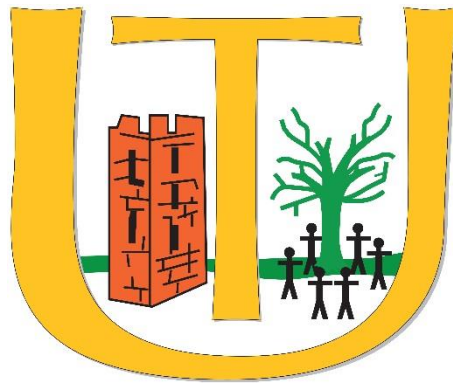


Ursula Taylor Church of England School



‘Active Kids’ Out of School Care

December 2019



Ursula Taylor C of E School – ‘Active Kids’

Our school aims to provide high quality, engaging and interesting wrap around care provision, which meets both the needs of our children and supports working parents to access good value childcare.

We offer a safe and secure environment for children to be themselves, enjoy activities and have time to socialise and be with their friends. All children who attend Ursula Taylor C of E School are welcome to attend Active Kids, regardless of gender, religion, ethnicity, or individual need. We know our children well, and having existing school staff working in Active Kids is beneficial when ensuring continuity of care and the best possible support and experience for our children. We are an inclusive school and extend this core principle to all our extracurricular and after school clubs.

Our staff are all qualified and experienced members of the school team and know our children very well. All our staff have other roles in school and see our children on a day to day basis.

UTS Active Kids runs both a Breakfast Club and also an After School Club, as well as offering an Easter and Summer Holiday club.

The club will be open from:

7:30 – 8:45 am for Breakfast club.

3:30 – 6pm, Monday to Friday

Easter Club – usually 1st week of the Easter Break

Summer Club – usually 1st two weeks of the Summer Break

Management

The club is run by the Governors of Ursula Taylor C of E School and is managed by the Headteacher, Mrs V Morrall and the Club Manager, Mrs T Harte.

We only accept children who are of Reception age until the end of Year 6. This is in compliance with the Childcare register 2014 and the expected qualification levels of staff employed at the club. The minimum staffing ratio accepted by Ofsted is 1:30 for children up to the age of 8. At Ursula Taylor we work on a ratio of a maximum of 1:15.

All staff have been trained in Safeguarding children, ‘Keeping Children Safe in education’, Anti-radicalisation (Prevent) and are bound by the policies and practices that we adopt at Ursula Taylor C of E School. (Policies and information relating to Safeguarding can be found on our school website. www.ursulataylorschool.co.uk)

A number of staff have also been trained with: First Aid, Administration of medicines and Food and Hygiene Training.

The Active Kids Team use a variety of rooms and areas around the school for different activities. Their primary base is Clapham Children’s centre, attached to our school, which is

self-sufficient with catering facilities and toilets. Clapham Children's Centre is used jointly by the school and the Early Childhood Partnership, who host sessions for parents and children to attend. We work alongside our colleagues at the ECP to ensure the space we have meets the needs of the children, families and community that we serve.

We often use: The ICT suite, children's kitchen, library, Hall, playground and school field to spread out and offer a variety of activities and opportunities.

Activities:

Activities will be varied and child led. We wish to involve our children as much as possible in the running of the club, giving them freedom to choose different activities, games, experiences and resources to enhance their sessions. Our children are encouraged during the school lessons and topics to choose their own path for learning and to suggest ideas about what they would like to learn about. We feel this is important to continue this into Active Kids as the club should be 'for our children planned by our children'

Activities include: Sports, games, arts and crafts, music, cooking and free play. We also like to provide quiet spaces for children who may like to do homework, read or spend their time quietly.

Snacks and Refreshments:

All snacks and food options are healthy and offer children a varied range of choices. All children will be offered a light snack and drinks at the start of After School Club. This is not a 'main meal' and parents will need to provide for this at home. If you wish to send in a packed tea for children to eat, especially if they are staying late, this can be accommodated. It is not always possible to refrigerate pack ups, so please bear this in mind when you pack up a meal.

