

# **Cobbs Brow Primary School**



## **After School and Breakfast Clubs 2023-25**

**Head Teacher: Mr I Eaton  
Club Manager: Mrs C Brady**

**Manager: Mrs Clare Brady  
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Tel - 01695 720632**

We welcome you to Cobbs Brow out of school club. These clubs are aimed to support parents with high quality and affordable childcare during out of school hours. The clubs are offered during term time only. The clubs consist of:

- A Breakfast Club - 7.50am to 8.50am
- After School Club - 3.10pm to 5.30pm

### **Admissions**

When a parent contacts Cobbs Brow School enquiring about a place for their child, they will be given all the relevant information they require including details of the admissions and fees policy, and informed of whether there is currently a suitable place available for their child.

If a place is available the parent and, where possible, the child will be invited to visit the club and speak to members of staff. You will then be required to complete an admission form to confirm their child's place.

Once the admission is secure, the Manager, or a designated member of staff, will contact the parent concerned to arrange a date for the child's first session at the After School Club.

If applications into Afterschool Clubs exceed our admissions number children will be placed on a waiting list. To ensure that admissions to Cobbs Brow are offered on fair and transparent basis we have an admissions policy. The waiting list will be kept and places given using a set of criteria.

Priority will be given to:

- Working parents taking 5 sessions for Breakfast or 5 sessions for After school club.
- Brothers and sisters already attending.
- Working parents taking less than 5 sessions on a sliding scale.
- Parents wishing to take up a place on a regular basis.
- Day to day need.

### **Fees**

Cobbs Brow understands that the cost of childcare can seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of Cobbs Brow's Afterschool Club, it must ask that parents adhere to all policies in respect of fees.

- The level of fees will be set by the Headteacher and reviewed annually in the light of Cobbs Brow financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
- **We cannot accept cash and cheque payments on a monthly basis (voucher payments are exempt from this rule).** Payment of fees should be made at the **end of each week or on an agreed day within that week with the manager. If you pay by vouchers then these arrangements will remain unchanged.**
- Parents requesting odd days will be required to pay in advance. Full payment must be made by all parents by the end of each week. If the fees are not paid on time, Cobbs Brow will notify the parent/carer and the Headteacher. A request for payment will be issued and if no payment is made within the given time period an appointment with the Head will be made. Failure to pay fees within the agreed time scale will result in your child's place being forfeited.
- If fees are persistently late or not paid at all with no explanation, Cobbs Brow will be forced to terminate that child's place
- Under exceptional circumstances, the Headteacher may agree to allow the child to continue attending the club for the remainder of that week.
- Any pre-booked sessions that your child does not attend will still be charged for.

## **Fees for September 2021/22**

### Breakfast Club

7.50am – 8.50am

£3.50 a session including Breakfast

### After School Club

3.10pm – 6.00pm

£7.00 a session including a light snack.

### **Dropping children off for breakfast club and picking up from After School Club**

Entry to the After School Clubs is via the school's side gate opposite Little Acorns Nursery and NOT through the carpark. This is to ensure our high standards of health and safety for our parents and children are maintained.

### **What we provide at After School Clubs**

#### **Cobbs Brow After School Club is committed to meeting the needs of parents and carers by:**

- Listening and responding to your views and concerns.
- Keeping you informed of our policies and procedures, including opening times, fees and charges.
- Sharing and discussing your child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

#### **Cobbs Brow After School Club is committed to providing:**

- Care and activities that put the needs and safety of children first.
- A programme of activities that is interesting, educational, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the children's Act 1989 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.

### **Staff to Children Ratios**

Cobbs Brow After School Club recognises the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support. In all cases the minimum staffing ratio for children aged under 3 is 1-4, 3-5 will be 1-8. For children aged 6 and over, Cobbs Brow After School Club will make every effort to ensure we operate at appropriate levels to maintain our high standards of welfare and care.

### **Qualifications of staff**

All staff will have the necessary qualifications and experience in childcare and play. There will be an induction programme and regular professional development.

