



**Hollydale Primary School**

**RESPECT  
RESPONSIBILITY  
RELATIONSHIPS**

**Extended School  
Parent/Carer  
Information Booklet  
2018-19**



**WORKING TOGETHER TO BE THE BEST THAT WE CAN  
BE!**

**Hollydale Primary School  
Out of School Services and Provisions  
Information for Parents**

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## WELCOME

Thank you for choosing Hollydale Primary School out of school service provision(s). We provide high quality childcare at affordable rates that help families make financial sense of their childcare needs.

This booklet contains important information about our services and aims to answer any frequently asked questions; please do not hesitate to contact us if you're unable to find the information you require.

## ABOUT OUR STAFF

We are a vibrant and colourful team of play-workers. All staff are fully qualified and enhanced DBS (formally CRB Checks) checked.

## CONTACT INFORMATION

School office: 020 7639 2562  
Duty mobile: 07341956409  
Address: Hollydale Primary School  
Hollydale Road Nunhead  
SE.15 2AR  
Email: admin@hollydaleprimary.co.uk

## SERVICES

**About After School Club:** After School Clubs (ASC) run Monday to Friday from the end of the school day until 6pm.

**About Breakfast Club:** Breakfast Clubs (BC) run Monday to Friday from 8am to 8.55am. start of the school day

## STAFF: CHILD RATIOS

We operate on a 1:20 ratio across our range of services ensuring that each child receives a quality supervised service.

## BOOKING A SERVICE

Bookings for our tier one services (After School Clubs, Breakfast Clubs, are made online or in-person onsite by completing two forms.

## REGISTRATION

- All children must be registered before they can attend the service
- All children are required to complete a new application form yearly
- All registered information must be kept up-to-date. Please notify us of any changes i.e. contact details, child(ren)'s needs, change of address, etc.

## PAYMENT

Payments must be made in full before your child can attend our services. Regarding After School, payments need to be made in full.  
After school Club £8.00 first child £6.00 sibling attending together, per day.

You can pay using School Money, our secure online payment system, using the login provided. You can pay in cash at a local store using a bar code which can be provided to you by our school office. You can check your account balance at any time by logging into your School Money account.

## ARRIVAL AND DEPARTURE

Children are signed in and out by a daily register. The names of persons authorised to collect your child needs to be indicated on your application form. If anyone arrives to collect your child without consent then the child will not be released to that person. Children who attend after school can only be picked up by an adult or a sibling age 14 or above.

## LATE COLLECTION OF CHILDREN

**It is a term and condition of the service that you must collect your child by 6pm.** There is a late payment fee of £3.00 per 15 minutes for collection after 6.00pm.

The late payment fee **SHOULD** be made on line through School Money. Failure to make this payment will mean that your child is unable to attend any of our services until payment has been made in **FULL**. It is not After School Clubs responsibility to remind parents/carers that payment needs to be paid before your child(ren) can use our services.

**Regular late collection:** (More than 3 times in a term) can result in termination of service. Hollydale understand that parents/carers may occasionally find it impossible to collect their child(ren) on time, however late collection results in additional costs to the school.

Where a child who is normally collected at the end of the club session, is not collected by a responsible person contact will be made with the child's parent or carer or the emergency contact.

After school club will obtain from parents the name of an alternative carer or emergency contact.

If the child remains uncollected 30 minutes after the end of the session at 18.00 and the alternative carer is not available the Head Teacher or Club Manager will contact the Emergency Duty Social Worker.

## FOOD

**Where food is provided: meals, snacks and drinks; we ensure they are healthily balanced and nutritious.** Our after school and breakfast club staff have the Food Handling and Hygiene Level 2 and Level 3 qualification ensuring best practice, principles and statutory requirements are adhered to, including [The School Food Standards 2015](#).

## MEDICAL

**Administration of medication:** Some children may have long-term medical needs and need access to medication whilst attending our services. In these cases, parents/carers are advised to discuss the matter with the club manager. An individual medical administration form must be completed before the child starts.

