

Equal opportunities

Our clubs provide a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs. We respect

the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping. We will challenge inappropriate attitudes and practices.

Behaviour

Pupils attending breakfast and after school club are expected to follow the Stimpson Avenue Academy Behaviour Policy, this is available on our website. The proud cloud is used daily to reward positive behaviour and a pupil is chosen weekly as the 'WRAP Star of the Week.' Our clubs promote the ethos of care, consideration and respect for all attending - children, staff and visitors. We encourage appropriate behaviour through praise for good behaviour, an emphasis on

cooperative play and sharing and talking to children with the courtesy that we expect from them and engaging children in activities. Our clubs follow Stimpson Avenue Academy's procedures for dealing with unacceptable behaviour. We reserve the right to withdraw an offer of a place in the following circumstance: *unacceptable behaviour, resulting in distress or disruption to children or adults at Wrap Around Care will result in staff contacting parents to collect their child immediately.*

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at a club, we will contact you and ask you to

arrange for them to be collected. If your child has had sickness or diarrhoea, please do not send them to either club for 48 hours after the illness has ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times. Our staff are trained in first aid and a first aid kit is

kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to a club

staff member, your child's class teacher or a member of the administration team. A full copy of Stimpson Avenue Academy Complaints Policy is available on our website.

Pledge to Parents

We value our relationship with parents/carers and we are committed to working in partnership with you to provide top quality play and care for your children.

- Welcome you at all times.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share child's achievements, experiences, progress and friendships
- Be available to discuss decisions about running the club.
- Listen to your views and concerns to ensure we continue to meet your needs.



Stimpson Avenue Academy

Breakfast and After School Club

Parent Handbook

September 2021

Stimpson Avenue Academy, Stimpson Avenue, Northampton, NN1 4LR
T: 01604 346800 (Main School) WRAP mobile: 07909681135 Email: office@stimpson.emat.uk

General information

Stimpson Avenue Academy Wrap Around Care is open to children attending Stimpson Avenue Academy from Reception to Year 6 and is run by academy staff. The Breakfast Club is open from 7.50am to the start of the school day and After School Club is open from the end of the school day to 6pm, Monday to Friday during term time only. Along with a range of activities a light snack and drink is

provided within the cost. Children must be collected from the club by a named adult, when the child will be dismissed by a member of the Wrap Around Care staff. Unless it is requested by the Academy, children should not bring their own toys, games or any items of value into the Academy. We are unable to accept responsibility for such items.

Aims

The aim of both clubs is to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care. Our clubs allow the children to choose activities and resources as well as offering the children structure and routine. There will always be a selection of

activities and resources available, including craft, construction, board games, computer games, physical play, cookery and reading. In addition, other resources are available for the children to select from our equipment library and from the wider school environment.

What we provide

We believe that children start their school day with the right breakfast as fuel for learning; and that no child's education should suffer for the lack of a breakfast. In line with our wider healthy eating ethos, a range of cereals, toast, fruit, yoghurt and milk is always available. Breakfast foods are available up to 8.30am. The food we provide at After School Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables.

We promote independence by encouraging children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences where possible. We recognise the importance of healthy nutrition for children, delivered in a calm, friendly setting and children have an organised space to eat their meals in.

Staffing

We aim to provide a smooth transition between school and club. All of our staff have significant experience of working with your children and undertake professional development training including first aid. All staff members are DBS checked.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect/drop off your child. If you prefer to arrange a more convenient time for a meeting, please contact our Senior Administrator, or the main school office (office@stimpson.emat.uk).

Terms and conditions

BOOKINGS

Bookings must be made on the Academy booking form; this is available from the main school office or on our website.

Bookings are made on a first come, first served basis. All enquiries regarding Wrap Around Care should be directed to the school office.

Please inform the Academy in writing if you no longer require your child to attend Wrap Around Care.

AD HOC SESSIONS

Ad hoc sessions can only be booked once a complete application form and signed terms and conditions form has been returned to the school office, along with pre-payment.

Payment of fees

The charge for each full session at After School Club is £9.00 per child, £7.00 per additional sibling attending the same session.

The cost for a session after an after-school activity club is £7.00. Breakfast Club is charged at £5.00 per session. These prices are reviewed on a termly basis.

We require one week's notice, in writing, of all cancellations.

If your child will not be attending a session that they are registered for, please inform the school office, giving as much notice as possible. In the event you would like to change the day/s that your child attends, a new booking form must be completed with your new requirements and is subject to availability.

Ad-hoc and one-off sessions can be made but are subject to availability and sufficient notice being received.

If children are collected after 6pm, an additional charge of £10.00 will be incurred. After 6.15pm, an additional charge of £10.00 per 5 minutes will be incurred.

All payments should be paid in advance through ParentPay. If you do not have a ParentPay activation code, please contact the school office. Payment can also be made using childcare vouchers.

Arrivals and Departures

Breakfast Club Staff will be available to receive your child from 7.50am. Parents are to accompany their child/ren to the entrance on Adnitt Road and sign each child in on the daily register. Breakfast will be served until 8.30am. If children are arriving after 8.30am parents are to ensure that their child will have received a breakfast at home. At 8.40am children are sent to their classrooms.

For After School Club, a WRAP member of staff will collect the EYFS and Key Stage 1 pupils and escort them to the small dining hall, Key Stage 2 pupils will make their own way. The After School Club Supervisor or staff member will greet children and a register will be taken when children arrive in to their care.

We expect that your child will be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify the school office in advance.

Child protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm.

Dietary needs and medical conditions

We are unable to administer medication to a child at the club unless it is an Epi-Pen or an inhaler, for which parents must have completed an 'Administration of Prescribed Medication' form available from the school office. It is the responsibility of the parent/carer to ensure that all medication provided has not exceeded its expiry date and is

We will not release your child into the care of a person unknown to us without your authorisation. Passwords can be nominated at the parent's discretion. Parent/Carers will be asked to sign out their child upon collecting them. Afterschool club finishes promptly at 6pm.

If you are delayed for any reason, please telephone the Club to let them know. A late payment fee of £10 up to and including the first 10 minutes. An additional £10.00 per 5 minutes will be charged after 6.15pm. You will be informed on these charges when you collect your child or the next working day. You may also be asked to contribute towards any extra staff wages and transport costs incurred. If your child remains uncollected after 6.30pm [ie 30 minutes after club closes] and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will inform Stimpson Avenue Academy's Head of School who will follow our Safeguarding Policy.

Please refer to Stimpson Avenue Academy's website for our Safeguarding Policy

marked clearly with your child's name. Please notify the WRAP team or school office of any dietary requirements or medical needs, by indicating this on the booking form. Children are not permitted to bring their own food to Wrap Around Care unless this has been agreed in writing by the Academy in advance of their attendance at Wrap Around Care.