

Alexandra School



After-School Club

Parent Pack



Alexandra Extended School Care

Alexandra School, Alexandra Road,
Kingston upon Thames, Surrey KT26SE Tel: 020 8546 7176
Email; ghigg1@axi.rbksch.org
Extended sch Manager: Ginette Higgins

Dear Parent/Carer

Thank you for your interest in our Extended School Club.

I have put together this Parent Pack for your information.

If you would like to book a place for your child/ren, please complete a copy of the following documents for each child attending the club:

- The Booking form
- The Admissions Form
- The Extended School club agreement
- The Emergency Medical treatment form
- The Extended School preference form

Please return the 4 documents to the school office marked **Extended School Club**. Only children booked and on the register will be allowed to partake.

I look forward to welcoming your child/children to the Alexandra Extended School Club. Please contact me should you have any queries or questions regarding the club.

Yours faithfully,
Ginette Higgins
Ghigg1@axi.rbksch.org
Tel 07429144650

Beehive After School Club Team



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RETURN TO SCHOOL OFFICE ASAP

ADMISSION FORM UPDATED 2018

(Please complete this form in capital letters)

Child's Full Name:	
Name to be used at the Club:	
Date of Birth:	
Gender	
School Attended:	
Ethnicity:	
Religion (if any):	
Languages Spoken:	
Names of Parents/Carers:	
Home Address:	
Email Address	
Home Telephone Number:	
Mobile Numbers and relationships:	

Parents/Carers Places of Work:	
Doctor's Name:	
Doctor's Address:	
Doctor's Tel. Number	
Health Visitors Name (if applicable):	
Health Visitors Address/Telephone Number (if applicable):	
Child's Medical Number:	
Any other relevant medical information (ie: Allergies, family medical history etc):	
Details of any Significant Health Issues (including a special educational needs and /or physical disabilities statement):	
Details of any Special Dietary Requirements, Allergies and Significant Food and Drink Preferences:	
Any Other Relevant Information:	



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As you may be aware, the Club may use digital cameras to record events that take place. **Do you consent for members of staff at the Club to take photographs of your child?** Yes / No

BEHIVE CLUB AGREEMENT

I hereby consent for my child to take up a place at the Club, according to the following terms and conditions and policies of Alexandra Infant School.

- I agree to meet the conditions of Alexandra After School Club Policy for payment of fees and understand that persistent late or non-payment of fees will jeopardise my child's continued attendance at the Club.
- I confirm that the information contained in the Admission Form is correct and I promise to contact the Club Leader as soon as any of the details change, especially with regard to medical conditions and emergency contacts.
- I appreciate that a suitable standard of behaviour is expected from the children attending the club.

I have understood the expectations and obligations relating to both myself and the Club, and agree to abide by them.

Signature of
Parent/Carer: _____ Date: _____

EMERGENCY MEDICAL TREATMENT FORM

In the event that my child (please print name of child):

is involved in a serious incident while at the club, I expect the Club Leader, or a delegated member of staff, to contact me immediately on the above emergency contact number.

In the event that my child requires immediate medical treatment before I will be able to get to the Hospital, I hereby authorise the Club Leader, or a delegated member of staff, to consent to emergency medical treatment on my behalf.

I understand that this authorisation will remain valid unless I contact the Club Leader to withdraw it.

Parent/carer

signature: _____ Date: _____

If you have any questions or comments please do not hesitate to contact the Club Leader



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ADMINISTERING MEDICATION FORM

Child's Full Name:	
Date of Birth:	
Type of Medication:	
Dosage:	
Start of Prescription:	
End of Prescription:	
Doctor's Name:	
Doctor's Address:	
Doctor's Tel. Number:	
Any other relevant medical information (ie: Allergies, family medical history etc):	
Parents/Carers Name:	
Parents/Carers Address:	
Emergency Contact Name /Number:	
Child's Medical Number:	

I hereby consent to the Manager, or a delegated member of staff, administering the above medication according to the details given here and any other relevant medical advice.

