



## Welcome to Fatfield Academy

### Out of School Club

#### Addendum to Covid-19 Policy

From 1<sup>st</sup> September 2020 we continue to adhere to government guidelines of social distancing. There will be restrictions in the OOH Club. Each child will sit 2m apart and have their own resources that they need for the session they are booked in for. The children will eat their snack at their own desk/table and children will wash their hands regularly. The amount of children per session will also be capped at 15 children. Booking will only be successful as a first come first serve basis and secured with an upfront payment. If you have booked and paid and your child cannot attend no refund or credit can be issued unless enough notice is given. This is because we could have offered another the child a place and we have had to staff for the facility.

Our staff at the Out of School Club aim to look after your children in a safe and secure environment providing a friendly, happy and relaxed atmosphere. The staff are very experienced and are qualified to meet your child's individual needs promoting their welfare by providing activities and play opportunities making it a comfortable, attractive and stimulating environment.

The school building offers excellent facilities for your children. They will have opportunities to use the computer suite, school hall, library, art room and sports hall. Weather permitting; they will be able to enjoy playground activities.

All staff are employed by Fatfield Academy, Inspire Multi Academy Trust in accordance with OFSTED regulations which require DBS checks to be carried out. The Designated Safeguarding Lead is Mrs. Pizl, Head Teacher; Deputy Designated Lead Mrs. Dowdle, Deputy Head Teacher and Miss Scriven, Senior Leader.

#### Aims and Objectives

- Caring for your child comes first, our priority is your child and the care we provide.
- To maintain a close partnership with Fatfield Academy, parents/carers and other professionals.
- To support children - we will provide quality provision for children in the setting. We will invest in toys, equipment and facilities to enhance your child's play or rest.
- To support parents/carers in offering a high quality provision.
- To ensure policies and procedures will be in place including safeguarding, health and safety. There will be qualified first aiders and a Designated Safeguarding Lead on site during the times of the provision.

### **Quality Activities**

- Age appropriate - we have many new and varied resources meeting the needs of different age groups.
- Planned activities - a programme of activities planned on a weekly basis, all child initiated, some adult led.
- Homework support - an area made available for children wanting support with homework. Please note our Out of Hours staff are not teachers but will offer support if needed.
- Indoor and outdoor activities - we are able to use the main hall for large games, free flow outdoor play, playground and the forest school area.
- Your child will have opportunities to visit the computer suite, activities such as art and craft sessions, stories, jigsaws, outside play equipment and even the chance to "chill out" in a quiet corner if they wish.
- Any artwork, activities or events your children complete will be displayed on special boards in the room.

### **Healthy Eating menu**

- Breakfast; cereal, toast, fruit, yoghurt
- After School examples include: a selection of hot and cold snacks which may be something like: penne pasta and garlic bread, beans on toast or tuna and sweetcorn wrap.
- Our snack time is 4p.m.

### **Out of School Club Information**

The children will be supervised by at least 1 qualified level 3 member of staff who will be in charge of the club and will supervise and support other members of staff. At least one member of staff will have the following training: The care and wellbeing of children, Food Hygiene and First Aid.

*Policies available to view at any time: Special Educational Needs, Equal Opportunities, Child Protection, Health & safety, Inclusion, Bullying and Behaviour.*

**The Breakfast Club is open every Monday to Friday 8a.m - 9a.m. (term time only)**

**The After School Club is open Monday - Friday 3.15p.m. - 5.30p.m. (term time only)**

Fees for the club are as follows:

£4.00 for breakfast club per child, per session.

£ 5.00 for after school club per child, per session.

The fees **MUST** be paid in advance before your child attends the club. Payment type includes: cash, cheque made payable to Fatfield Academy and online via the Sunderland City Council website. Please note: If payment is not received before your child's attendance to the club, they may be refused entry and you will be asked to collect your child from school. No refunds or credits are available if your child cannot attend, as staffing has to be arranged beforehand.

Registration will take place in the out of school club room.

If your child is poorly and cannot attend school please remember to inform the Out of School Club on 07554436802 and if your child is poorly during the Out of School Club we will contact you to come and collect your child. Please make sure you inform staff of any changes to your contact form.

At the end of the Out of School Club session you can collect your child from the KS1 entrance. You must notify staff if someone else is to collect your child. Staff will not

release your child if they are not on the contact form, and it must be a responsible adult, over 16 years of age. If you are going to be late please contact us on the above mobile number.

### **Complaints procedures**

The Out of School Club Manager should handle complaints directed at individual staff. If the situation is not resolved the Headteacher will be contacted and the formal complaints policy followed.

### **Child's Information**

You will be asked to complete a contact form, which will include emergency contact details as well as medical & health information. It is very important to notify the Out of Hours staff if your personal details change. If your child has opportunities to go on outside visits you will be notified in writing and asked to complete consent and medical forms.

