



Dear Parent or Carer

**Welcome to Sparklers our Wrap Around Care Service**

As a family new to using Sparklers at Red Hall, we would like to extend a warm welcome to you. We hope that this will be the start of a long and supportive partnership.

Our aim is to provide high quality seamless Before and After School Care for children attending Red Hall Primary School and to ensure your child is well cared for in a stimulating environment. Activities are selected that are engaging and take into account the interests of your child(ren) and all out of school care has to follow the Statutory Framework for the Early Years and Foundation Stage (Sept 2021).

During their stay with us at the club we will be offering activities for the children to take part in, some examples of activities we enjoy are painting, modelling, sewing, baking, playing sports and all are designed for the children's enjoyment whilst learning at the same time.

If you wish to contact us at anytime, please either telephone 01384 813968 during the hours of 7.30-9.00am and 3.00 - 5:45pm, Monday to Friday or alternatively contact the school office (8.30am-3.30pm).

We hope your child enjoys their stay in Sparklers Before and After School Care Club.

Yours sincerely

Mrs H Tomlinson  
Headteacher



## Introduction

Red Hall Primary School Wrap Around care is run as a 'Governor Led' initiative. This means that the Governing Body is responsible for the policies of the provision. However, all out of school childcare, is run and funded separately from the school. The school's delegated budget is **not** used to support Breakfast and After School Clubs – they need to be self-sustaining as a standalone business.

## Management and Running of the Clubs

The clubs are run by paid staff headed by our Acting Club Manager, Mrs Lowe, who supervises the staff team. The staff team is responsible for the programming and running of activities, and for ensuring that the policies and procedures are put into practice.

The club manager is supervised by and accountable to the Governors of the school. The Governors are responsible for decision making about the overall running of the club including financial management, review and monitoring of policies and procedures, staff recruitment and ensuring that the National Standards are being met.

## Contact details and fees

Wrap Around Care Manager	Mrs H Lowe (Acting)
Contact Details:	01384 813850

Session	Times	Rate per child
<b>Breakfast Club</b> (includes a light breakfast)	7:30am – 8:45am	£5.00
<b>After School Club</b> (includes food)	Monday to Friday 3:00pm – 5.45pm	£7.50
<b>Late collections fee</b> (Monday to Friday)	5:45pm – 6:00pm After – 6:00pm	£10.00 plus usual fee £20.00 plus usual fee

Children will be signed in on arrival and out on departure. A record is kept of children's times and fees charged accordingly.



### **Charging Policy**

The level of fees will be set by Red Hall Primary School Governors and reviewed annually in the light of the club's financial position, its strategic plans and any other broader economic or social considerations deemed relevant.

Payment of fees can be made weekly or monthly and must be made at least one week in advance prior to the start of the week or month in question, to secure your child's place. Your account should always be at least one week in advance. Payments can be made via our ParentPay system but from September it will be through a web-based parent portal called My Child at School, tax free childcare, or childcare vouchers. (Please note if paying by childcare vouchers, please ensure you only allocate the correct amount of funds, as refunds cannot be processed). If a parent/carer thinks that they are entitled to Working Family Tax Credit they should contact Dudley's family information services.

If payment is not received on the due date, the club cannot guarantee the child's place. If fees are not paid on time, the club will notify the parents/carer in writing and request payment at the earliest opportunity. The Manager has the right to issue a formal warning to the parents/carers in writing to inform them that the continued late payment will result in their child's place at the club being forfeited. If parents are likely to have difficulty making a payment by the due date they are strongly advised to arrange a meeting with the Manager at the earliest opportunity to avoid jeopardising their child's place at the club. If after 4 weeks your account is not brought up to date the child's place could be revoked, (unless other arrangements have been put in place).

This is a non-profit making venture to assist parents with childcare. Chasing up late payments is extremely time consuming and we have neither the capacity nor the time to continually remind parents who do not pay on time. All of our childcare staff are an important part of supervising children and are part of maintaining adequate ratios.



