

Before and After School at Pitton – Things you may like to know!

Purpose: To provide a before-school and after-school facility for the children of Pitton Primary School.

Times:

Before School: From 8:00 – 8:45am

After School: From 3:15 – 5:30pm Monday – Thursday (3:15 – 4:15 and 4:15 – 5:30).

From 3:15 – 4:15pm Friday

(If the school day is staggered due to social distancing, then the clubs will run from 8:00am until the time the last group starts school, and from the time the first group leaves school until 5:30.)

Children can be booked into either or both ASAP sessions.

Children may be booked in for a regular session, or we are happy for children to attend on an occasional basis subject to the availability of space.

Please check in advance by messaging Andrea on Class DOJO app.

Location:

Before School: We are in the school's classroom.

After School: We are in the school's classroom.

We will be using outdoor facilities as much as we can during sessions and free flow inside and outside.

Drop Off:

Please come to the front door of the school and ring the doorbell if the door is closed. Kites pupils may come in on their own, but please watch to make sure that they come into the building. Wrens and Hawks pupils need to be brought to the building by an adult and signed in. If you live in the village and your child will walk to school please talk to the team, to ensure safe arrangements can be put in place.

All bags and belongings can be put onto your child's peg on arrival at school, although coats may be needed for outside. In special operating circumstances please follow the school's policy for placement of coats and bags.

Collection:

Collecting from ASAP

Please come to the **front** of the school building to collect your child / children, and we will bring your child to you.

We will need to know if anyone else is collecting or if your booking has changed e.g. last minute play date. Please make sure you let us know in advance and agree a password if necessary.

Signing in and out:

A member of staff will sign your child in and out on the register. This is important for security and for our records. **Please ensure to let Andrea know if your child is unable to attend any sessions booked via Class DoJo app.**

Parking:

Please do not use the school car park for drop off.

If you are collecting after 5pm during the darker evenings (Term 2 – Term 4), you may use the school car park.

Fees:

Fees are the equivalent of **£5.60 per hour.**

I.e 8:00 – 8:45 £4.20

3:15 – 4:15 £5.60

4:15 – 5:30 £7

- Invoicing:** Invoices are prepared in advance (using monthly booking form), monthly and are e-mailed out at the beginning of each month. Invoices should be paid by the 10th of each month, either by internet banking or cash. Appropriate details are shown on the invoice. A late fee of 10% per day will be added if fees are not paid on time. These will be added to the following invoice. **The fees will be non refundable unless due to child's sickness.** The refund for child's sickness will be deducted from the following month invoice. Any extra sessions attended will be invoiced in the following month. Please DO NOT deduct anything from your invoice by yourself (for example a session that your child has not attended). If you have any questions about your invoice please contact Iwona on admin@pittonpreschool.com
- Workplace Childcare Vouchers:** We are registered with several providers of workplace childcare voucher schemes (salary sacrifice). Please check with us if this applies to you, and we will give you any further information you may need. We are also registered with the Government for tax-free childcare (TFC). www.childcarechoices.gov.uk
- Ratios:** The staff : children ratio is 1:8 for under 8s, in accordance with the OFSTED guidelines for the Voluntary childcare register.
- Food and Drink:**
- Before School:** We do not automatically provide breakfast. However, if you wish your child to have breakfast, or if you are having 'one of those mornings', please feel free to bring a small bag with cereal, or bread and we can do the rest. Drinks are freely available, and include milk or water. Occasionally we may have hot chocolate or fruit juice.
Please make sure you, or your child, let us know as they come in if they require breakfast, to give them sufficient time to eat.
- After-school:** A snack will be provided for children in the early session and at 4:30 for children joining ASAP from organised school activities. We offer a range of healthy snacks including fruit (grapes, oranges, melon, kiwi, apples, bananas), vegetables (peppers, cucumber, tomatoes, carrots), crackers and butter, cheese, houmous, bread sticks, cheese twists, rice cakes.
We do not intend that this will replace an evening meal.
- General:** Dietary needs / preferences will be taken into account, please make sure you keep us up to date with any dietary requirements and allergies.

We are registered with Wiltshire Council to provide food. In accordance with legislation we have prepared a list of foods that we provide and the allergens they contain. Please see the school website (Parents/Wrap around tab) or speak to a member of staff.
- Activities:** The children are free to choose their own activities, or join in adult organised games and activities. Arts, crafts and design, construction, plays and drama, games and science experiments are all very popular.
There is always a quiet corner for a book or homework, and we are able to listen to children read.
We will also have access to the field and hard surface for more energetic games and activities.

