payment

When you request a permanent booking at “Silsden Sprouts” you will receive a letter confirming the sessions that you have requested, the start date, and either an invoice for the upcoming half term, or an indication of when you will receive your invoice. You are not required to pay for your place at the time of the booking unless you wish to do so.

Invoices for permanent bookings are sent out in the first week of each half term. These are only for the permanent bookings requested. (Additional and casual bookings are billed separately – see point below).

Additional hours for a child who already has a permanent place are logged on a register throughout each half term and are invoiced either at the end of half term or at the beginning of the following half term. These sessions are clearly marked as such so should be easily identifiable on the invoice.

Ad hoc / casual sessions must be paid for in advance

Making and amending additional and casual bookings

Changes to existing (permanent) bookings can be made subject to availability. Changes resulting in a reduction of hours or a change to the days of attendance will require 1 months’ notice, unless an agreement is made with the club leader. No notice is required for an increase to current hours and places will be allocated as per our criteria (as above).

To request additional sessions, or to book a casual session/s you should call the school office and a member of the admin team will deal with the request at their earliest convenience. Places are subject to availability and must be booked at least 24 hours in advance and no more than one week in advance.

Giving Notice

One calendar month notice must be given to cancel a session at our before and after school. If you wish to cancel during a holiday period please send an email to sprouts@silsden.bradford.sch.uk. The place will be cancelled from the date that your email is received and confirmation will be sent to you that your request has been received at the beginning of the following term. If you do cancel your child’s session/s you will still be able to use the club on an ad-hoc basis (subject to availability of places) for the duration of your child’s place at Silsden Sprouts.

Payment of fees

The fees per session are as follows:

Morning Session (7.30-8.50am) £4.75 (this includes breakfast)

Afternoon session 1 (3.30-4.45pm) £4.25

Afternoon session 2 (4:45-6.00pm) £4.25

You can sign your child up for both afternoon sessions which would cost £8.50

Fees are payable half-termly in advance. You can pay for your child's sessions through ParentPay. **Childcare vouchers are also acceptable** (please contact the office for more details).

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given), or attending extra-curricular activities.

We do not charge for bank holidays and professional training days, or for sessions missed due to organised school visits (e.g. Residential visits).

Please ensure that fees are paid promptly. Non-payment for any half term may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to our Business Manager, Sally-Anne Boyes.

Temporary changes

Please remember to notify school if your child will not be attending the Club for any reason. If your child doesn't attend a booked session and school is not aware, we will have to treat them as a 'missing child' unless you have notified us of their absence.

Arrivals and departures

Breakfast club arrivals - All children must enter the building through Aire View main entrance and parents / carers must escort their children to the front door and hand your child/ children to a member of staff.

Breakfast club departures - At the end of the session (8:50am) children in Reception & Key Stage 1 will be escorted to their classrooms by a member of staff. KS2 children whose lessons are delivered at the Hothfield site will be escorted by a member of staff to the Hothfield site and taken to the main reception entrance for 8:55am when they will independently make their way to their own classroom.

After School Arrivals – Reception and KS1 children will be escorted to the Hall from their afternoon sessions by a member of staff. KS2 children will meet in Hothfield site library and will be escorted to the after school club at the Aire View Site. A register is taken when children arrive in our care, and parents must sign out their child/children each day when they are collected.

We expect that children will normally be collected by the person/s named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. Children will not be released into the care of a person unknown to us without Parents' authorisation.

If you are delayed in collecting your child for any reason please contact the school office during office hours (8.30am-4pm) or if calling before or after these hours please telephone the main school numbers and select our before and after school club option, to let us know. If your child has been booked for the first session that ends at 4:45pm and you collect your child after 4:45 or your child is attending the second session and you collect your child after 6pm a late payment fee of £3.00 per 15 minutes will be charged. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred. If your child has not been collected by 6.30pm and the club has been unable to contact you (or the adult responsible for collecting your child) the club will contact Social Care.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Child Protection and Safeguarding Policy**.

Equal opportunities

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

- We respect the different racial origins, religions, cultures and languages in a multi- ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents and 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. EHCP/SEND provision does not apply to time during our before and after school club.

GENERAL INFORMATION

Behaviour (children)

Silsden Primary School have clear rules for acceptable behaviour and we expect every child to adhere to these while at "Silsden Sprouts". Silsden Primary School has a clear Behaviour Policy which also applies to before and after school provision, a copy of which is available to all parents and carers and can be found on the school website.

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

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

"Silsden Sprouts" 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 special 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 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 "Silsden Sprouts" with immediate effect.

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.

Illness

We are unable to care for children who are unwell. If your child becomes unwell we will contact you and ask you to

make arrangements for them to be collected.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times and (Silsden Sprouts" 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.

Medication

Please let the Manager know if your child is taking prescribed medicine. Short term medication (such as antibiotics) will not be administered by our club leader and should be administered at home before arriving at school and when your child arrives home.

If your child requires access to long term medication (such as EpiPen, inhaler etc) please can you ensure that our Club Leader is provided with the relevant medication for safekeeping to be used in the event of an emergency during club hours.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to our Business Manager, or any other member of staff.

A full copy of our Silsden Primary School **Complaints 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 play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, 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.

Silsden Sprouts

Silsden Primary School Before and After School Club

Aire View Site
Elliott Street
Silsden
BD20 0AW



BOOKING FORM

Silsden Primary School before and after school club operates every week day, term time only, as follows:

7.30am – 8.50am 3.30pm – 6.00pm

The Costs for each session are:

7.30am – 8.50am	£4.75
3.30pm – 4.45pm	£4.25
4.45pm – 6.00pm	£4.25

Payment must be made each half term, in advance. We cannot secure your booking until payment has been made.

If your child has specific needs, please contact the school for more information.

If you plan to use child care vouchers, you will need to provide full details of the voucher provider in the relevant box below.

I wish my child/children

Class/Classes

to attend Silsden Primary before and after school club on the following days, (please tick and state times required):

AM

Monday..... Tuesday..... Wednesday..... Thursday..... Friday.....

PM Option 1 (3.30pm – 4.45pm)

Monday..... Tuesday..... Wednesday..... Thursday..... Friday.....

PM Option 2 (4:45pm – 6.00pm)

Monday..... Tuesday..... Wednesday..... Thursday..... Friday.....

I intend to use child care vouchers (please provide details below):

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Start Date

Signed (Parent/Carer)

Name

Date