



The Aviary

Goldfinch Primary School

Out of School Care

Handbook

Contact details: aviary@goldfinchprimary.org.uk

Mobile number: 07985227057

OUR PROMISE

We will:

- Welcome parents/carers to discuss our out of school provision
- Ask permission for special events
- Keep parents/carers informed of changes, programmes of activities and procedures
- Be consistent and reliable to enable families to plan ahead with confidence and peace of mind
- Share and discuss children's achievements, experiences and behaviour
- Listen to your views and concerns

OUR EXPECTATIONS

We are proud that we have a well-resourced and spacious learning environment. We expect it to be maintained and respected by the whole school community. We aim to encourage a friendly, caring atmosphere with a high level of cooperation, so that everyone has an opportunity to enjoy school life.

The school reserves the right to refuse children's attendance at clubs where their behaviour is likely to affect the running of the clubs and where behaviour in school is a significant cause for concern. Parents/carers will be given written notice if their child's behaviour is a cause of concern and that their place at the clubs might be withdrawn.

All participating children will be expected to:

- Listen carefully to and follow all instructions given by school staff
- Treat others, their learning and the school environment and equipment with respect.
- Be kind, honest and polite

EQUAL OPPORTUNITIES

Goldfinch is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are of equal worth. Equality of opportunity is a fundamental right for all members of the school community. This will be achieved by promoting positive self-image, self-esteem and anti-discriminatory practices and by respecting each other's diversity, languages, beliefs and cultures.

- We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and are able to participate fully in school life.
- We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotyping and creating an environment which champions respect for all.
- We believe that diversity is a strength, which should be respected and celebrated by all those who participate in our extended schools provision.

OFFER

The before and after school clubs are available Monday to Friday throughout the school term, excluding: bank holidays, professional days and any unexpected school closures (e.g. in the event of adverse weather conditions).

Before School Breakfast Club	7:30am – 8.55am
After School Club	3:30pm – 6:00pm

Children in Nursery, Reception and Years 1, 2 and 3 will be collected from their classrooms by a member of staff at the end of the school day. Children in Key Stage 2 will make their own way to the club.

Children can join the club later than the start time of the School Breakfast Club and/or can be collected earlier than the pre-booked After School Club finishing time, but there is no discount or refund of the fee payable. The fees cover the whole session time.

FEES

The school is committed to providing affordable childcare and activities. We endeavour to keep our fees at a competitive level to provide and maintain a high-quality service.

Fees must be paid monthly in advance, using the school's online payments system (School Gateway), or through an approved childcare voucher scheme. Fees are not refundable in the event of pupil absence and must be paid in full if a place is to be reserved. Where a child is absent due to long-term illness, the school reserves the right to adjust the fees payable, as appropriate.

You may use childcare vouchers to pay for The Aviary. Please speak to Mrs Pepa Erickson if you will be using childcare vouchers for payment.

Fees must be paid if your child is absent, irrespective of reason (including exclusion). Extra sessions can be added (subject to availability), but sessions/days cannot be swapped.

Breakfast Club	7:30am until school start	After School Club	From end of School until 6:00pm
1 morning	£7.00	1 afternoon	£12.00
2 mornings	£14.00	2 afternoons	£24.00
3 mornings	£21.00	3 afternoons	£36.00
4 mornings	£28.00	4 afternoons	£48.00
5 mornings	£35.00	5 afternoons	£60.00

Failure to make payments on time will result in the termination of the contract and your child/ren losing their place in the club.

A late collection charge of £10 for every 10 minutes (or part thereof) will be applied for children who are not collected by 6.00pm. The school reserves the right to withdraw a child's place in the event of continual late collection.

We regret that there is no discount or waiver of fees for missed booked sessions (this includes any personal holiday, absence, sickness during term time) as running costs are still incurred. Fees will be reviewed annually in July and parents will be informed a month in advance of any changes. Please note that one month's written notice is required to withdraw your child from either the breakfast or after school provision.

The Aviary may be booked in an emergency, on the day, if a place is available. This will only be possible if the child is registered and will need to be paid for in advance. The fee for this service is £10 for breakfast club and £15 for After School club.

STAFF

Mrs Ulain Mireku will manage the provision. Dominic Townsend-Gray is the playworker who supports children during their time at The Aviary.

All staff working for the clubs are employees of the school and have experience of working with children. The Aviary team participates in on-going training to ensure that best practices are implemented at all times. Children attending any extra-curricular clubs run at the end of the school day will be brought to the After-School Club by the member of staff running the extra-curricular club.

CONTACTING AVIARY

Should you wish to make an enquiry or leave a message regarding either The Aviary' Breakfast or After School Club, please contact Ulain Meriku via the dedicated Aviary phone number (07985227057) during Aviary hours. There is also a dedicated Aviary email address: aviary@goldfinchprimary.org.uk

POLICIES

All relevant school policies apply to The Aviary breakfast and after school clubs. These include policies relating to the health and well-being of children (e.g. Safeguarding, Equality, Behaviour, Data Protection, Complaints and Health and Safety etc). The school's policies are available on our school website or on request. The Aviary will follow the school's child protection procedures. Please note that staff are legally obliged to report any concerns to the relevant authorities.