We place a strong emphasis on developing children's personal, social and emotional skills - for example co-operation, teamwork, respect, consideration, emotional

literacy. We also help them develop positive attributes for learning including persistence, critical thinking, creativity, reflection and evaluation. All while we are having fun!!

Key person: The youngest children are assigned a key-person to ensure there is a consistent link with parents/carers, and to ensure that each child feels safe and cared for, supporting them through the transition into school and helping them learn and develop through play based activities.

Communication: The registration form asks for permission to share information with school. This enables us to ensure consistency for the children and to pass on messages and information to you. For example information (including but not limited to) on medical conditions, SEND, safeguarding, friendship issues, behaviour, homework and general feedback..

We can use a communication book if preferred, that goes between home, before-school, school and after-school.

Teaching Staff: Teachers may be working when you drop off your child. Please do not disturb them.

Contact: Telephone: 07810 120206 (text preferred due to signal coverage in the village)
e-mail: admin@pittonpreschool.com
post: via the school office
App: Class DoJo which you and your child will be added to when they join
Please use this to message Andrea for any immediate changes.

The phone will be checked at regular intervals during the day. If you have an urgent (same day) issue / enquiry you may contact pre-school 07785 933966.

Our Policies and Procedures

The policies and procedures are in accordance with the Early Years Foundation Stage Statutory framework and the Compulsory & Voluntary Parts of the Childcare Register. A **summary** is provided here for information, full copies of these are available on request.

Medicines and Illness

We reserve the right to send a child home should the child become ill during the session.

Children who have had sickness or diarrhoea should not return until they have been clear of the symptoms for at least 48 hours - in line with School Policy.

Children displaying symptoms of coronavirus must not come into the setting. They should self-isolate and get tested. Please see the latest advice on symptoms and self-isolation periods.

Staff may administer prescribed medicines, providing it is not the first dose. The child's name should be clearly marked on the medicine and the medicine book completed and signed by the parent **before** administration.

We will liaise with school regarding Health Care Plans, where appropriate, and medication such as inhalers, and will have access to these in school.

Behaviour Management

We believe that a clear, consistent and positive approach is essential in the management of the children's behaviour. The team members always interact with the children, and other adults, in a manner that always promotes respect and care for each other and our environment.

The aim of our behaviour management policy is to provide a framework within which the team members, parents and children are able to work together, to foster an environment that is

- safe,
- inclusive,
- kind and caring towards each other,
- respectful of each other,
- respectful of the environment
- and where we all have self-discipline, control and fun!

Safeguarding Children

It is our priority to ensure that the children in our care are in an environment in which they will be safe from abuse and in which any suspicion of abuse is promptly dealt with in an appropriate way. Any safeguarding concerns will be discussed with the parents unless we feel that this will place the child at increased risk of significant harm. In this case the Designated Safeguarding Lead (DSL) would liaise with the school's DSL and take advice from the Multi-Agency Safeguarding Hub (MASH).

Inclusion Policy

We aim to provide an accessible, welcoming and stimulating environment to meet the needs of each individual child and their parents. It is our aim to maximise inclusion and the entitlement of **all** children. We liaise closely with parents and school staff to ensure a consistent approach and timely communication.

Health and Safety Policy

A comprehensive set of policies have been developed to cover Health and Safety Issues. These include, but are not limited to, risk assessment, first aid and illness, fire safety, supervision and registration, hygiene and infection control. Please ask if you wish to see a complete list or full copies.

Complaints Policy

We would encourage you to talk to an appropriate member of staff or the owner immediately about any concerns you have or any issues you wish to raise, even if they seem quite trivial. The owner will liaise with parents and any other interested parties in trying to find a satisfactory resolution. If parents/carers are still unhappy with the situation after they have talked to the owner they may take the matter to OFSTED.

The address is; OFSTED National Business Unit,
Piccadilly Gate, Store Street, Manchester, M1 2WD
telephone: 0300 123 123 1
e-mail: enquiries@ofsted.gov.uk

The After School Club Registration Number is 2656071

Before and After School at Pitton, Pitton Primary School, White Way, Pitton, SP5

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Documentation

Personal details of children and their parents will be held on computer for administrative purposes; as such we are registered under the Data Protection Act. Please be assured that at no time are these details passed to third parties, without your consent. According to the current guidance these records are retained for a period of four years after a child leaves.

All information concerning a child, including hand written observations by staff, is treated in confidence and is not discussed with any other person without the consent of the parents.