

Harvills Fun Academy



Policy 2023-2024

Reviewed September, 2023
Mrs. H. Marsden

Harvills Fun Academy is pleased to be able to provide the children of our school with the opportunity to attend Breakfast club and After-School Club. These clubs may be attended on a fulltime or a part time basis. The sessions can be booked in blocks or as and when required; however, places are subject to availability.

This wrap around care provision is an extension of Harvills Hawthorn Primary School and, therefore, operates in line with the school's ethos and values and high expectations of pupil behaviour. The Harvills Fun Academy staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved Harvills Fun Academy to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents/carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

Aims

Harvills Fun Academy

We will endeavour to:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for children
- provide breakfast and/or afternoon snacks and drinks
- ensure equality of opportunity in all activities
- be open, welcoming and available
- contact parents/carers if there is a problem with their child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality
- keep parents/carers informed about the service through termly newsletters

The child

I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's values
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep Fun Academy tidy and safe
- ensure a happy environment for all and HAVE FUN!

The parents/carers

We will endeavour to:

- ensure that our child only attends sessions that are booked in advance using Schoolgateway
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school promptly if there is a change in collection arrangements
- support and demonstrate the school's values and behaviour policy.
- support and adhere to the Harvills Fun Academy policy
- inform the staff of any concerns or problems that might affect our child's wellbeing or behaviour

Admissions Policy for Harvills Fun Academy

Harvills Fun Academy is only available to children who attend our school. Once a child leaves our school, whether still in primary education or moving onto secondary education, this childcare service will no longer be available to them.

Registration Forms

Parents and carers will be required to complete registration forms, including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms MUST be returned directly to the Fun Academy staff in a sealed envelope and NOT via the book-bags or handed to class teachers as they will contain sensitive personal information.

Online Accounts

Once registration forms have been completed, parents/carers will be given access to Schoolgateway: the online booking system. Parents/carers will be required to set up a Schoolgateway account if they do not currently have one (please speak to the school office more information about this system).

Booking Sessions

Bookings can be made session by session or as block bookings once your account has been credited. Breakfast Club can be booked up to 7:30am on the morning of the session. After-School Club can be booked up to 3:00pm on the day of the session. Both are subject to availability; therefore, it is recommended that parents/carers do not rely on 'same day' bookings unless in an emergency.

Maximum Numbers

Currently, our staff/pupil ratios allow for 30 children to attend Breakfast Club and 30 children to attend After-School Club. We need to ensure the welfare and safety of those attending and, for safeguarding reasons, cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority. Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Harvills Hawthorn Primary School, having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

Opening Hours and Fee Structure

Harvills Fun Academy Breakfast Club:

- The provision is available term-time only with sessions running from 7:45am until the start of the school day (8:45am)
- The fee for each session is £3.50 and is inclusive of breakfast (toast or cereal) and a cold drink
- Sessions must be booked in advance via Schoolgateway

Harvills Fun Academy After-School Club:

- The provision is available term-time only with sessions running from 3:20pm to 6:00pm
- The fee for each session is £6.00.
- Sessions must be booked in advance via Schoolgateway

Payments and Refunds

Fees are to cover sessions booked in advance, using Schoolgateway. Fees cannot be paid in cash or by cheque. Fees are non-refundable for non-attendance. Instead, a credit will be applied to the account.

Childcare Vouchers

Childcare vouchers can be when paying for Harvills Fun Academy. Please contact our admin team either by phone on 0121 5571034 or by email on info@harvillshawthorn.co.uk to inform us of your provider so arrangements can be made.

Arrival and Departure Policy and Procedure

Harvills Fun Academy Breakfast Club and After-School Club will operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear

procedure in place for both arrival and departure of all children attending these clubs. To ensure the safety of the children, it is not possible to make allowances, which do not adhere to the policy and procedure outlined below.

