



Mickle Trafford Village School



## **The Clubhouse**

Before and After School Care

### **Mission Statement**

***We care, We learn, We belong.***

Dear Parents and carers,

We provide our own exciting after school care provision, offering an excellent standard of care together with opportunities for the children to take part in structured activities, as well as a free choice of play. Our aim is to enrich the school day by providing a safe, secure and relaxed environment providing a range of activities to reflect the interests of the children in our care. The provision is **The Clubhouse**; a name thought of and agreed by our children. We have introduced some exciting new ventures to enhance our service, which includes offering a qualified sports coach to ensure that physical activity is encouraged during the sessions. We have also asked the children to suggest activities they wish to have included in the provision. Please see below for more details of the activities offered.

To secure a place for your child(ren) at our club please complete and return the booking form. Please take time to read this club admission pack, including the information contained within the terms and conditions. The terms and conditions must be signed by a parent and returned to the school office along with the booking form.

### **The Clubhouse 3.10-6pm**

#### **Staffing**

The Clubhouse is staffed by a manager, 2-3 playworkers (depending on pupil numbers) and a sports coach. Our aim is to provide a smooth transition between school and The Clubhouse.

Our playworker staff are all trained to at least Level 2 childcare and have experience in working with children. Our sports coach has a Level 2 coaching qualification. They undertake professional development training to enhance their practice. All staff members are DBS checked and receive Safeguarding Training.



#### **Ms Jo Johnson - Clubhouse Manager (Mon-Fri)**

Hi all – some of you may recognise me from the village or from my time at the local pre-school. I am a mum of a 20-year-old daughter, who also spent her primary years at Mickle Trafford Village School. I have a dog called Charlie so you may see me out walking around the village with him.

I also work as a Teaching Assistant at MTVS and know most of the children well.



**Claire Dilworth**

I am Miss Dilworth and I have joined Mickle Trafford Village School as an Admin Assistant, Mid- Day Assistant and Clubhouse Assistant. I have managed several breakfast and after school clubs during my time in primary schools. I have worked in several primary schools across Cheshire West and Chester for the past 20 years as a teaching assistant, ELSA and HLTA. I enjoy supporting my local church community and volunteer at Claire House Hospice, cooking food for the families and children in respite or end of life care. I enjoy spending time with my family and friends in the outdoors, walking.



**Mary Sykes**

I am currently, and have been for many years, a Teaching Assistant at MTVS, working across all the year groups over the years. All 3 of my now grown-up children previously came to MTVS.

In my free time I enjoy walking the dog, walking with friends, reading and cooking.



**Molly Connah**

After completing my PGCE at MTVS as a school teacher, I began working at MTVS as a Teaching Assistant. I work across several classes and am based mostly in KS2.

In my free time I enjoy playing saxophone in a jazz band, reading and doing lots of arts and crafts.

## **CEPD**

Every day we have a CEPD coach who joins us, to assist with our creative projects, sports and free play, helping us to ensure a balanced mix of structured and unstructured time.

All CEPD coaches hold an enhanced DBS check as well as being first aid trained.

## **What we offer**

The Clubhouse follows the playwork principles, so that children are free to choose activities and resources as they wish. There will always be a range of planned activities and resources available, including dressing up, craft, board games, construction, physical play, cookery and reading.

During every session there will be activities designed to meet the curriculum needs of our youngest pupils.

- Reception and KS1 children will be brought to The Clubhouse by a member of staff where they will be registered. The Reception team will provide written handover notes to support the transition from their setting including any information which needs to be passed to parents.
- Teachers will provide any information which needs to be passed to parents.
- KS2 children will be collected from KS2 corridor and brought down to The Clubhouse once registered.
- All coats, bags and lunchboxes will be brought by the children to The Clubhouse.
- Every child will be offered a drink and a snack/piece of fruit on arrival to The Clubhouse.
- All children will have a say in the planning of activities.
- Every child will have the option of completing their homework or doing their school reading with staff support.
- Every child will have the opportunity to take part in a physical activity which will be led by a qualified sports coach.
- Other activities available will include games, craft, construction e.g. lego, free choice activities these are decided on by the children.
- At 4.30pm the children will have a supper, such as pizza, fish fingers, sandwiches, pasta, salad. The children have and will continue to have input in these choices. We promote independence, by encouraging the children to prepare their own snack (where appropriate), and to clear away after themselves. We will use fresh ingredients and follow statutory guidelines. Staff are trained in food hygiene. Fresh water is available at all times. We are able to meet any dietary requirements of the children.
- A number of working parents miss the contact between home and school. The Clubhouse staff will pass on any messages and parents will be able to speak to staff about their child.

