



**Holland Road
Breakfast & After
School Club
Parents' Handbook**

ABOUT THE CLUB

Hove Junior School Breakfast and After School Club is registered with Ofsted (Registration No 114403), and is based at our Holland Road site. The breakfast club is open from 7:45am until school starts, and the afterschool club is open from 3.00pm until 6.00pm weekdays, during term time.

We are based in the main hall and the entrance for parents is via the main gate on Holland Road.

Aims

We aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

What We Offer

There will always be a selection of activities and resources available, including arts & crafts, board games, construction, physical play, cookery, and reading. In addition, other resources are available for the children to select from our equipment library. We also offer supervised opportunities for children to play in the playground using outdoor play equipment (after school club only).

What We Provide

We provide breakfast for the children attending the morning club and this will include a choice of cereals, toast, crumpets, bagels and fresh fruit. The food we provide at afterschool club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. We always use fresh ingredients and follow statutory guidelines. We are also able to meet individual dietary requirements. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

What We Charge

Breakfast Club

Introductory Price (Autumn Term 2019)	£3.00 per session
Standard Price (January 2020 onwards)	£3.50 per session

After School Club

Introductory Price (Autumn Term 2019)	£10.00 per session
Standard Price (January 2020 onwards)	£13.00
Weekly Discount	10%
Sibling Discount	10%

Staffing

Our breakfast club is staffed by Suzanna Novik, Club Co-ordinator, and Julie Davis, Play Leader.

Our after school club is led by Kieron North, Club Co-ordinator and he is supported by a team of Assistant Club Co-ordinators and Play Leaders.

All of our staff have significant experience of working with children and undertake continuous professional development training. 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 your child. If you prefer to arrange a more convenient time for a meeting, please contact us (contact details are at the back of this handbook).

Organisation

Hove Junior School breakfast and afterschool club is run in-house by Hove Junior School, with all profits going back into the school.

Policies and Procedures

The club has clearly defined policies and procedures. Key points of the main policies are included in this handbook. Copies of the full policies are kept at the club and are available for parents to consult at all times.

TERMS AND CONDITIONS

Admission

Our club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the school and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Payment of fees

Fees are payable in advance and must be pre-paid by registering on-line:

<https://hovejuniorschool.magicbooking.co.uk>

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given). We do not charge for bank holidays and professional training days.

If you are having difficulty paying fees, please speak in confidence to the Office Manager.

Changes to days and cancelling your place

You must give us one month's notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact the Office Manager. We try to accommodate such changes wherever possible.

Temporary Changes

Please remember that we need to know if your child will not be attending the club for any reason. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

Induction

You and your child are welcome to visit the club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session, time will be set aside for an induction. The induction will include running through club rules, routines and introducing your child to the staff and other children.

Arrivals and Departures

Breakfast Club

Our entrance is via the main gate and ramp which leads directly into the hall. Children are signed out of the club and make their own way to class.

After School Club

Children make their own way to the club at the end of the school day. A register is taken when children arrive in our care and you must sign out your child each day when you collect them.

We expect that your child will normally be collected by the people you have named when you registered. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

The club finishes at 6:00pm, if you are delayed for any reason please telephone the club to let us know. A late payment fee of:

£7.50 for the first 15 minutes

£10.00 - 16-20 minutes

£15.00 – 21-30 minutes

£30.00 – 31-60 minutes

Will be applied to all collections made after the advertised session end time.

If your child remains uncollected after 6:30pm 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 contact the Social Care team.

Child Protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Child Protection Policy**.

Equal Opportunities

Our club provides 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
- We will not tolerate any form of racial harassment.

Additional Needs

We make every effort to accommodate and welcome any child with additional needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within

the club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

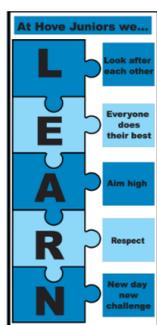
For more details on equal opportunities and special needs, see our **Equalities Policy**.

GENERAL INFORMATION

Behaviour (Children)

We have a clear **Behaviour Management Policy**, which is designed to be followed by the whole school community. A copy of this is available from the school.

Our **LEARN statement** embodies what we expect from the children to make the school environment a safe and happy place at all times.



Look after each other
Everyone does their best
Aim high
Respect
New day, new challenge

The club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of additional needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club.

Behaviour (Adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Club Co-ordinators of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the club for 24 hours after the illness has ceased.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the club is fully insured. 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.

Medication

Please let the club know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the club you will need to complete a **Permission to administer medication form** in advance.

Complaints Procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Club Co-ordinator or any member of SLT.

A full copy of our **Complaints Policy** is available on request.

CONTACT INFORMATION

Hove Junior School,
Holland Road
Hove
BN3 1JY

Office number: 01272 294333 (during school hours)

Club mobile number: **07471 830109** (Please leave a voice message if there is no reply.)

Email: hollandclubs@hovejun.brighton-hove.sch.uk

Ofsted Registration No: 114403

Club Staff

Breakfast Club: Suzanna Novik (Club Co-ordinator)

Julie Davis (Play Leader)

After School Club: Kieron North (Club Co-ordinator)

Martina D'antino (Assistant Club Co-ordinator)

Mayte Alcaraz (Assistant Club Co-ordinator)

Rob Holt (Play Leader)

Designated Safeguarding Lead: Lorna Cummings (Head of School)

Early Years and Childcare Service

Brighton Town Hall,
Bartholomew Square,
Brighton,
BN1 1JA

Tel: 01273 295920

Ofsted

Piccadilly Gate
Store Street
Manchester M1 2WD

Tel: 0300 123 1231