Occasionally, other children may need to take medication whilst attending our services. Wherever possible, medication should be prescribed in doses which enable it to be consumed outside of the club hours. However, if essential, you must ask the club for a 'request to administer medication form' which needs to be completed in full. The request can only be granted by a senior member of staff who will supervise the administration of the medication and arrange for safe storage. Please note that there is no legal duty for staff to administer medicine or supervise children taking it. The administration of aspirin in children has been restricted by the medicines regulatory authorities in Europe and will not be given to children. [For more info. see Aspirin and Reye syndrome.](#)

**Infectious diseases:** If your child is unwell, we need to know what the illness is ASAP, especially with infectious diseases such as measles, German measles, chicken pox, Whooping cough, mumps and tonsillitis which have to be notified to the Area Health Authority. Children should be kept home when they have:

- Diarrhea or stools that contain blood or mucus
- An illness that caused vomiting 2 or more times during the previous 24 hours, unless the vomiting is known to be caused by a condition that's not contagious
- Mouth sores with drooling, unless caused by a noncontagious condition
- Impetigo (a skin infection with erupting sores) until 24 hours after treatment has been started

- Scabies (an itchy skin condition caused by mites) until after treatment has been given
- Conditions that suggest the possible presence of a more serious illness, including a fever, sluggishness, persistent crying, irritability, or difficulty breathing

**Head lice:** Head lice are an unpleasant fact of school life. We recommend that you check your child's hair at least once a fortnight as children are not examined for head lice in our setting. Look particularly at the back of the neck and behind the ears for eggs or egg cases. An appropriated lotion can be obtained from your local [Health Centre](#), GP or from the pharmacist.

**Food allergies/intolerances:** It is imperative that staff are made aware of any allergies that your child(ren) may have to ensure they do not consume any item(s) he/she is allergic to.

**Sun protection:** We understand the dangers posed to children by over exposure to the sun. In hot weather, parents/carers are asked to provide sunscreen and sun hats for their children. Staff will supervise children who will apply their own sunscreen. Fresh drinking water will be available at all times, and staff will encourage children to drink water frequently. Where the outdoor facilities allow, staff will encourage children to continue with their activities within shady areas.

## ACCIDENTS AND EMERGENCIES

**Accident and emergency:** Accidents are recorded in the accident book, which is kept in the First Aid area. A copy of the incident will be made available to parents/carers to sign for upon collection.

In the event of a serious incident, parents will be contacted and an ambulance called. Parents will be asked to go immediately to the hospital; the child will be accompanied in the ambulance by a member of staff whilst efforts are made to contact the parents.

## ADDITIONAL NEEDS

Some children may have additional needs and/or disabilities that require particular support and assistance. We are committed to ensuring that: (1) all children can access our services, (2) they are made to feel welcome and (3) our activities promote their welfare and meet their individual needs and development. We will meet with parents/carers to discuss whether the child's needs can be met

without further support or adaptations being made prior to committing to attendance within the clubs. Parents/carers will be required to complete a Child Profile form, before the child does attend. These are designed to provide the staff with as much information about the child's needs and requirements. The completed form, is to stay on site with the child's details within the register. Hollydale Primary School believes that children with additional needs or physical disabilities have the same rights to play, learn and to be able to develop to their full potential alongside other children.

## BEHAVIOUR MANAGEMENT

We recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment. We believe that children and adults flourish in an environment in which everyone knows what is expected of them and the children are free to develop their play and learning without fear of being hurt or hindered by anyone else. We will encourage the children to:

- Develop a sense of care and respect for one another.
- Build caring and co-operative relationships with other children and adults.
- Develop a range of social skills; help them learn what acceptable behaviour is.
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Rules governing the conduct of the group and the acceptable levels of behaviour will be discussed at the start of the club and formulated in partnership between the child(ren) and staff. These rules (Ground Rules) will be on display for all to see during the sessions. Hollydale is committed to providing an environment for children that is safe, welcoming and free from bullying.

## BULLYING

Bullying of any form is unacceptable in our clubs, whether the offender is a child or an adult, the victim is never responsible for being the target of bullying. After school club and Breakfast club staff attempt to connect with children and build trust that will help them come forward if they feel they are being bullied. Staff listen to children and offer support. Should an incident of bullying occur, staff will make an action plan to respond quickly to incidents and teasing.

Our staff encourage children to understand the importance of taking bullying seriously and how to recognize it; staff foster a safe and welcoming environment that promotes inclusion and acceptance, an environment where children feel everyone is respected and their identity is valued. Failure to adhere to the behavioural policy could lead to suspension or exclusion.

### **BUDDY SYSTEM**

Buddy systems help to promote friendship and support between peers and/or those children new to and those settled in. Hollydale's Buddy system also creates friendships that enable 'buddies' to bond more closely with the experience, increasing the likelihood of more positive behaviour for all. Buddying beats bullying.