### **Pastoral Care**

We will continue to follow the aims of the Behaviour Policy that is adopted within school. We are also concerned for the personal and social development of your child and we will try to combine high expectations with a sympathetic approach. Sometimes, however, problems do occur and we will involve parents at an early stage. The Behaviour Policy sets out the expectations that we have for all concerned and how we set up systems to create an ethos of praise and good behaviour.

Aims of the Behaviour Policy:

- *To encourage a calm, purposeful and happy atmosphere within the club.*
- *To encourage increasing independence and self-discipline so that each child learns to accept responsibility for his/her own behaviour.*
- *To have a consistent approach to behaviour throughout the club with parental co-operation and involvement.*
- *To make boundaries of acceptable behaviour clear and to ensure safety.*
- *To raise awareness about appropriate behaviour.*

An atmosphere must be created through which the self-esteem of children can be raised and the esteem and confidence of staff promoted. There needs to be a shared understanding of out of school club rules and consistency in the administration of these.

### **A Safe Environment**

We take very strong measures within the school for the security of our children and this will continue within the Out of School Club.

### **Child Protection/Safeguarding**

Fatfield Academy believes that every child has the right to feel secure, therefore we will ensure every child must;

Be happy and stay safe.

Be healthy.

Be able to enjoy and achieve.

Be able to achieve economic well being.

Make a positive contribution.

Parents should be aware that the club would take any reasonable action to ensure the safety of all their children. In cases where the club has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the ACPC (Area Child Protection Committee) procedures and inform Social Services of their concern.

### **Equal Opportunities**

Staff at the Out of School Club will take responsibility to make sure that all individuals within the club are valued and have the opportunity to develop to their full potential within a context of mutual respect, justice and fairness.

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### **Special Educational Needs**

Within Fatfield Academy we have a policy for special needs children, and our Out of School Club will continue to adhere to this. The staff are experienced and have a great understanding of special needs and will organise their planning activities to work with all children and respond to their individual needs.

## **Staff and contact information**

Fatfield Academy ☎: 0191 4166728

E-mail: [Fatfield.academy@inspiremultiacademytrust.co.uk](mailto:Fatfield.academy@inspiremultiacademytrust.co.uk)

Executive Headteacher (Inspire multi academy Trust)	Mrs J. West
Headteacher/ (Lead Headteacher-Inspire multi academy Trust)	Mrs T. Pizl
Deputy Head	Mrs N. Dowdle

## **Staff working in Out of School Club**

### **Level 3/ NNEB staff**

Out of Hour Manager: Miss G. Butler

Play workers: Miss R. Fletcher and Mrs K. Hughes.

## **Booking Form**

Dates/Times must be paid in full. You are liable to pay fees for all booked sessions; no show due to illness/holiday etc still needs to be paid for, unless 1 weeks notice is given.

When a parent/carer/the adult identified on the registration form is unable to collect your child, the Out of Hours staff must be informed beforehand, as the children will not be allowed to leave the premises with persons unknown.

If a parent nominates an unknown person to collect the child from us, we must be informed of the name of the chosen representative, their relationship to parent or child, and sufficient additional information to ensure that our security systems are not compromised.



### Home School Agreement - OOH

Parents/Carers Name		
Please list your child/children who will be attending Out of School Club.	Child's Name	Class

#### Parent/Carer Promise

1. I confirm that my child/children as listed above will access Out of School Club at the academy and I agree to make prompt payments on a weekly basis, in accordance with the school policy.
2. I understand that I, as parent/carer will remain liable to the academy for all moneys owed in respect of Out of Hours payment for my child/children.
3. I understand that failure to make prompt payment will result in Out of hour's arrears, of which I will remain liable to settle in full with the academy.
4. I understand that failure to make payment may result in the withdrawal of a future place for Out of Hours Club for my child/children.

Signed:	
Print Name:	
Date:	

Any known dietary requirements	
Any known medical conditions	
Any known allergies to medication	
Any other important information we need to know	

Contact Telephone Numbers – please note we will contact parent/carer 1 in the event of an emergency, unless you specify otherwise.

Parent/Carer 1	
Full Name	
Contact Number	
Parent/Carer 2	
Full Name	
Contact Number	

Emergency Contact information (if parent unavailable)

Full Name

Relationship to Child

Contact Number

I agree to the registered person in the provision or deputy in charge taking the necessary steps to ensure my child ..... (name)

Receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision, or while my child is on an authorised outing.

I understand that the registered person, or deputy in charge will make every effort to inform me of any emergency or accident as soon as possible or after the event. They may have to accompany my child .....(name) to hospital in the case of a serious accident in my absence.

I give permission for the registered person in charge of the provision or deputy in charge to authorise hospital staff to administer essential treatment until my arrival.

Childs full name .....

Signed ..... (delete as appropriate) parent/carer

Date .....

Please return the completed form to the school office promptly