Mrs Harte and the team are responsible for planning the snack menu and usually have a set menu for a half term. Dietary needs are all catered for. We know all the children's food intolerances and allergies and ensure that suitable snacks are available.

Please speak to Mrs Harte if you have any questions about snacks and refreshments.

Booking Places in Active Kids: (Including cancellation policy)

All bookings for breakfast / after school club must be made using our online system.

<https://www.scopay.com/login.html>

To use this system, you need to have a registered account and have credit on that account. If you have not got an account and would like to set one up, please contact the school office who will be able to help you.

Booking must be made on the system in advance (unless an unavoidable emergency) the system will not accept booking or cancellations less than 24 hours in advance. This is because the number of children booked are used to plan staffing ratios and to ensure there are snacks/resources available for all children. If you need last minute childcare, please contact the office to check spaces are available and to make a booking. (01234 359128)

If your child is ill and you have not cancelled a booking, you will still be required to pay as staffing and resources have already been allocated and have a cost to them.

You will not be able to retrospectively 'cancel' a booking. If you have made the booking and you have not used it, for whatever reason, you will still be charged. You will be able to cancel bookings online if more than 24 hours in advance, if you do not cancel them, you will still be charged for them.

Arrivals and Collections:

Breakfast Club – Parents/carers are asked to bring their child directly to the Children's Centre and sign them into school. Mrs Harte will be by the door to welcome you and to help with any messages you may have. At the end of breakfast Club, children will be taken to their classrooms ready for morning school to begin.

After School Club – Foundation Stage children will be delivered to Active Kids by a member of the Foundation Team. Children in Year 1 – 6 will be asked by their teachers to go to Active Kids at 3:30pm. On arrival to Active Kids, they are signed in by a staff member and the session begins.

Collection by Parents from Active Kids occurs at the Children's centre door, Mrs Harte monitors children leaving and also ensures children are signed out correctly. This is both for Safeguarding and Fire Evacuation reasons.

Procedures:

All procedures followed in Active Kids are in line with Ursula Taylor C of E School Policy. First aid will be administered in line with school procedures, dealing with minor first aid on site. If an accident is more significant, someone with parental responsibility will be contacted using the same procedures as during the school day.

Behaviour will be managed using the same systems and procedures used during the school day. Mrs Harte will liaise with parents and class teacher where necessary to ensure consistency across Active Kids and School.

Finances:

Active Kids is a self-financing club and a child care service for parents. It must be run from within its own funds and cannot draw money from the school budget to support expenditure. Fees cover all aspects of the running of the club: Staff salaries, Energy and Water, snack and refreshments, activities and resources.

Childcare Vouchers:

We do accept childcare vouchers

Childcare Vouchers will continue to be accepted, we will receive payment from the voucher company and then credit your account accordingly.

Pricing structure:

From 1st September 2019
No Registration fee
Breakfast Club £4.50 per child
After School Club: 3:30 – 4:30 £4 per child 3:30 – 5:30 £8.00 per child 3:30 – 6pm £10 per child Late pick up = £7.00

Payment Terms and Conditions:

Sessions can only be booked through our online system in advance (unless emergency on last minute booking is needed) and to do this, the account must be in credit.

Policy on After School Club AFTER an extra-Curricular club:

There can be no reduction for children attending clubs such as Sports, Dance, choir etc. Children attending clubs after school still need to be booked in for After School Club from 3:30 if they are attending after the extra-curricular club. This is to cover the costs associated with After School Club.

Pupil Premium Funding:

Some children who are eligible to receive Pupil Premium funding are invited to attend After School Club to support their social and emotional needs.

Registration:

If your child attends Ursula Taylor C of E School you do **not** need to complete a registration form as we already have contact details, medical information and personal information stored on our system. This information is provided to Active Kids for use in emergencies, in particular if a child needs immediate collection from school.

Complaints procedure:

If you have a concern or a complaint linked to Active Kids, please speak to Mrs Harte. If you prefer not to speak to Mrs Harte, concerns can be raised in writing to Mrs Morrall, Ms Hall or Mrs Lee. The Active Kids complaints procedure follows the

same principles as the school complaints procedure. A copy of the complaints procedure can be found on our school website.

