



ACTIVE8
Baston C of E School Extended Provision

Think it, Dream it, Do it



Baston CE Primary School
Extended Provision

Parent Handbook

WELCOME

This booklet is intended to give you a comprehensive overview of the extended provision we offer. Please read it carefully as there are some important details about the club.

Miss K Billson, Activ8 Manager can be contacted on the following:

07784 909279 (between the hours of 7.40-8.45am and 3.00-6.00pm)
01778 560430 (school hours)

Activ8 is an out of school club located at Baston CE Primary School. It is registered to provide childcare for 4 - 11 years old. The opening times are Monday to Friday 7.50am - 8.45am and afternoons 3.15pm – 6.00pm.

Our Aims and Objectives

- To provide outstanding childcare before and after school and give parents/guardians peace of mind that their children are being offered quality care in a homely environment.
- To provide a safe, secure and creative environment for children to develop emotionally, physically, intellectually, creatively and socially.
- To offer a wide range of activities which are child initiated and incorporate the EYFS Framework.
- To encourage children to form positive relationships and to communicate effectively with other children and adults whilst respecting other people's feelings, values and beliefs.
- To promote self-esteem, self-awareness and self-confidence.
- To encourage children to take responsibility for their club by caring for one another and sharing and taking care of the equipment.
- To celebrate their own and others' achievements and effort.
- To celebrate our strong Christian values.

We are based in the school hall which is used for arts and crafts, games, role play, constructive play, homework help, reading, socialisation and creative play. There is an emphasis on outdoor learning and play. The use of trim trails, pond area, playing field and sports resources encourage physical play and exercise. As part of the school we have access to school resources including ICT and musical equipment.

A day at Activ8

Morning

As each child arrives from 7:50 they will be welcomed into the club and each child will have personal storage to place any coats, book bags and other school equipment into. Each child will be signed in by a member of staff into the morning register. A healthy breakfast will be encouraged. We promote independence by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. Individual dietary requirements and parental preferences are met wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat between 7:50am and 8:20am but request that food be consumed whilst

sitting at the snack table. The theme of the morning will be a relaxed environment to prepare your child for their busy school day ahead. At 8:40am children are dismissed from the hall and able to choose whether they go straight to their classroom or go and join their friends on the playground. Reception children are escorted to their classroom to then choose whether they play in the classroom till registration or outside in their dedicated area.

Afternoon

At the end of the school day the children will make their way to the school hall where a member of staff will sign them in (Reception are escorted to the hall by a teacher). The children will have access to laptops or iPads, books and toys plus the outdoor area. There is also an activity table set out for them. All children will sit down for a substantial meal at approximately 4.30pm.

When you arrive to collect your child please ring the doorbell which is situated to the right of the entrance doors. On collecting your child you will need to sign them out and at this time a member of staff will be available to speak to if needed.

Alternative adult collecting the child

If your child is going to be collected by an alternative adult (must be over the age of 18) you should inform the Manager or School Office prior to the start of the session. We will require a password from the alternative adult to release the child. If it is not possible to arrange this before the session the Manager will perform a security check over the phone with the parent/guardian. Please be aware that if an adult comes to collect your child without the correct password, your child will not be released into their care.

Staffing

Activ8 is run by qualified staff. The aim is to provide a smooth transition between school and club. All staff have significant experience of working with children and comply with EYFS requirements for registered childcare. Staff are expected to undertake professional development training. All staff members are checked through the Disclosure Barring Service. Staff have designated roles:

If you have a query or concern please speak to Miss Billson.

Policies and procedures

The club operates under a number of policies and procedures. Copies of these are available on request.

Admissions

All children attending Baston CE Primary School are eligible to use the club before and after school. Only whole sessions can only be booked. If the club is oversubscribed, a waiting list will be in operation. The list will be administered in a date registered order and places will be allocated as per the admissions policy. If there is no-one on the waiting list we will admit children from the local community between the ages of 4 and 11.

Healthy Eating

Activ8 will source fresh unprocessed food where possible and encourage children to try the foods on offer. We promote healthy eating and the menu is carefully planned to ensure there is a healthy balance of fibre, protein and fresh fruit and vegetables. Where possible we have used low sugar and low fat products in line with government guidelines. Any specific dietary requirements will be adhered to as instructed on the registration form. Activ8 respects that many cultures have religious grounds for not eating certain foods. It is also considered that certain foods are avoided for moral, ethical or health reasons.

Behaviour Policy

Our behaviour policy is provided in this booklet and we expect all children to adhere to this and the club rules. We would encourage parents to discuss this with their child. Under no circumstances will we accept any member of the club physically or verbally abusing any other club member. Positive behaviour will be praised.

