

# THE CLUB-HOUSE

TWYFORD ST MARY'S C OF E PRIMARY  
WRAP AROUND CARE



## WHEN

**Breakfast Clubhouse:**

Monday -Thursday 7:45-8:45am

**After School Clubhouse:**

Monday-Thursday 3:30-5:30pm

## WHERE

**Breakfast Clubhouse:**

The Hall

**After School Clubhouse:**

The Orchard and Outside Play Areas

## WHO

**Clubhouse Leader and First Aider:**

Ms Heidi Newell

**Clubhouse Assistant:**

Mrs Gillian Bourner/Other

**Clubhouse DSL and H&S support:**

Sophie Davies

**Clubhouse Administration and H &S support:**

Jane Quin/ Rosanna Chadwick/ Tudor Newman

## ACTIVITIES INCLUDE

- Colouring • Craft • Outdoor playtime • Board Games •
- Reading Time • Small world toys • Sewing • Music •
- Puzzles • Home learning • Laptop time • Cooking •

## £5 PER HOUR SESSION

### Booking:

Advanced booking is via Tucasi Scopay. A positive balance is required against your account before the system will let you make a booking.

Please note if you cannot book in, we have either filled our 10 allocated spaces or the booking window of 48hours in advance is closed. Please contact the school office if this is the case.

Provided that 48 hours notification is given you will not be charged for any sessions your child does not attend.

### Registration Forms:

All members must complete a registration form in full, providing contact names, telephone numbers, child's doctor, allergy information, and special requirements in case of an emergency.

The club must be notified immediately of any change of these details. A child cannot be accepted in the club without a signed form.

We ask that new to school and Year R pupils wait 3 weeks before they attend our wrap around care clubs.

### Healthy Breakfast or Snack:

All staff Food Hygiene Safety Trained.

**Typical breakfast menu:** healthy cereals/toast and fruit.

**Typical after school menu:** sandwich or bagel, fruit, yoghurt or biscuit.

Water & squash are available throughout every session.

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## **Safeguarding and Security:**

The safeguarding, security, health and well-being of our children are our first priority. Children will not be permitted to leave the club unaccompanied at any time.

All staff are trained in safeguarding in line with the Schools' policies. All of our staff working directly or indirectly with children and young people at the club have had an enhanced DBS check. Any information held by the Club on participants will be made freely available to them or their parents. Information on participants will be held in the strictest confidence.

## **First Aid:**

Our wrap around care leaders are qualified to administer first aid. Any minor accidents will be treated and recorded. In case of a more serious accident, the appropriate action will be taken and the parents will be contacted immediately.

## **Complaints:**

If you have an issue with any aspect of the Clubhouse, in the first instance please speak to the leader on duty who will do their best to resolve the issue to your satisfaction. If this course of action does not resolve the problem, please contact the school via the admin email address or by telephone in 01962 713 358.

## **Behaviour Support/SEND needs:**

We recognise all children as individuals with different needs.

Behaviour support will be dealt with sensitively following the schools' Golden Rules and policy.

Any participant exhibiting poor behaviour will first be given a verbal warning and an opportunity to demonstrate improved choices. In exceptional cases there will be no warning given, such as stealing or purposely causing harm to another person. In this situation parents will be immediately contacted.

All staff will actively uphold the principles of our Equal Opportunities policy.

We will regularly review our Equal Opportunities Policy and monitor its effectiveness. Every effort will be made to cater for those with special needs; where appropriate activities may be adapted.

## **Health and Safety:**

All staff are fully trained in emergency and evacuation procedures. The staff of the Club are responsible for completing daily safety inspections of the club facilities. All incidents/accidents will be recorded and shared with Sophie Davies (H&S lead). Serious incidents will be referred to the appropriate authorities.

In warmer weather children should be provided with a hat, and are welcome to bring a change of clothes and sun cream as some activities are outdoors.