LLANFAES CP SCHOOL

Beilihelig Road
Brecon
Powys
LD3 8EB

Headteacher- Mrs Cath North

Acting Setting Leader- Miss Courtney Bailey

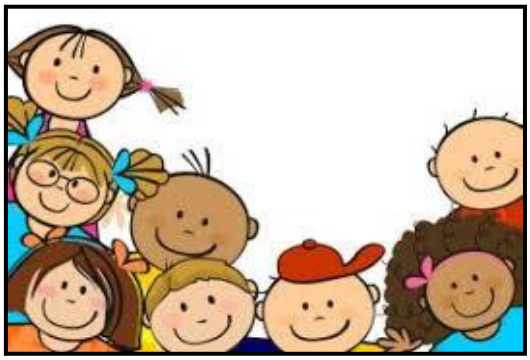
Tel: - 01874 623326

E-mail – afterschoolclub@llanfaes.powys.sch.uk

Llanfaes After School Club Statement of Purpose

Llanfaes After School Club is a setting for children during after school hours from 3.15 to 5.15pm during term time. The setting is based at Llanfaes School and is managed by the management body consisting of the head teacher (Responsible Person), setting leader and designated school governors.

Our setting is held in our own classroom where a variety of age appropriate activities in different areas are always on offer to give our children freedom of choice. The club aims to provide a safe, affordable and nurturing provision for up to 36 children per session between the ages of 3-11 years old. Along with an extensive range of activities we provide constructive relationships which will further enhance children's development and independence. As with the school day we are committed to providing an open-door policy in partnership with parents and carers and outside agencies and welcome any views and ideas that may positively improve the quality of provision.



Staffing

Staff are appointed by the headteacher and are responsible to that body. Contracts and salaries are maintained with the support of Powys County Council. Staff have qualifications in childcare to level 3 and food hygiene qualifications.

Our team consists of:

Person in charge

Miss Rebecca Price – Level 3

Play Workers

Miss Courtney Bailey – Level 3
Ms Nicki Dunford
Miss Robyn Gibson – Level 3
Mrs Elisa Parry – Level 5
Mrs Bethan Roe – Level 5

All our staff are very experienced in the field of childcare and have appropriate and relevant training.

Fees and Charges

We are open Monday to Fridays 3.15pm-5.15pm during school term at a cost of £8.00 per session. Fees can be paid daily, weekly, monthly or half termly and have to be cleared by the end of each term. Fees are not charged if a child is away ill, however the parent or carer must notify Mrs Roe (secretary) in the office using the email address afterschoolclub@llanfaes.powys.sch.uk 24hours beforehand, as we often have a waiting list for children to access the after school club. If you do not notify the office you will be charged half the amount which is £4.00 per child. Also, if children have not been picked up by 5.15pm a further charge will be incurred.

Routines

Children are responsible for making their own way to club along with their peers or the younger children are escorted with Teachers or Teaching Assistants. A register is taken whilst children enjoy a snack and a drink. Children at extra-curricular clubs will attend once the activity has ended and will be provided with a snack and drink. Afterwards a free choice of activities is available such as Lego, games, craft and small world. We also have a quiet area available to read and relax. Weather permitting, we have a small outside area plus access to the playground and grass area. All these activities are supervised by staff.

Language

The main language of the setting is English although some incidental use of Welsh is encouraged. When children are from homes where other languages are used as the first means of communication the setting will make every effort to provide appropriate support both for the child and in communicating with parents/carers.

Equal Opportunities

It seems obvious to state that all children are equal and deserve equal opportunities. However, it is our school policy to ensure that this is a reality. In order to achieve this we have access to equal opportunities for all of our children regardless of sex, ethnic background, home language, physical abilities or needs.

Dietary Needs

Parents/carers must notify the setting staff and specify on the registration form any dietary requirements so that any individual needs can be met. A healthy snack such as toast, fruit or vegetables, cheese and crackers or yoghurt and a drink of milk or water are provided at the beginning of the session.

Arrangements in Case of Sickness

Llanfaes After School Club staff will contact parents/carers if they are concerned about the health or welfare of a child in their care. Staff agree to care for the child until parents/carers can make arrangements for the child to be collected. However, please note that if a child suffers sickness or diarrhoea they must not return to school until they have been clear of symptoms for 48 hours.