Safeguarding Children

Our safeguarding policy is available upon request. All children's welfare is paramount to Activ8 and all members of staff have completed safeguarding training. Should an allegation be made against a member of staff, then the action that will be taken is set out in the Child Protection Procedure.

Advice about concerns can always be sought from Social Services/ Lincolnshire Area Child Protection Committee by contacting:

Police Central Unit 01522 782159

Lincolnshire Safeguarding Children Board 01522 782111

Out of Hours 01522 782333

NSPCC 01522 545225

Smoking Policy

There is strictly no smoking allowed on school premises.

Fees

These are outlined in our charging policy. Activ8 reserve the right to review these on a regular basis. Any amendments will be sent out to parents/guardians of the children in the club with a notice period of 4 weeks.

Suggestions and concern

Initially, any suggestions or concerns should be raised with the Manager who will act upon the information accordingly. All staff, parents/carers and children have the right to be consulted and are free to express their opinion. If, after speaking to the Manager, you feel your concern has not been dealt with fully please make an appointment to speak to the Headteacher.

Our complaints procedure can be found on our school website www.baston-school.co.uk. Following this, any serious complaints should be directed to:

Ofsted
Picadilly Gate
Store Street
Manchester
M1 2WD

www.ofsted.gov.uk

0300 1231231

Activ8 cannot accept any child to attend the club unless a completed signed registration form is submitted by the parent/legal guardian.

As part of the school we are registered with Ofsted 120514.

Example activities at Activ8:

Arts and crafts

Outdoor play including use of trim trails and playground

Outdoor learning- gardening, cooking, wildlife

Indoor and outdoor games including Connect 4, Jenga, rounders, cricket, parachute

Role play (including dressing up)

Small world activities

Homework help

Quiet corner for reading (a chill out zone with bean bags)

ICT equipment including laptops

Musical equipment and singing

Construction club including Lego and Magformers

Cookery

Film night

BASTON CE PRIMARY SCHOOL
BEFORE & AFTER SCHOOL CARE CLUB (“ACTIV8”)

BEHAVIOUR MANAGEMENT POLICY

Activ8 aims to encourage self-discipline in the children, developing their consideration to others, their surroundings and property, by praising and acknowledging positive actions and attitudes. We aim to meet the personal, social and emotional needs of children by providing clear, consistent and developmentally appropriate expectations for behaviour.

We acknowledge that there are times when issues surrounding behaviour will need to be managed and we will follow the Behaviour Management Policy.

Activ8 intends to:

- Encourage co-operative and caring behaviour at all times
- Support children to develop a sense of respect for one another
- Develop children’s social skills and support children to acknowledge what is acceptable behaviour
- Develop children’s self esteem, self discipline and confidence
- Acknowledge considerate behaviour
- Practice positive reinforcement
- Encourage children to resolve conflict
- Support children to recognise and understand emotions
- Support children to understand and acknowledge inappropriate behaviour
- Use developmentally appropriate strategies for managing behaviour
- Record incidents of inappropriate behaviour and actions taken and liaise with parents where necessary
- Work together as a team to ensure a fair and consistent approach to managing incidents

As part of the induction, all staff will be made aware of the procedure to manage behaviour according to clear, positive, consistent guidelines. Staff will make every effort to act as good role models for children by behaving in a friendly and considerate manner themselves, creating an atmosphere of respect and value for one another.

Staff will discuss any concerns with parent/carers.

Procedure for managing unacceptable/inappropriate behaviour

- Where unacceptable behaviour is recognised or observed staff will intervene appropriately, in a clear, calm and positive manner, to support children to reconcile conflict.
- Staff will employ distraction techniques and discussion (where age appropriate), explaining why the behaviour is unacceptable, whilst reassuring the child that it is the behaviour, not the child that is being questioned. At this stage staff will work with the child to agree what is required to improve the behaviour including the rewards and sanctions to be used in managing the behaviour.
- Where the inappropriate behaviour continues, parent/carers will be invited into Activ8 to discuss the situation and support the management of behaviour by working together to ensure a consistent approach between Activ8 and home.
- Where there continues to be no improvement in inappropriate behaviour, a further meeting will be arranged with parents/carers to discuss the situation in more detail to establish/identify any underlying issues/difficulties. A further action plan with a consistent approach between home and Activ8 will be agreed and where appropriate, this stage may include referral to external agencies for additional support / assessment i.e. Quality Officer, Behaviour Therapists and EYFS, with parent/carer consent.
- All serious incidents will be recorded on an Incident log and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an unknown underlying cause. Where causes of incidents indicate possible abuse, child protection procedures will be implemented.

This policy has been adopted by Activ8

Signed on behalf of Activ8 by:

.....*Kate Billson*.....
Kate Billson, Activ8 Manager

Date: March 2020

Review Date: March 2021