### **Care, Learning and Play**

Cobbs Brow After School Club will provide a well planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves. The programme of activities will recognise and take into account the differing ages including those in the EYFS group, individual interests, cultures and diverse needs.

## **Physical Environment**

Cobbs Brow After School Club premises are safe, secure and adequately spacious for its purpose. The environment and atmosphere of Cobbs Brow After School Club is welcoming to children and offers access to the necessary facilities for a broad and varied programme of activities.

## **Risk Assessments**

We understand the importance of ensuring that systems are in place for checking that Cobbs Brow After School Club is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

## **Site Security**

Cobbs Brow After School Club is committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children at Cobbs Brow. Safety and security procedures will be regularly reviewed by the Manager in consultation with staff and parent/carers.

## **Additional Needs**

Cobbs Brow After School Club is an inclusive club. We believe that children with additional needs and/or physical disabilities have a right to play, learn and be able to develop their full potential alongside other children. Whenever possible, children with additional needs and/or physical disabilities will have access to the same facilities, activities and play opportunities as their peers.

The policies, procedures and practices of Cobbs Brow After School Club in relation to children with additional needs and/or physical disabilities are consistent with current legislation and guidance and follow the school's policies and procedures.

## **Settling In**

All children are unique and the amount of time that a child takes to settle into Cobbs Brow After School Club can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment. EYFS children will be given a keyworker so staff can liaise with teachers, parents or carers about concerns, questions or incidents that have happened and information to be passed on.

Cobbs Brow After School Club strongly encourages parents/carers to visit the premises with their children during the week before they are due to start. Children new to Cobbs Brow After School Club will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the club.

Depending on the age and maturity of the child, the parent/carer will stay with the child while the rules and routines are being explained. The parent/carer will have the option of being part of the induction process if they so wish.

Children will be informed about Cobbs Brow After School Club routines and the programme of activities. They will be shown around Cobbs Brow Acorns, told where they can and cannot go, and have both registration and signing out procedures made clear. Ground rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety Policy.

Staff will always be available to discuss any concerns or other issues regarding their child while at Cobbs Brow After School Club.

### **Safeguarding and Child Protection**

Safeguarding children is paramount at Cobbs Brow After School Club. After School Clubs adhere to rigorous school policies and guidelines to ensure all children are safe within our care. We are committed to protecting all the children in our care from harm. The Manager of Cobbs Brow After School Club liaises with the school's Designated Safeguarding Lead (Mr Eaton). They are responsible for liaising with social services, the Local Safeguarding Children Boards and Ofsted in any child protection matter. For further details of our safeguarding procedures and practice please read our Whole School Policy on Safeguarding and Child Protection.

### **Behaviour Management**

The aims of our Behaviour Management are to help children to

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

Cobbs Brow After School Club, the manager and the staff team will manage behaviour according to clear, consistent and positive strategies, raising any concerns or suggestions. All After School Club staff follow the school's policy on Behaviour Management.

### **Bullying**

We are committed to providing an environment for children that is safe, welcoming and free from bullying. Bullying of any form is unacceptable in our club, whether the offender is a child or an adult. The victim is never responsible for being the target of bullying. Everyone involved in Cobbs Brow After School Club, staff, children and parent/carers, will be made aware of Cobbs Brow's stance towards bullying. Such behaviour will not be tolerated or excused under any circumstances.

### **Complaints Procedure**

We are committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes.

The complaints procedure is displayed on the premises at all times. Under normal circumstances, the manager will be responsible for managing complaints. If a complaint is made against the manager, the Headteacher will conduct the investigation. All complaints made to staff will be treated in line with school policies. A copy of our complaints procedure can be found on the school website or requested from school.

### **Equal Opportunities**

Cobbs Brow After School Club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

Cobbs Brow After School Club aims to:

- Provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all.
- Endeavour to challenge any offensive behaviour, language or attitudes with regard to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.