FACILITIES

The Aviary will be hosted in the outdoor classroom (Formally the music hub). The Aviary will be able to access other areas of the school, depending on availability, for specific activities (e.g. ICT suite, hall). Those attending The Aviary will have supervised access to the playground and Mud Kitchen for organised outdoor play.

INSURANCE

The school's insurance covers our responsibilities to the children and staff. The Aviary team have a duty of care to the children, which means that staff will provide the level of care of a 'responsible parent' which is the same category as for schools.

SUPPORTING CHILDREN WITH SEN

The Aviary staff will liaise fully with the school and parents/carers on meeting the special needs of children, and staff will be happy to discuss any issues regarding the needs of the children.

ACCIDENTS & INCIDENTS

In line with the school's procedures, any accidents or incidents involving your child will be recorded in the appropriate register and you will be notified of the accident/incident by a member of staff. There are qualified first aiders, in The Aviary team.

PUPIL SICKNESS AND MEDICINES

In order to reduce the spread of illness and infection we request that you do not bring your child to either the before or after school provision if they are unwell. Please adhere to the school's 48-hour rule for vomiting and diarrhoea; children cannot return to school until 48 hours after the last bout of illness. Should your child become unwell whilst attending the before or after school club then a member of staff will contact you. You will only be requested to collect your child if deemed necessary.

Medication can only be given in line with the school's Managing Medicines and Dietary Requirements in School Policy (which operates in conjunction with the Medical Needs, First Aid and Health and Safety Policies). We are legally required to have written permission before medication can be given. This must be prescribed and required to be administered four times a day and be on date. Any pre-existing medical conditions will be dealt with in line with school policy.

Please inform The Aviary manager of any long-term medical condition that requires administration of prescribed medicines. If your child's condition requires specialist technical/medical knowledge, please contact The Aviary manager to discuss your child's needs.

REGISTRATION AND ALLOCATION OF PLACES

To register a child for a place with The Aviary, parents/carers must complete the registration form, which can be obtained by emailing the club. When the maximum number of places has been reached, children will be placed on a waiting list. When they become available, places will be allocated based on the following criteria, which are prioritised accordingly:

1. Siblings already in attendance at The Aviary.

2. Full time places in date received order will be prioritised over part time places where a full-time place is available.
3. Date the registration was made.

If a parent has registered on the waiting list, it is assumed that they will accept places once they are offered. Vacancies at the club might not always allow us to offer all places required by a family and we understand that some families might decline the offer of partial places. In this case, the place would be held on the waiting list until such time when all places can be allocated (using the prioritisation criteria above). We also appreciate that there can be specific personal and/or family circumstances that mean families do not require places at the time they are offered (e.g. maternity leave, change of working job/working hours). If there is a reason for places being declined, parents should give an indication of when the places might be required. This is to help The Aviary team manage the allocation of places effectively and ensure unnecessary offers are not made.

If a family has been offered all the places for which they are registered, but these places are declined without a valid reason, this will be taken as withdrawal from the waiting list and the child's details will be removed.

FOOD AND NUTRITION

Parents and children are encouraged to let us know their food preferences and dislikes so that we can endeavour to meet these, wherever possible. The cost of breakfast (before school) and the light supper (after school) is included in our fees. Please notify us if your child has any special dietary requirements or allergies on your application form.

Breakfast is served from 7:30am until 8:15 am and all children should arrive at The Aviary Breakfast Club in time for this. Children will be given a choice of foods from the breakfast menu including: toast with various spreads, a range of healthy cereals, fruit and yoghurt. Crumpets, muffins and bagels will occasionally be available. We expect that all children attending will need a breakfast provided by the club. If your child does not need breakfast, please let the staff know when dropping off.

A light snack will be served at the after school club. This is not intended as a full evening meal, but sustenance to keep the children going between the end of the school day and an evening meal at home. Supper is served between 4:30pm and 5.00pm. To make the meal time sociable, as well as a fun learning opportunity, and to enable staff to run this element of the service smoothly, we would prefer parents to not collect their children during this time. It is preferable for children to be collected before 4:30pm when the meal is served, or after 5.00pm once the children have eaten.

Children should not bring their own food to The Aviary.

ACCESS

Access to both the Breakfast and After School Club will be via the green gate into The Aviary hub.

For breakfast club, you must escort your child to The Aviary, ensure they are greeted by a member of Aviary staff and sign them into the club register.

When collecting your child from the after-school club, please ensure you collect your child from a member of the Aviary staff and sign them out from the club's register. Parents will not be allowed through to the rest of the school when collecting from The Aviary. All children must be collected by 6:00pm.

Children are not permitted to leave on their own.

DROP-OFF TO AND COLLECTION FROM CLASS

At 8:55am children from Reception and KS1 and YR3 will be escorted to their classrooms; children from Upper KS2 will make their own way to class.

After school, children from Nursery, Reception, Year 1, Year 2 and Year 3 classes will be collected by The Aviary staff from their classrooms/playground and escorted to the hub. Children from Years 4-6 will make their own way to the club.