### **Our Core Aims**

- To provide an affordable, childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils to have Wrap Around Care before and after school hours.
- A varied programme of activities for your child
- High quality care at all times
- Experienced, qualified and committed staff
- A commitment to equal opportunities
- Safe equipment which meets British Standards
- Policies and procedures which meet Ofsted requirements
- Be available to discuss the care of your child at a mutually convenient time

### **The Governing Body and staff expect from parents/carers the following:**

- A completed agreement form
- A completed registration and medication documents which must be kept up to date including any additional requirements your child may have
- To become familiar with the schemes policies and working procedures
- To collect your child on time.
- To provide notice of any changes to the collection procedure
- To inform the staff of any absences due to illness or holidays
- To make prompt payment for booked sessions on a regular basis
- To sign your child in and out of the premises, The Sparklers - Wrap Around Care Team will be doing this on your behalf
- Complaints should be dealt with as per the Schools Complaints Policy, which can be found on the School website
- Be available to discuss the care of your child at a mutually convenient time

### **Admissions**

- Only children attending Red Hall Primary School are eligible to attend Sparklers - Wrap Around Care sessions.



- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- Parents requiring ad hoc places are welcome to use Sparklers - Wrap Around Care provided there are spaces and parents/carers have previously completed the registration process.
- All Sparklers -Wrap Around Care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

### **Booking places**

- Places for Sparklers Wrap Around Care are to be booked through contacting the school office who will pass your details onto Mrs Lowe, Sparklers - Wrap Around Care Manager, [hlowe@redhall.dudley.sch.uk](mailto:hlowe@redhall.dudley.sch.uk)
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to space, ad hoc places can be booked up to the actual day so long as payment has been made.

### **Sickness/Holidays/Non-Attendance**

Sickness/holidays will be charged at full fees for advanced bookings, if you wish to retain your child's place. 24 hours' notice must be given to cancel ad-hoc bookings, otherwise you will still be charged.

If a child does not attend a booked session at the club, full fees will still be payable unless:

- The child has an ongoing communicable disease in which case half fee for missing session will be payable.
- The child has been off for more than a week and has a letter from GP confirming the child is unwell in which case half fee for the missed session will be payable.

### **Staffing**

- The Sparklers Wrap Around Care Manager will have relevant qualifications to provide care for pupils
- At least one member of the team will also hold a paediatric first aid and food hygiene certificate.



- The club will be staffed at a maximum ratio of 1 adult for every 10 children for pupils over 8 years old and 1:6 for children from 3 years old.
- At all times Sparklers - Wrap Around Care Manager will be present and in addition the one other staff member.

### **Arrivals and Departures**

#### **Breakfast Club:**

- Parents/ Carers are responsible for dropping off pupils for Sparklers Breakfast Club (we will not accept pupils without an adult)
- Parents are to alert staff members at the conservatory door who will come and greet the children.
- At the end of the session, pupils will be taken to their classrooms by a member of Sparklers Wrap Around Team.
- Any information/ handover to the class teacher will take place at this time.

#### **After School Care:**

- Registers will be provided to Sparklers - Wrap Around Care staff each day to ensure staff know whether pupils have attended school that day.
- Parents must call Sparklers - Wrap Around Manager if their child is going to be absent from any session.
- Children will be collected by a member of Sparklers - Wrap Around Care Team and taken to the Community Room
- Any information/ handover to Sparklers Wrap Around team will take place at this time.
- Parents are to collect pupils via the conservatory. This will alert the staff members to bring the child(ren) to them.
- Parents/ Carers are responsible for collecting pupils from after care (we will not release pupils unless they are collected by an adult who is named on the registration form)

**Behaviour:**

At Red Hall we are always promoting positive behaviour. We actively encourage children to show respect and consideration towards each other, the staff and the club equipment. Both childcare clubs follow the school's behaviour policy.

- If a child behaves in a negative or uncooperative way, staff will discuss this with the child. If their behaviour does not improve, they will be given 'time out' (asked to sit down away from the other children). This will be recorded in the behaviour log.
- If there are three entries on the behaviour log, then parents will be informed.
- A behaviour report may be used to monitor the child and encourage them to improve.
- Whilst attending Sparklers - Wrap Around Care children are expected to follow the school behaviour policy at all times, around the six key values of CREATE.
- 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 management strategies, a child continues to display inappropriate behaviour, a meeting will be held with parents and the Wrap Around Care Manager to plan a programme of support. The reasons and processes involved will be clearly explained to the child and their parent/carer.

**First Aid**

- All accidents will be recorded in Sparklers Wrap Around Care accident book, accurately reported to the parents/carer via a slip.
- Accident records will give details of the 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 becomes unwell during the session will be contacted immediately.

**Medical conditions**

- It is the parent's/carers responsibility to inform Sparklers Wrap Around Care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school Policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.



- It is the parent's responsibility to inform the main school office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with Wrap Around Care staff.

