

Harvills Fun Academy



Policy 2021-2022

Reviewed September 2021

Purpose of the policy

To describe how the school delivers a wrap around provision which is affordable, sustainable and of quality.

Aims of Harvills Fun Academy

Through Harvills Fun Academy, we intend to do the following:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together co-operatively.

Hours

- Harvills Fun Academy provides before and after school care for children aged between 3 and 11 years old.
- Breakfast club runs during term time, Monday to Friday, starting at 7:45am and finishing at 8:50am.
- After-school club runs during term time, Monday to Friday, starting at the end of the school day and finishing at 6:00pm.
- After-school club will not be open on the final day of each term.
- All spaces are subject to availability, based on ratios.
- Places are allocated on a first-come-first-served basis.
- Children can be collected at any time during the hours the club runs.

Admissions, booking procedure and payment of fees

- Only children who attend Harvills Hawthorn Primary School are eligible to attend Harvills Fun Academy.
- Registration forms, available from Mrs. Marsden or the school office, must be completed prior to a child's first session
- A behaviour contract will be signed by the parents and children prior to the child's first session.
- A list of people who can collect and a password must be given before a child can attend.
- To ensure a place, the required session(s) must be paid for via Schoolgateway.
- Fees need to be paid before a child attends.
- If a session has not been paid for in advance, the child will not be able to stay and a member of staff with contact parents/carers to arrange immediate collection.
- Harvills Fun Academy falls under the cover of Harvills Hawthorn's debt collection policy.

Venue

- Breakfast club and after-school club are based in the mobile to the right of the main school building.

Register and collecting

- Parents will drop off/collect their child(ren) from the mobile.
- Parents must approach a member of staff who will sign their child in electronically.
- For after-school sessions, children will be collected from their classroom by a member of the Fun Academy staff.
- Staff will record who collected each child on an electronic register.
- If a parent is unable to collect their child as arranged, they must call the school office immediately.
- If someone else will be collecting a child, the school office must be informed by telephone.
- Each family must agree a password with Harvills Fun Academy, which will be used by other adults collecting a child.

Late collection

- If a child is late being collected (after 6pm), parents will be contacted in the first instance by telephone. The additional contacts on the school system will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, Children's Services will be informed.
- Staff will follow and record late collections. Late collection is charged at £1 per minute.
- If a child is late being collected 3 times in a half term, the service will be withdrawn.

Breakfast and snacks

- Cereal and toast will be available at breakfast sessions. The children will also have drinks available.
- Light snacks and fruit will be available to children who attend after-school sessions. The children will also have drinks available.

Provision

- A range of activities are planned for each session in after-school club. These include creative, reading, computers/iPads, learning and

discovery, outdoor activities as well as an opportunity to complete home learning.

Behaviour

- Children and staff are expected to follow Harvills Hawthorn's behaviour policy at all times.
- Behaviour Recovery will be used at breakfast sessions and after-school sessions.
- Parents and children are to sign the behaviour contract.

First Aid

- All members of staff are first aid trained.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded and a copy of the first aid slip will be handed to parents when they collect their child.

Complaints Procedure

At Harvills Fun Academy, we aim to work in partnership with parents to deliver a high quality childcare service for everyone. If, for any reason, we fall short of this goal, we would like to be informed in order to amend our practices for the future.

The Harvills Fun Academy staff are usually responsible for dealing with complaints. If the complaint is about the staff, Mrs. Marsden (assistant headteacher) will investigate the matter. Any complaints received about will be dealt with in the following manner:

Stage One

Complaints about aspects of activities:

- The staff will discuss the matter informally with the parents/carers concerned and aim to reach a satisfactory resolution.

Complaints about an individual member of staff:

- If appropriate, the parent will be encouraged to discuss the matter with the staff concerned.
- If the parent feels this is not appropriate, the matter will be discussed with Mrs. Marsden, who will then discuss the complaint with the staff member and try to reach a satisfactory resolution.

Stage Two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent should put their complaint in writing to Mrs. Marsden. The following procedure will then be followed:

- Mrs. Marsden will acknowledge receipt of the letter within 7 days.
- The matter will then be investigated and the complainant will be notified of the outcome within 28 days.
- A full response in writing, to all relevant parties, will be sent, including details of any recommended changes.