

After Bridlewood Club (ABC)

We hope that you find this pack informative and helpful. We have tried to cover any queries that you may have, but please get in touch with the school office if you require any further assistance.

What we offer

Bridlewood Primary is pleased to offer an After School Club, to support parents and provide additional childcare should it be required after the school day ends.

The benefits of an After School Club:

- Each child will receive a healthy snack
- Children will have access to a safe and fun play environment
- Each child has the opportunity to have their say in what affects them
- A high level of care is available enabling them to gain confidence and learn new skills

The club is open from 3.15pm until 5.30pm and runs during term time only. Once the children arrive they are offered a snack and drink, as well as activities to keep them entertained. With all our activities we will pay close attention to the children's safety and security at all time.

We are committed to equal opportunities and all children are invited to attend the club.

Behaviour

Children are expected to follow the school behaviour policy when attending the club. The policy can be viewed on our website: <https://primarysite-prod-sorted.s3.amazonaws.com/bridlewood-primary-school/UploadedDocument/f5a7ef59-8cc0-4772-b7f9-d656f45e0c36/relationships-behaviour-policy.pdf>

If a child receives three restorative conversations in a month, then parents will be invited in for a meeting to discuss their child's behaviour. If there is no improvement in child's behaviour after this meeting, then the school reserve the right to cancel their place. If the decision is made to cancel the place, parents will be given 14 days' notice, to enable alternative arrangements to be made.

Staffing

A Play Leader and Play Assistants staff the After Bridlewood Club. All our staff are qualified to work with children and regularly attend training sessions to update their skills.

Bookings

To ensure that we meet the required staff to pupil ratios, there are a limited number of places available and sessions must be booked in advance. Registration and booking forms are available on our website or from the school office.

Any child of a member of staff based at Bridlewood Primary School will be given priority booking at the annual renewal.

Parents are able to make a 'fixed' booking to secure a regular place for their child(ren) or parents can make ad hoc bookings one week in advance subject to availability.

Fees and payments

Our After School Club costs £10.00 per day.

In order for the club to maintain its correct ratios sessions **must be paid for at least one week in advance**.

Payments can be made via ParentPay, Childcare Vouchers, or via the government Tax-Free Childcare scheme.

If payment is not received in advance of the booking, the school reserves the right to charge a £5 administration fee in order to chase late payments.

If payment is not received in advance of bookings or the child's account goes into arrears on more than two occasions in a three-month period, the place will be cancelled and offered to another pupil on our waiting list. If the decision is made to cancel the place, parents will be given 14 days' notice, to enable alternative arrangements to be made.

Where do I collect my child(ren)

Children are collected from the back gate and parents are able to ring the nursery intercom at the back of the school when they come to collect their child(ren). This arrangement ensures that the children are kept safely in the grounds of the school.

Children must be collected promptly by 5.30pm prompt every day. Late collect after 5.30pm will result in a late collection fee of £10 and after 5.45pm an additional £20.

Cancellations

Charges will still be made for sessions even if the child is absent (i.e. they are attending a club, event, or are unwell).

You must give 30 days' notice if you wish to make a permanent change to your 'fixed' booking (i.e., amend or cancel which days they attend). Unfortunately, we cannot accept cancellations for odd days, as we still incur staffing costs and cannot always fill these gaps.

Ad hoc bookings can still be made a week in advance by completing a booking form and making payment on ParentPay. Please check availability before making payment.

Children's Personal Records

If you wish to use the After School Club, we ask you to complete a registration and consent form. We appreciate that we are asking for a lot of information, but providing this information will help us to provide the best care for your child.

We are required by the Children's Act (1989) Regulations to keep and maintain this information about your child. The information is mainly concerned with their well-being. All information given is CONFIDENTIAL and used in accordance with the GDPR regulations. Records are kept locked away and you are free to see them at any given time.

Questions

If you have any queries, you can contact the school on 01793 706830.

Should you need to contact the After School Club once school has finished, please call 07470 179382 and speak directly to a member of the After School staff.

Child Protection

All carers of children have a responsibility to promote the welfare of the children in their care in line with DCSF guidelines. A safeguarding (child protection) policy is in place within the school and all staff are fully aware that they have to safeguard the welfare of the children, by reporting any serious concerns to the Designated Safeguarding Lead: Vicky Sammon or other senior members of staff. It is the duty of Designated Safeguarding Lead to make a referral to the Social Services if necessary.

Complaints

We work hard to provide an excellent service for your child. Should you be unhappy with any part of our service please speak to a member of staff. If they are not able to resolve the matter, please follow our complaints procedure, which is available on our website or from the school office.