Signature of
Parent/Carer: _____

Date _____

If you have any questions or comments please get in touch with the Club Leader. Members of staff at the Club will not be able to administer medication to your child if you do not complete and return this form. Under no circumstances will members of staff administer medication against the will of a child.

ALEXANDRA AFTER SCHOOL CLUB ADMISSIONS POLICY

Prices and Payment Details

After School Session= £13 per session (£12 for sibling attending the same night)
Time 15.30 – 18.00

- Payment must be made in advance, to ensure that the club is adequately staffed and resourced.
- Parents may pay for all sessions booked up to half-term/the end of term, or at the beginning of each month. Payment is by ParentPay.
- Please note that payment is still due for sessions booked during each half of the term, which are not attended for any reason. Refunds for unplanned absences can only be given in exceptional circumstances at the discretion of the School, as costs are still incurred.

Booking Criteria

Places at the Alexandra School Club will be allocated in the following priority:

1. Children currently attending Alexandra Infant School or St. Paul's Junior School booked termly and in advance to attend all Alexandra School club sessions.
2. Brothers or sisters (including step-half or adopted) living in the same household of children currently attending Alexandra School or St. Paul's Junior School who are booked termly and in advance to attend the Club for the same number of sessions.
3. Children currently attending Alexandra School or St. Paul's Junior School who are booked to attend the Club sessions termly in advance according to the highest number of sessions to be attended.
4. **Occasional use needs to be booked weekly in advance and will be subject to availability. Please contact the Club Leader**

Priority may be given to a child or children where there are particular medical or family reasons why that child or children should attend the club. These places will be allocated at the discretion of the School.



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Constitution

Name

The name of the club shall be Alexandra School Club

Policies

The Alexandra School Club observes the following Alexandra School policies, which are available on request;

Administration of Medication
Behaviour and Bullying
Child Protection
Complaints
Emergency Evacuation
Equal Opportunities
Food-Safety, Preparation and Equipment
Health and Safety
Missing Child
Sickness
Smoking, Alcohol and Drugs
Special Needs and Disability
Staff Development
Suspensions and Exclusions

Objects

The objects of the Club shall be:

- a) to provide safe clean and happy environment for a calm and purposeful start to the school day
- b) To provide the education and training of the persons providing such care, to sustain a healthy Breakfast and After School enjoyed with friends

Relationship with the School

The activities of the Club shall take place at the School unless otherwise agreed. All persons providing the care, education and recreational facilities for the Club shall be employed by the School. The Headteacher will present an annual report concerning the Club's activities to the Governing Body of the School. A report of the Club's activities shall be included in the annual report to parents by the Governing Body.

Finances

The School Bursar shall keep proper accounting records of the Club.

POLICY FOR PAYMENT OF FEES

The Club understands that the cost of registered childcare may 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 the Club, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Headteacher on behalf of the Governing Body of the School and reviewed annually in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant
- All sessions need to be booked for each half-term or full term. Payment must be made for all sessions booked, either at the beginning of each term/half term or at the beginning of each month.
- Please note that payment is due for all sessions booked during each half term, which are not attended for any reason. Refunds for unplanned absences can only be given in exceptional circumstances at the discretion of the Club Leader, as costs are still incurred.
- Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Club Leader and Headteacher at the earliest possible opportunity.
- If the fees are not paid on time, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The Club Leader has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.
- If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place. Under exceptional circumstances, the Club Leader may agree to allow the child to continue attending the Club for the remainder of that week.
- Parents/carers are encouraged to speak to a member of staff or the Club Leader if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time.
- Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.

Late Collection Fees

In the case that you may be returning late, please contact us by calling the number on this booklet. If pickups after 6pm on a regular basis, the club co-ordinator will speak to you about this and a late fee of £8, per child will be charged for the first 30 minutes you

are late, for every 15 minutes thereafter an additional £12 will be made payable in order to cover staff overtime costs.