ACTIVITIES

There will be a range of activities available for the children each morning, including: construction, art and craft, board games and a quiet reading area. There will be a range of activities available for the children each afternoon including: construction toys, art and craft, board games, small world activities, a comfy and quiet reading area. Weather permitting, the outdoor area will be used to offer a range of activities including skipping and ball games. These will be supervised by an adult at all times. Other areas of the school (e.g. the ICT suite, Mud Kitchen, MUGA and Table Tennis table) may be used depending on availability and logistics.

PARTNERSHIP WITH PARENTS/CARERS & CHILDREN

The school welcomes your feedback and comments on all aspects of the school, including our before and after school provision. This can be done either by talking to the club staff or putting your comments in writing (via email or letter). Children are also encouraged to share their ideas and make suggestions on improving the clubs and will be consulted on their preferences to develop The Aviary' provision.

CONCERNS OR COMPLAINTS

All concerns and complaints are taken seriously. We prefer you to discuss any complaint or concern (however small) with us, rather than anyone else. As a first point of contact, please talk to one of The Aviary team. If you need to take any matters further, please refer them to The Aviary manager. If your complaint remains unresolved, please see Goldfinch Primary School Complaints Policy for the complaints process thereafter. A copy of the school's complaints procedure can be found on the school website or requested from the School Office.

TERMS & CONDITIONS

These terms and conditions relate to the agreement which will be taken out between Goldfinch Primary School and the parent/carer.

1. School Responsibilities

- We will work within all school policies.
- We aim to provide a sensitive, secure and welcoming environment for children of Goldfinch Primary School before and after the end of the school day.
- We will set up a stimulating environment for the children.
- We will provide healthy, nutritious food.
- We will supervise and play with the children to support their learning and all-round development.

2. Pupil Responsibilities

- Children will be expected to behave within the school Behaviour Policy and Goldfinch's Home School Agreement.

3. Parent/Carer Responsibilities

- I/We will ensure that I/we communicate clearly with staff, keeping them informed of any changes in arrangements.
- I/We understand that fees are payable monthly in advance and are non-refundable.
- I/We understand that meals will be served at specified times and if my child arrives later or is collected earlier than the specified times, then a meal may not be provided.
- I/We will help our child to work within the school's Behaviour Policy.
- I/We understand that this is an additional out-of-hours facility and if we do **not** pay in advance or keep our child's account in credit, or our child's behaviour is not manageable by staff, then our child's place will be withdrawn.
- I/We understand that if a child's account goes into arrears, the school reserves the right to stop use of all chargeable services used by my family (i.e. lunches/clubs/extended services) until the family accounts are brought into credit.
- I/We understand that in the event that school stops services due to non-payment; the school will withdraw my child's place at this facility and offer this to another child on the waiting list.
- I/We agree that continual late and/or non-payment of fees will result in the withdrawal of a child's place, at short notice.
- I/We understand that I/We are still required to pay for all sessions booked, even if our child is absent.

4. Cancellation / Termination

- After the offer of a place has been accepted either party may terminate the agreement by serving one month's written notice. During that month the school undertakes to continue to admit the child and the parent undertakes to pay all fees due, whether the child attends the one month's notice period or not.
- In the event of the parent failing to pay the one month's notice fees the child's place shall be immediately withdrawn and the school shall be entitled to serve a formal demand for payment of such monies.
- If the school believes that the continued presence of a child is detrimental to the health, safety or well-being of the child or other children or the staff employed, then the school may request for the child to be immediately removed from the before or after school club and the provision of one month's notice, referred to above, shall not apply.

5. Payment of Fees

- Payment of fees to the school **one month in advance**.
- Payments can be made online using the school's cashless payments system, School Gateway, or via childcare vouchers.
- The school reserves the right to increase the fees at any time upon giving one calendar month's written notice of the proposed increase to the parent.
- It must be noted that the child's place at either the before or after school club must still be paid for in the event of absence due to illness, authorised leave, appointments etc. The parent is, therefore, obliged to make full payment. In the event of payment not being made the school reserves the right to terminate its agreement with the parent.
- The extended services will not run on Bank holidays, Professional days or during any unforeseen reason for school closure (e.g. adverse weather conditions) and such occurrences will not be charged for.

6. Collection of Children from the After-School Club

- Parents/carers are expected to make arrangements for their child to be collected from the after-school club by a responsible person **by 6.00pm**.
- Children will not be permitted to leave the club unaccompanied or with an adult who is not known to the club staff.
- If the named person cannot collect your child from the After-School Club then please inform The Aviary Manger, as soon as possible. **The Aviary Mobile Telephone number is 07985227057. It is important that staff are made aware of any changes in advance. Details of people collecting children must be registered on The Aviary registration form.**
- It is very important that you contact us if you are running late to collect your child. Please note that charges for late collection of the children will apply after 6:00pm. In all cases your child will not be able to leave with an unknown adult. Authorisation will be sought, so please ensure that your contact telephone numbers are up to date.

Should you have any further questions please ask at the School Office

The information contained in this handbook is correct at the time of publication (July 2020) and may be subject to change.