Behaviour and Sanctions

Our schools behaviour policy outlines the expectations and procedures for developing a level of self-discipline. We believe that relationships should be built on trust and understanding. We hope that the policy provides a firm but fair structure for creating a happy, relaxed atmosphere with age appropriate expectations. We are concerned about the wellbeing of our children and wish to create an atmosphere in which the child feels safe and secure in the knowledge that any problems which may arise will always be attended to promptly and with appropriate degrees of sensitivity and firmness. We work on praising positive behaviour at all times and our policy includes sanctions which may be implemented in order to support the policy. Such sanctions will involve the withdrawal of certain activities and may ultimately lead to exclusion. In all instances parents will be kept informed of any sanctions implemented and the reasons for the action.

Administration of medicine

Llanfaes After School club staff will agree to administer medicine if parents/carers have completed a medicine form (these can be obtained from staff).

Emergency Arrangements

In the event of unforeseen circumstances which would cause us to close the setting at short notice the following arrangements will be applied;

- Attempt to contact parents/carers via telephone, email or Schoop.
- Attempt to contact named relative or friends who have been approved to act on parent's behalf in emergency situations.
- In the last resort, where it is impossible to contact parents/carers or a named responsible person staff will ensure that children are kept safe until contact is made.

Complaints

If you have a complaint about any aspect of the setting remember, we have an open-door policy and therefore wherever possible please –

- Discuss it with after school club staff or with the Headteacher as soon as possible.

- If the matter remains unresolved it should be bought to the attention of the settings managing body.

All complaints will be recorded and acted upon. Parents/carers may have access to the complaint form.

Policies

All of the policies are available for you to read through our school website, if you have any further concerns or questions regarding any of the policies please speak to a member of the after school club staff or Mrs North (headteacher).

Important Contact Details

The following people may be contacted at any time with any queries, questions or complaints:

Mrs Cath North Bed (Hons)
Headteacher
Llanfaes CP School
Beilihelig Road
Brecon
Powys
LD3 8EB
Tel- 01874 623326
email- *afterschoolclub@llanfaes.powys.sch.uk*

Miss Courtney Bailey
Setting Leader
Llanfaes CP School
Beilihelig Road
Brecon
Powys
LD3 8EB
Tel- 01874 623326

Chair of Governors
Mrs Jackie Williams
4 Waunberllan
Llanfrynach
Brecon
Powys
LD3 7AJ
01874 665357
email: jwilliams647@btinternet.com

LLANFAES AFTER SCHOOL CLUB
PARENT / SETTING CONTRACT

Admission Policy

The setting is open to children from the age of three to eleven years old from 3.15- 5.15pm (term time only). Children attend as and when required and parents /carers who wish their child to attend After School Club should inform Mrs Roe in the office using the email address *afterschoolclub@llanfaes.powys.sch.uk* or ring the school office on 01874 623326 to book a place. Please note that due to limited spaces if you do not require your child's session it is important that you inform us 24hours before hand as you will be charged half the amount which is £4.00 per child.

A registration form with contact details and various other required information will need to be filled in by parents/carers for every child.

Information pack will include-

Statement of purpose
Registration Form (including emergency contact details)
Llanfaes After School Club contract
Medical consent and medicine administration form

Children booked in can join us after extra-curricular school clubs such as football, Expressive Arts and cooking club etc but please make sure staff are informed if your child is attending a club. A snack and drink will be provided.
Parents/ carers agree to pay £7.50 per session per child.

Picking Up

Parents/carers agree to pick up children by 5.15pm when After School Club closes. Any children not picked up by this time will be looked after by staff who will try to contact the named significant carer.
Should you need to contact us please ring on **01874 623326,** if you arrive at school you can use the telephone in the main foyer with the ext number 204.

Medical Consent Form

I hereby give authority to the member of staff responsible for my child _____ (full name of child in block letters) to consent to any medical or surgical treatment that might prove necessary for my child. I understand that every effort will be made, in the case of illness to contact me immediately but that in the case of an emergency treatment may be necessary without my knowledge.

Signed _____ Parent/Guardian.

Please complete the following details;

Name of Doctor: _____

Address of Doctors: _____

_____

As staff in After School Club we will agree to administer medicine if given permission as below and a medicine form has been filled in.

As parent/carer of _____

I hereby give permission for After School Club to administer medication that has been prescribed by the family doctor.

Signed _____

Llanfaes After School Club
Registration Details

Name of child: …… **D.O.B**…….
Address:……
……

Home Telephone	Mobile	Work

Doctors Name:……. Telephone No……

Address:……
……

Any medical or dietary needs: ……
……

Contact Details:

Name …….

Address …….

Name …….

Address ……

Any relevant general information ……

Names of people who will be picking up:

Name	Telephone Number (accessible during 3.15-5.15)