### **Child Protection / Safeguarding Policy**

The welfare of children within the care of Red Hall is of great importance for staff. Positive steps will be taken to develop a trusting relationship with every child, parent and carer. Both childcare clubs follow the school Child Protection and Safeguarding Policy which is on the school website. All staff who come into contact with children have an up-to-date current Enhanced Disclosure and Barring Service check.

### **Equal Opportunities**

Our aim at Red Hall Childcare Clubs is to ensure that children have access to relevant and appropriate provision/activities and that their involvement and social opportunities are equal. The Club, which is fully inclusive, takes account of the needs and differing values of children within the context of their gender, ethnicity, ability and social and economic backgrounds, and aims to equalise opportunity for all in terms of access and engagement in the club

### **Related Whole School Policies:**

- Behaviour Policy
- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Children with Medical Conditions Policy
- Lone Working Policy
- Complaints Policy

### **Staff**

Headteacher – Mrs H Tomlinson

Acting Wrap Around Care Manager – Mrs H Lowe

Play Worker – Mrs T Jones

Play Worker – Mrs N Pool & Mrs K Pinson

School Business Manager – Mrs H Tyler



**Commencement of contract**

The first working day a place is booked within the scheme.

**Termination**

Notice to terminate this contract and withdraw your child must be given in writing one week in advance of the intended date. If a child's behaviour is or becomes such that the safety and wellbeing of others are threatened, the Governors will refer to the sanctions and behaviour policies. This may result in the termination of this contract without given notice.

**Insurance**

Sparklers Before and After School Club is covered under Red Hall Primary School's All Risks Insurance. A copy of the certificate is on display in the School Office.

**Sickness**

Any infectious disease must be notified to staff as soon as possible. The Governing Body and Staff reserve the right to refuse admission to a child who is unwell.

**Personal Property**

The Governing Body and staff cannot accept responsibility for loss or damage to personal belongings.

**Emergency contacts**

Staff must be supplied with the name, address and telephone number of at least two people who will act as emergency contacts for your child.

**Fire precautions**

The Governing Body has ensured all requirements are met in regard to fire precautions. Fire drills are held on a regular basis and written records kept. Red Hall Primary School has a no smoking policy.



## **Privacy Notice**

Our Privacy Notice can be found on the school website [www.redhall.dudley.sch.uk](http://www.redhall.dudley.sch.uk)

### Supporting Documents

- Registration Form
- Medical Information Form
- Photograph consent form

*A copy of this policy is provided to all parents of children attending the sessions and is also available on the school website. All parents must complete a registration form for each child attending the sessions and sign the parental agreement to adhere to the terms of this policy.*



**RED HALL (Sparklers) BEFORE AND AFTER SCHOOL CARE CLUB REGISTRATION FORM**

Name of Child / Children	
Date of Birth and Age	
Address with Post Code	
Telephone Number	
Email Address	
Emergency Contact 1. Name Phone number Relationship to child	
Emergency Contact 2. Name Phone number Relationship to child	
Name of Parent / s with Parental Responsibility	
Address if different to above	
Name, address and telephone number of Doctor	
Any other details relevant to your child (eg. Special diet, allergies, medications etc)	



Persons with permission to collect child from club and relationship to child	
Password for use in an emergency	

**SESSIONS REQUIRED** (please tick) **START DATE** .....

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School Club					

### Consent Requests

I give/do not give\* permission for my child to take part in the following activities:

	Yes	No
Cooking		
Painting		
Using Play Dough		
Food Tasting		

\*I authorise/do not authorise the staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.



### USE OF PHOTOGRAPHS

Occasionally, we may take photographs of the children to use in our school prospectus or other printed publications that we produce, as well as our websites and displays in school. Please answer the questions below as appropriate to indicate whether or not you give your consent.

- May we use your child's photographs in the School Prospectus, yes/no
- Displays and other printed publications that we produce for promotional purposes?
- May we use your child's image on our website? yes/no
- Are you happy for your child to appear in the media? yes/no

Please be aware that your child's name will not be used in conjunction with their image without your permission.

### PG RATED FILMS

PG rated films are sometimes shown in the Before and After School Club, please indicate below if you are willing to give your permission for your child to watch a PG rated film. I agree to my child watching a PG rated film yes/no

### AGREEMENT

As the parent/carer of: .....

I have received a copy of the agreement and have read and understood the terms and conditions and agree to adhere to them.

Name: .....

Relationship to child: .....

Signature: .....

Date:.....