Breakfast Club

Arrival to the Breakfast Club

- Children must be dropped off by an adult or person over 16 years of age.
- Children will be handed over to the Harvills Fun Academy staff at the mobile from 7:45am.
- Pupils who have not booked into this session in advance will be billed and further attendance not allowed until the debt has been paid.

Departure from the Breakfast Club

- Children will be escorted from Harvills Fun Academy building by the Breakfast Club staff at 8:35am. They will be taken straight to their classrooms in order to begin the school day at 8:45am.

After-School Club

Arrival to After-School Club

- Pupils will be collected from their class teacher by a Harvills Fun Academy staff member and escorted to the mobile where they will be registered.
- Children attending extra-curricular clubs (run by school) will be escorted to the After-School Club by the extra-curricular club leader.
- At the beginning of each After-School Club session, there will be a formal register taken. If a child has not booked into a session in advance, the parent/carer will be billed and further attendance not allowed until the debt has been paid.

Departure from the After-School Club

- Children must be collected before 6pm by either the parent or a person named on their collection permission form. We will not release children to any siblings or children under the age of 16 years.
- There is a £1 per minute charge for late collection.
- When collecting children, the doorbell should be used to gain the attention of a member of staff. For 'first time' pick up, an authorised person will be required to provide a suitable form of identification as After-School Club staff will not necessarily know who adults are in the first instance. They will also need to provide the password provided on the registration form. For the safeguarding of children, the staff reserve the right to refuse to release a child to someone who is not on the collection permission form, unless they have had verbal permission, via a senior member of staff or the school office.
- In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:
 - The school must be contacted and a full description of the person, including their name, must be provided.
 - When the person arrives, the password will need to be provided and confirmed.

Non-Collection of a Child from After-School Club

In the event that a child is not collected from After-School Club by 6pm, the staff will:

- establish if a message has been left by the parent/carer
- try to contact the parent/carer, leaving a message asking for them to contact the club immediately if contact cannot be made.

If the child has not been collected by the end of the club and contact with the named parent has not been established, the staff must contact other authorised collectors from SIMs. The staff will inform the Head Teacher or one of the deputy designated safeguarding leads.

After all avenues of contact have been exhausted and the club has not received any contact from the parent/carer or authorised collectors, the Head Teacher (or a deputy designated safeguarding lead) will make the decision to contact Sandwell's Children's Services. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority, Head Teacher or a Deputy Designated Safeguarding Lead.

Contacting the Breakfast Club or After School Club

- By phone: During normal school office hours (8am – 4:00pm) the school office staff will take your message and share it with the staff in our wraparound care team.
- By phone: Outside of normal school office hours (after 4:00pm) please use the following number to contact Fun Academy staff: **07510 848405**.
- By Email: Please email Mrs. Marsden on: mrsmarsden@harvillshawthorn.co.uk Messages will be shared with the staff.

Food Provision

Both Breakfast Club and After-School Club provide food, unless directed otherwise by the parent/carer. Our staff have received the required training in food hygiene.

Breakfast Club food options

- Bread/toast
- Cereal and semi-skimmed milk
- Milk or squash

After-School Club food options

- Sandwiches
- Beans/cheese on toast
- Water will be available along with squash.

Allergies, intolerances and other food requirements

The staff will provide for those children who have food allergies, intolerances or other food requirements, such as restricted diets.

We are a 'nut-free' school and cannot serve or allow children to bring nuts or products containing nuts into the school.

Behaviour

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents/carers will be informed of this by a member of the Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

Medication

Harvills Fun Academy staff are not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

Prescribed Medication

Harvills Fun Academy staff are unable to administer any medication during sessions.

Current individual health care plan details e.g. for asthma, etc. will be shared by the school with the club staff with consent of the parent/carer.

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.
- Staff will be aware of particular needs outlined on individual health care plans and a copy of these will be stored securely.
- Inhalers and epipens will be taken to Harvills Fun Academy and returned to the classroom.

Complaints Procedure

At Harvills Fun Academy, we aim to work in partnership with parents/carers 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.