### **SUSPENSIONS AND EXCLUSIONS**

Unfortunately, at times, it may be necessary to exclude a child whose behaviour is deemed to be unacceptable or dangerous to others. If a child's behaviour is deemed to be unacceptable, parents/carers will be notified immediately, and we would expect the child to be collected from the session as a matter of urgency. If the behaviour continues on two other occasions, it will be necessary to exclude the child for a minimum of one week. Parents/carers will receive prior notice, verbally and in writing, to ensure other arrangements can be made before an exclusion period.

Parents/carers will be contacted to advise them when the child will be allowed back after the period of exclusion. If the behaviour continues once the child returns, a further exclusion will be imposed. And in the event that further unacceptable or dangerous behaviour continues, we may have to exclude the child on a permanent basis.

No member of staff will tolerate abusive language or the threat of physical or actual physical violence towards themselves. In the event that this occurs, either by a parent/carers or child, it may lead to the child being excluded from the club. We will, if necessary support employees to prosecute parents/carers.

### **PARTNERSHIP WITH PARENTS/CARERS**

We are committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. Parents/carers are encouraged to talk to the staff if they have any concerns about the care that their child may be receiving or any other issues related to the child. Staff at all times will ensure parents/carers are made to feel welcome and valued in all dealings with the club. We value the comments you have about the service we provide for your child, therefore at times throughout the year we will ask for your views formally through the annual questionnaire and informally by suggestion/comment books.

### **RAISING CONCERNS AND RESOLVING COMPLAINTS**

From time to time parents/carers and others may have matters that cause them concern. To encourage resolution of such situations the Governing Body has adopted a 'General Complaints Procedure'. The procedure is designed with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly
- Address all the points at issue
- Inform future practise so that the problem is unlikely to recur.

**Full details of the procedure may be obtained onsite as well as from the Hollydale School office.**

### **ADDITIONAL CHARGES**

Please note that children are collected late, parents/carers will incur a fee. Our late collection fee is £3.00 for every 15 minutes.

### CHILDCARE VOUCHERS

Parents/carers can use childcare vouchers to pay for the After School Club services.

### PHOTOS

Hollydale Primary School is committed to the protection of children and young people. We regularly take images of the children in our setting(s) for various reasons (ceremonies: recognition of achievement, prize giving, sports day, etc.), functions (discos, events, etc.), performance activities (sport/dance, field trips, etc.). Such images are used to publicise the many activities in which children participate and to create a record of an event to show to participants, other children and parents/carers. To do this, photographs are displayed throughout our office; videos and photographs are made available to parents/carers, staff and others; media coverage is arranged.

These photographs are a source of pleasure and pride which enhance self-esteem for children and young people and their families; our photo policy is in accordance with Child Protection Policy adhering to safe practice guidelines.

### WAITING LIST POLICY

To ensure that admissions to the Clubs are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists: If, on making an enquiry about a place for their child, a parent/carers is informed that there is not currently a suitable one available, the Club's waiting list procedure will be explained and then activated on the parent's/carers' behalf. Parents/carers will be encouraged to submit their request for a place for their child to the Club in writing. The waiting list will be kept and used on a 'first come first served' basis. The Club will advise the parent/carers of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Club.

# Hollydale Primary School

## Term dates 2018-19

### Autumn term 2018

- 5th September to Friday 19 October 2018
- Half term: Monday 22 October to Friday 26 October 2018
- Tuesday 30 October to Friday 21 December 2018

### Spring term 2019

- Tuesday 8th January to Friday 15th February 2019
- Half term: Monday 18 February to Friday 22 February
- Monday 25 February to Friday 5 April

### Summer term 2019

- Wednesday 24th April to Friday 24 May
- Half term: Monday 27 May to Friday 31 May
- Monday 3 June to Friday 19th July

### Inset Days-for staff only

Monday 3rd Tuesday & 4th September 2018

Monday 29th October 2018

Monday 7th January 2019

Tuesday 23rd April 2019

### Public holidays

- Christmas Day - Tuesday 25 December 2018
- Boxing Day - Wednesday 26 December 2018
- New Years Day - Tuesday 1 January 2019
- Good Friday - Friday 19 April 2019
- Easter Monday - Monday 22 April 2019
- May Day Bank Holiday - Monday 6 May 2019
- Spring Bank Holiday - Monday 27 May 2019
- Summer Bank Holiday - Monday 26 August 2019

**There will be no After School Club on the last day of term, when school closes at 2:00pm.**