Cobbs Brow After School Club follow the advice and guidance within our equal opportunities school policy. A copy can be found on our school website and paper copies can be requested from the school office.

### **Food and Drink**

Cobbs Brow After School Club is committed to providing healthy, nutritious and tasty food and drinks for the children during our sessions. The manager and staff will make every effort to ensure that food and drink is safely prepared and sensitive to the dietary, religious and cultural requirements of all the children.

### **Health, Illness and Emergency**

Cobbs Brow After School Club is committed to encouraging and prompting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

### **In the event of a Major Accident, Incident or Illness**

Cobbs Brow After School Club requests that parents/carers complete and sign the Emergency Medical Treatment Form enabling the Manager or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at Cobbs Brow Acorns.

- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by Cobbs Brow After School Club and its staff.
- All such accidents and incidents will be recorded in detail and logged in the Incident/Accident file. Parents/carers will be asked to sign in the relevant sections of the file to acknowledge the incident or accident and any action taken by Cobbs Brow Acorns staff.
- Wherever possible, children who are prescribed medication should receive their doses at home.

Staff may only administer medication to a child if it is prescribed by a GP, and if the request to do so is from the child's parent/carer and is given in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Administering Medication Form.

### **Closing the Club in an Emergency**

In very exceptional circumstances, Cobbs Brow After School Club may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

- Serious weather conditions (combined with heating system failure)
- Burst water pipes
- Discovery of dangerous structural damage.
- Fire or bomb scare/explosion.
- Death of a member of staff.
- Serious assault on a member of staff member by the public.
- Serious accident or illness.

In such circumstances, the manager and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken. Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

### **Partnership with Parents and Carers**

The staff team is committed to working in partnership with parents/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. Cobbs Brow After School Club aims to achieve this by:

- Ensuring that parents/carers are made to feel welcome and valued in all dealings with Cobbs Brow After School Club.
- Ensuring that parents/carers concerns are always listened to. The manager will ensure that parents/carers receive a prompt response from Cobbs Brow After School Club
- Making all information and records held by Cobbs Brow After School Club on a child available to their parents/carers, unless it is subject to investigation by the police or other statutory agencies.
- Ensuring that Cobbs Brow policies and procedures are made available to parents/carers on request.
- Ensuring that there are regular opportunities for parents/carers to meet with staff and discuss their child's progress and any problems that they might be encountering.
- Ensuring that any complaints from parents/carers are dealt with swiftly and effectively in accordance with the provisions of the Complaints Procedure Policy.
- Encouraging parents/carers to undertake supportive roles in Cobbs Brow After School Club, such as volunteering or participating in activities, visits or outings.

### **Uncollected Children**

Cobbs Brow After School Club has the highest regard for the safety of the children in our care- from the moment they arrive to the moment they leave. At the end of every session, we will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of the session, and parents fail to contact the club, the following procedures will be activated.

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Manager will be informed.
- The Manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Manager will call the local Children's Social Care department for advice.
- In the event of the social services being called and responsibility for the child being passed to a child protection officer.
- Under no circumstances will a child be taken to the home of a member of staff, or away from Cobbs Brow Acorns premises unless absolutely necessary, in the course of waiting for them to be collected at the end of the session.
- The child will remain in the care of Cobbs Brow Acorns until they are collected by the parent, carer or designated, or alternatively placed in the care of social services.
- Incidents of late collection will be recorded by the manager and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at the club. **Please remember that the staff and the caretaker have homes to go to and therefore prompt collection at 5.30pm is required.**

### **Photographs**

From time to time the children will have their photographs taken to celebrate what they are doing. These may be displayed in school, in a personal folder, See-Saw or on occasion in the local newspaper. If you do not wish your child/children to be photographed, you must sign the sheet after reading this booklet.

All policies and procedures are available from school. If you have any further queries or concerns please do not hesitate to contact the Manager Mrs Clare Brady or the Headteacher Mr I Eaton at Cobbs Brow School.

Regards

Mr I Eaton