Change of Days/ Cancellation

If you wish to change your days your child attends for the term, please speak directly to the club co-ordinator. Refunds can only be given in emergencies due to availability as the clubs are very oversubscribed. We ask that you give 2 weeks' notice if your child will not be returning to the club; this is so that places may be filled where necessary. If you do not you may still be charged for the sessions.

Payment of Fees

Fees can be paid by ParentPay or through a childcare voucher scheme. You will be asked to provide payment for the first week of the school clubs in advance of your child starting. All accounts must be paid for before your child's placement ends, and at the end of every full term and by March 31st at the end of the financial year.

Sickness

In the case that a child becomes ill whilst at either Club, we will contact the parents/carers and ask that your child be collected as soon as possible.

Absence due to sickness

If your child does not attend school they are not permitted to attend the after school club.

COMPLAINTS PROCEDURE

Our Club is 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.

This policy constitutes the Club's formal Complaints Procedure. It will be displayed on the premises at all times.

Under normal circumstances, the Club Leader 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 recorded in detail in the Incident Record Book.

Stage One

If a parent/carer has a complaint about some aspect of the Club's activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by simply speaking to the individual concerned and/or to the Club Leader. The Club is committed to open and regular dialogue with parents/carers and the Club welcomes all comments on its services, regardless of whether they are positive or negative.

In the first instance, parents/carers are encouraged to speak directly to the relevant member of staff, if deemed appropriate. If not, the Club Leader should be approached and they will try to resolve the problem. If a satisfactory resolution cannot be found, then Stage Two of the procedure will formally come into operation.

Stage Two

If informal discussions of a complaint or problem have not produced a satisfactory resolution to the situation, parents/carers should put their complaint in detail and in writing to the Club Leader. Relevant names, dates, evidence and any other important information on the nature of the complaint should be included.

The Club will acknowledge receipt of the complaint as soon as possible – within three working days at least – and fully investigate the matter within 15 working days. If there is any delay, the Club will advise the parent/carers of this and offer an explanation. The Club Leader will be responsible for sending them a full and formal response to the complaint.

If the Manager has good reason to believe that the situation has child protection implications, they should inform the designated Child Protection Officer and ensure that the local social services department is contacted, according to the procedure set out in the Child Protection policy. If any party involved in the complaint has good reason to believe that a criminal offence has been committed, then they will contact the police.

The formal response to the complaint from the Club will be sent to the parent/carer concerned and copied to all relevant members of staff if appropriate. The response will include recommendations for dealing with the complaint and for any amendments to the Club's policies or procedures emerging from the investigation.

The Club Leader will arrange a time to meet the parent/carer concerned and any other relevant individuals, such as members of staff, to discuss the complaint and the Club's response to it. The Club Leader will judge if it is best for all parties to meet together or if individual meetings are more appropriate.

If at the conclusion of this process parents/carers remain dissatisfied with the response they have received, the original complaint along with the Club's response will be passed to the Headteacher who will adjudicate the case.

The Headteacher will communicate a detailed response, including any actions to be taken, to both the Club Leader and the parents/carers concerned within 15 working days.

Making a Complaint to Ofsted

Any parent/carer can, at any time, submit a complaint to Ofsted about any aspect of registered childcare provision. Ofsted will consider and investigate all complaints received.

Ofsted Complaints
Helpline 0845 601 4772
9am-5pm Monday to Friday
www.ofsted.gov.uk

KEYIS Information Staff
020 8547 6582

CHILD TAX CREDIT AND WORKING TAX CREDIT

Child Tax Credit is the main way that families get money for their children, and for 16-18 year olds in education. The amount you get is based on your income. You can claim whether or not you are in work. It has replaced the old tax credits and benefits with a single system – all families with children, with an income up to £58,000 a year (or up to £66,000 a year if there is a child under one year old), can claim in the same way.

Working Tax Credit supports working people, helping to top up earnings.

Child Benefit is not affected by Child Tax Credit or Working Tax Credit.

For more information please telephone the Inland Revenue Helpline on **0845 300 3900**.

CHILDCARE VOUCHERS

If you would like to use childcare vouchers to pay for Extended school Care please contact Ginette Higgins for more information.