

Headteacher:

Mr J Hudson

Telephone: 01827 475778

Fax: 01827 475782

Email:

headteacher@florendine.staffs.sch.uk

www.florendine.staffs.sch.uk



Florendine Street

Amington

Tamworth

Staffordshire

B77 3DD

02 October 2024

Dear Parent/Carer

### Wraparound Provision

We hope this letter finds you well. We are writing to inform you of some important updates regarding the terms and conditions of our wraparound provision, as well as an increase in fees.

After careful consideration and review, we have made some adjustments to our wraparound provision to ensure the continued quality of care and support for your children.

In order to sustain the quality of our provision and to cover rising operational costs, there will be an increase in fees. We understand that any fee adjustment can impact families, and we have endeavoured to keep the increase as modest as possible, whilst still ensuring the sustainability of the wraparound provision.

### *Updated Terms & Conditions*

- *Breakfast club will only operate one session 7.45am – 8.45am - £4.50*
- *After school club 3.10pm – 5.15pm - £7.00*
- *Holiday Club - £17.00*
- *Bookings to be made by **Thursday** for the following week*
- *No sibling discounts*

Updated terms are effective from **3<sup>rd</sup> June 2024**.

A copy of the updated policy will be sent out on Xpressions and is available on the website.

Thank you for your understanding and continued support.

Yours sincerely

*Mr J Hudson*

**Mr Hudson**  
Headteacher



The Den @ Florendine  
Before & After School Club

## **Before and After School Club Policy**

### **Introduction**

The Den @ Florendine is run by Florendine Primary School and exists to provide quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.45am – 8.45am and from 3.15pm – 5.15pm term time, and current costs are detailed below.

Breakfast Club - £4.50

After School Club - £7

A copy of this policy is provided to all parents of children attending the Club and is also available on the school website.

***All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy. It is the parent/carer responsibility to complete a new form as and when changes occur, such as a new number or change of address. A new registration form will be issued at the start of each academic year.***

### **Admissions**

- Only children attending Florendine Primary School are eligible to attend the club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club. The registration form also forms the basis of the contract between parent and the school.
- All parents will receive a copy of this policy via Xpressions and this policy is available to view via our School Website.
- Pupils are welcomed to use the club provided there are spaces and parent/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

### **Arrival and Departure**

#### **Before School Club**

- Parents/carers are required to bring their child directly to the club and sign them in. Children should enter via the main hall doors off the KS1 playground. The staff will be alerted to your arrival when you knock at the door.

- Reception and KS1 children are escorted to class by The Den morning staff.
- KS2 children make their way to class at 8.45am

#### After School Club

##### Collection of Infant Children

- Reception and KS1 children are escorted to main hall where The Den staff will register their arrival.

##### Collection of Junior Children

- KS2 children will make their own way into the hall to be registered by The Den staff.

The club staff will ensure a register is taken of all children and liaise with the class teacher/school office to determine any reason why a child is not accounted for.

##### Departure

- When a child is collected at the end or during a session, they must be signed out by a parent/carer or named collector at the time recorded.
- The parent/carer or named collector must inform a member of The Den staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform the Den staff if their child is going to be absent from Club.

#### Daily Routine

##### Morning Session

- Parents bring their child to Before School Club where a range of activities are set out.
- Parents must sign their child in then leave them in the care of The Den staff, parents must not enter the school hall for safeguarding reasons.
- 8.00am – 8.30am Children who require breakfast must go wash their hands in the Year 3/4 toilet area ready to collect the breakfast items of their choice from the kitchen staff hatch. **No breakfast will be served after 8.30am.**
- 8.35am Tidy up time encouraging the children to take responsibility of ensuring the Hall is ready for the school day.
- 8.40am Children collect their coats and bags ready to be escorted or make their way to the relevant classroom.

##### Afternoon Session

- 3.10pm – 3.15pm children go to the hall to be signed in by the club staff.
- 3.30pm – 3.40pm The Den staff will offer snack time to children attending. Children who attend club can bring with them a healthy snack and drinks will be provided. Children can then choose from a range of planned activities either indoor or outdoor.
- 3.45pm – 4.15pm – Free play activities (outdoors - weather permitting)
- 4.15pm – 5.15pm – Planned activities

## **Behaviour**

Whilst attending The Den children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy time at The Den.

Positive behaviour is encouraged by:

- Staff acting as positive role models
- Praising appropriate behaviour
- Sticker rewards.
- Respect awards.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from an activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and parent/carer.

## **First Aid**

- All accidents will be recorded in the Club accident book, accurately reported to the parents/carers upon collection and signed by a member of the Club staff and parent.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, the Club will be informed of their absence.

If medication is required to be administered at club please fill in the correct forms at the school office to be passed to the Club together with the medication.

Any medication administered will be recorded on the Medicine Record and administered by a qualified first aider.

Medication must be returned to a parent/carer only at the end of the session.

## **Missing or uncollected children**

### Missing children

Children are head counted according to the roll call at the start of the session to match the numbers expected on the daily register. They are then head counted before free play session begins and at the end of free play.

When completing the register at the start of a session if a child who is meant to be present does not arrive, a member of the club staff will liaise with the office regarding their whereabouts. Parents will be contacted to find out where they are if their whereabouts cannot be placed at the start of the session.

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted and parents.

### Uncollected children

If a child has not been collected by 5.15pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

**A charge will be levied for late collection. A fee will be applied for late collection from 5.20pm onwards of £1 per minute per child. Charges will be added to ParentPay by the end of each week.**

## **Payment of Fees**

Bookings must be made by **Thursday** for the following week. Payment is to be made at the time of booking.

Fees are paid in advance, and payment is due for all sessions even if your child is unable to attend their booked session.

Cancellations must be received a minimum of 24 hours in advance of the session booked.

The parent signing the club registration form is known as the 'contracting parent' and is responsible for payment of fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the office staff as soon as possible to discuss. Our staff will treat all matters confidentially and arrange a discussion in private.

- It is possible to pay fees via Parent Pay, childcare vouchers or Government tax free childcare. Please let us know on the registration form your preferred method of

payment. If using a childcare voucher provider please quote your child's name and Florendine as reference.

**Our childcare provider reference is 124155**

Procedures for payment of fees

Breakfast Club

- Bookings are to be made in advance by Thursday for the following week. We recommend payment at the time of booking to avoid bookings being automatically cancelled by ParentPay.
- We can accommodate walk in sessions if required, however please ensure ParentPay is in credit.
- Attendance sessions are marked daily and ParentPay will automatically deduct the session used that day.
- A message will be sent on Xpressions to remind of unpaid fees.

After School Club

- Bookings are to be made in advance by Thursday for the following week
- Payment is due in advance and should be made at the time of booking. Any booking without payment will automatically be cancelled by ParentPay.
- Late bookings must be made through The Den (07590642771) or via Xpressions, however we cannot guarantee a space will be available
- Attendance sessions are marked daily and ParentPay will automatically deduct the session used that day.
- A message will be sent on Xpressions to remind of unpaid fees.

**Related Whole School Policies**

- Safeguarding policy
- Equal opportunities policy
- Health & Safety policy

**Appendices**

- **Appendix 1 : Registration form**

Signed: I.Crookes                      Headteacher                      Date: 15.05.2024

Signed: J.Baker                      Chair of Governors                      Date: 15.05.2024

**Policy due for review September 2025**