### **How do I pick up my child?**

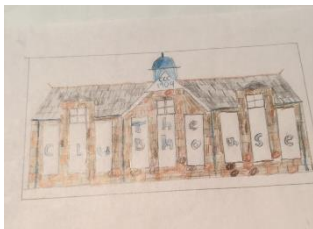
- Please come to the Reception classroom entrance and ring the bell, a member of staff will bring your child to you.
- If you are not collecting your child, please inform us who will be collecting them and we will issue a password for them to use.

### **What if I'm going to be late?**

- Please contact school at the earliest opportunity to inform us of your expected arrival time. Please call school on **01244 506480**. If it is after 4.00pm please ring the mobile number **07858 940057**.

*The Clubhouse is an integral part of Mickle Trafford Village School, so all school policies and procedures will be followed during your child's time at The Clubhouse.*

If you have any queries, please contact either the school office on 01244 506480 or email [admin@mickletrafford.cheshire.sch.uk](mailto:admin@mickletrafford.cheshire.sch.uk)



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### **Terms and conditions**

**PLEASE SIGN AND RETURN ONE COPY TO THE SCHOOL OFFICE. A COPY FOR YOUR REFERENCE IS AVAILABLE ON OUR SCHOOL WEBSITE.**

**Application for a place:** The Clubhouse operates term time only. Our club aims to be accessible to all children. We require a completed registration and booking form and a signed copy of the terms and conditions before your child(ren) can attend the club. This information will be treated as confidential and will be stored appropriately.

The after school club sessions commence at 3.10/20pm and operate until 6pm. Sessions cannot normally be swapped from day to day, because appropriate staffing levels have to be planned for in accordance with staff to child ratios which must be maintained at all times. If you do need your child to attend at short notice, please contact the school office as early as possible and we will try to accommodate them.

**Induction:** You and your child are welcome to visit the club before your child's first day, to familiarise yourselves with the club routines and to help your child settle in. During your child's first session, time will be set aside to run through the club charter and routines (including mealtimes, collection etc) and to introduce your child to the staff.

**Booking a session:** To book a session at Clubhouse, please follow the instructions below:

1. Login to your Scopay account with your email address and password
2. Select the child you would like to book for
3. Select the Order sessions tab
4. The calendar will be displayed showing any sessions already booked and sessions available
5. Select the sessions that you wish to book and click OK; you may be prompted to top up your account if there is not sufficient credit for the booking requested.

If you need to change a booked session, view the calendar as per the booking process, select the booked session you wish to change, select your new session choice and click OK.

Please note, you will be unable to book sessions unless the account has a positive balance.

**Arrivals and collections:** Reception and KS1 children will be brought to The Clubhouse by a member of staff where they will be registered. KS2 children will be collected from KS2 corridor and brought down to The Clubhouse once registered.

Parents/carers are requested to ensure their child(ren) is/are collected on time at the end of the afternoon session. Parents/carers are requested to contact the club if they for any reason are going to be late. Please use the emergency telephone number if you need to pass on a message after 4.00pm: **07858 940057**. It is a legal requirement that two members of staff are on the premises until every child has been collected. If your child is collected after 6pm then a £10 charge for every 15 minutes, or part thereof, past 6pm may be incurred. If for any reason the child(ren) cannot be collected by the named authorised adults, then a member of staff must be informed

and given the name and a description of the person collecting the child, you may also be given a password to be used.

**Securing a place and payment of fees:** The current fees are **£12.00 per session**. We offer a 10% sibling discount, when both children attend the same session. That is, the second and third child's cost per session will be £10.80. If you book sessions which require a sibling discount, please contact the school office and request that the bookings are amended to show the discount. Fees are payable in advance either online using your scopay app or account at [www.scopay.com](http://www.scopay.com) (please contact the office if you need further information), by childcare vouchers or through your tax-free childcare account. Could you please ensure that you let the school office know the voucher provider you use so we can register them if it is not one of the following which we are already registered with: -

- Busy Bees / Bravo Benefits
- Care-4
- Childcare Vouchers
- Computershare
- Edenred (You will need to provide Edenred with our Carer Account Number, P21273739 in order to request a transfer to The Clubhouse).
- Fideliti - Our account Number: THEC066
- Kiddivouchers
- Reward gateway
- Sodexo (ID number: 906048) recently changed name to Pluxee Ltd.

You will need to log on to your voucher provider account (or contact your employer) to change your child care provider to:-

The Clubhouse  
Mickle Trafford Village School  
CH2 4EF  
Ofsted number 111082

If you are signed up to Tax-Free Childcare you will need to sign in to your account and choose the following as your Childcare provider:-

The Clubhouse  
Mickle Trafford Village School  
CH2 4EF  
Ofsted number 111082

If you are making payment through your Government Tax-free Childcare account, could you please inform the school office **each time** you make a payment and include the reference, payment date and amount; your unique account reference is a combination of letters and numbers based on the child's name; John Smith could be JSMI12345 – JSMI followed by 5 digits, followed by TFC. The reference is unique to each child and will remain the same for every payment; it is the reference we use to identify individual payments.

**Holidays:** The Clubhouse will only be open during term times.

**Child protection:** We are committed to building a culture of safety at Mickle Trafford in which the children in our care are protected from abuse and harm. We comply with the local and national child protection procedures and ensure that all staff are appropriately trained.

**Cancelling a booked session:** Non-attendance to a booked session will still be charged unless there are exceptional circumstances. If your child is absent for any reason, including illness or holiday, you will still be charged for a booked session. If you need to cancel a booked session, this **must** be done at least the day before (see Booking a session above for how to do this); if you are unable to do this online, please ring or email the school office.

**Child Illness:** Please note that the school illness policy applies to the club. If your child becomes unwell whilst at the club, we will contact you and ask you to make arrangements for them to be collected.

**Medicines:** If a child has medicine that needs to be administered at the club then the medicine must be handed to a member of the school staff and a medicine form must be completed and signed before the medicine can be administered.

**Accidents:** In the event of an accident all details will be recorded and an accident form will be completed and signed by the member of staff that has dealt with the incident, it will also be signed by the member of staff in charge. When the child is collected the parent/carer will be given the details of the accident and will be asked to sign the accident form as acknowledgement of the accident. In an emergency, the child will be taken to hospital where treatment may be required. In the event of a child being taken to hospital, parents/carers will be contacted immediately.

**Allergies:** The school must be kept up-to-date with any allergies that your child may have as this is the record that will be given to the club staff to use.

**Policies and procedures:** All policies and procedures are open to parents and carers. In order to meet legal and Ofsted requirements, policies and procedures are reviewed and updated as necessary. Please note that our staff follow school policies and procedures at all times.

**Personal Property:** Staff will endeavour to prevent any loss or damage to a child's belongings but cannot be held responsible if any loss or damage arise. Please clearly name all your child's belongings before allowing them to bring them to club. We strongly advise against bringing toys or any personal items of any value to the club.

**Insurance:** The club is fully insured between the hours of 3pm and 6pm.

### **Behaviour (children)**

The club will follow school's behaviour policy, the children will agree and write their own club charter, which will promote an atmosphere of care, consideration and respect for all. The club will encourage appropriate behaviour through praise for good behaviour; emphasis on co-operative play and sharing.

### **Volunteers**

We recognise the benefits that volunteers bring to the club and welcome applications from a range of registered programmes such as the Duke of Edinburgh Award. All volunteers will have the relevant suitability checks, including an enhanced DBS where appropriate.

**Exclusions:** Our club follows the school's behaviour policy which promotes positive behaviour; this along with the Equal Opportunities and Inclusive policy supports our aims of providing individual care for each child and promoting self-discipline to enhance self-esteem. The club reserves the right to decline a place for any child who does not agree to comply with our standards.

**Child's name:**\_\_\_\_\_

**I/we have understood and agreed to abide by the terms and conditions.**

**Signed :-** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please complete and sign this page and return it to the school office. A copy is available on the website for future reference.**