

For further information please

contact us on:

01926 426284

07505200238

You can also e-mail us at:

[Brookhurstclub@welearn365.com](mailto:Brookhurstclub@welearn365.com)

If you would like to read any of our policies and procedures, there is a file at Club, please ask a member of staff.

**The Brookhurst Out of School Club  
Ullswater Avenue, Leamington Spa,  
CV32 6NH.**

**Information and Conditions**

The Brookhurst Out of School Club is committed to provide the highest possible quality of care for all children, without prejudice and in compliance with OFSTED regulations. We aim to ensure that the environment created is safe, stimulating and friendly. We are committed to safeguarding with all staff being regularly trained and kept up to date with current legislation.

**Ullswater Avenue  
Leamington Spa  
Warwickshire  
CV32 6NH**

**Phone: 01926 426284 Mobile: 07505200238**

**E-mail: Brookhurstclub@welearn365.com**

## **Information and Conditions**

The Club offers before and after school care for children attending Brookhurst Primary School. We also offer playschemes during the school holidays for any child aged between 4 and 11 years.

Whilst at the club, children will be encouraged to take part in a wide variety of indoor and outdoor activities, organised to suit their ages, abilities and interests.

### **Staff**

The Club works on a minimum ratio of one adult worker to every 8 children. In addition, we comply with the requirement of having at least 50% qualified staff members in any one session, and all are police checked.

### **Insurance**

We are fully covered under the schools insurance and we are insured to take up to 70 children in any one session.

### **Management**

The Club's co-ordinator is Laura Rheams and the deputy co-ordinator is Sue Turner. The co-ordinator and deputy co-ordinator are responsible for the day to day running of the Club, the overall responsibility of the Club is with the Head Teacher and Brookhurst Governors.

## **Equal Opportunities for Staff**

### **Aim**

To value all people, regardless of age, gender, race, ability, culture or religious belief. Equal opportunities will be reflected in the following areas:

1. Recruitment
2. Selection of appropriate candidates to supervise and assist at the Club
3. Advertising (posts will be advertised giving the widest selection possible within the community).

### **Recruitment of Staff**

Recruitment of staff will depend solely upon their ability to do the job required and on having the necessary qualifications as required. None of the instances mentioned in the aim above will hinder anyone in their wish to apply for posts within the Club.

- Staff must follow the Club's Equal Opportunities Policy.
- Staff will be given regular training in equal opportunities awareness.

## The Role of the Club

1. To provide a range of activities and materials which allow children to achieve the 5 outcomes of Every Child Matters, (to enjoy and achieve, be healthy, be safe, to achieve economic well-being and make a positive contribution).
2. To continually monitor and assess resources for bias and to discard those which encourage stereotypes.
3. To ensure that all children receive equal praise for positive behaviour.
4. To regularly monitor and assess the Club to ensure that all children are offered an equal opportunity to be included in all that is offered at Club.
5. To provide places for children with Special Educational Needs and ensure that they are treated as individuals.
6. To ensure that hidden messages are not being conveyed in what is being said.
7. Not to make assumptions about what boys and girls will want to access at Club.
8. Not to pressurise boys or girls into behaving 'differently'.
9. To treat all children equally in regards to discipline.
10. To respect all beliefs and cultural preferences.
11. To welcome all parents into Club regardless of colour or creed, and encourage them to be involved in the planning and running of the Club.
12. To ensure that snacks offered are healthy and reflect the multi-cultural group attending the Club.

## Snack

Breakfast is available to all those attending Early Birds between 7.50am and 8.30am, which includes a choice of cereal or toast, yoghurt and a selection of fruit juices and water. Children at After School Club will be provided with a nutritious snack consisting of fruit, salad, sandwiches, pitta breads, wraps, crackers, cheese and squash or water to drink.

During playschemes, packed lunches will be required for morning snack and lunch. We will provide a snack at around 3.30pm as we do during term time and water is available throughout the day.

## Opening Times

Early Birds is open from **7.50am-8.55am**, and After School Club is open from **3.30pm-6pm** each school day. **Due to insurance restrictions, we cannot take children before 7.50am and cannot keep them after 6pm.** Playschemes are open from 8am-6pm and children can attend for either half a day or a full day (see separate cost sheet for charges).

**All children must be signed in for Early Birds, out for After School Club and signed in and out of playschemes.**

The Club leaders must be told who will be collecting the child/ren and they should be collected promptly at the agreed time. We cannot let children leave Club with anyone other than the agreed person, unless prior consent has been given. If any child is not

able to attend the Club for any reason, please notify the Club within 24 hours where possible.

**We regret that we are unable to refund fees should any child not attend on the day booked unless we have been notified 24 hours in advance (due to staffing needs).**

**There can be no refunds for playschemes unless we are notified 48 hours in advance, but the chosen dates can be changed with prior agreement of Club co-ordinator, if space is available on the alternative date.**

**Requests for additional times/days (term time or playscheme) should be made at least 24 hours in advance, the Club will try to accommodate your request, subject to availability. Additional times will be charged at standard rates.**

## **Fees**

**Fees are payable in advance.** All charges are made via parentpay and this is where payments should be made (we cannot accept cash or cheque). For a breakdown of charges please see separate charges page.

## **Clothing**

All clothing must be named and children made aware that they are responsible for their own belongings. Weather appropriate clothing should be sent in with children, especially during playschemes.

## **Equal Opportunities Policy**

A commitment to equal opportunities will enhance the life of both children and staff at Brookhurst Out of School Club. Every person should have the same rights and opportunities as everyone else. Discrimination on the grounds of race, gender, age, religion, sexual orientation, disability, ethnic origin or political belief will not be tolerated.

### **Aim:**

- To raise awareness of staff to the issues involved in providing equal opportunities within the Club.
- To provide an environment where **all** children are given the opportunity to develop a full range of skills by the activities provided.
- To reduce unfairness and avoidable inequalities.

### **Objectives**

1. To avoid materials which present a stereotypical view of the sexes.
2. To choose where possible, activities of equal interest to all children.
3. To avoid routines which unnecessarily reinforce or exaggerate sex differences.
4. To ensure that all children are given the opportunity to fully participate in what is offered at Club.
5. To ensure that all children are treated equally in matters of discipline.

## Complaints Procedure

If at any time a parent or child feels that they are unhappy with some aspect or individual member of our Club, they should follow our formal complaints procedure outline below:

### Stage 1

Discuss the matter with the Club co-ordinator. If it is felt that the problem has not been resolved through contact with the Club co-ordinator, where a concern is of sufficiently serious nature, or if the concern is about the Club co-ordinator, an appointment should be made to discuss it with the headteacher.

### Stage 2

If a complaint fails to be resolved at stage 1, a formal complaint should be made to the governing body. The complaint should be made in writing, stating the nature of the complaint and how the Club has handled it so far. It should include names and dates and indicate a possible solution. The Chair of Governors will respond in writing to the complainant.

If you are still not satisfied with the outcome, contact our governing body OFSTED on 0300 123 1231 (our OFSTED no. Is 125565).

You can find our full complaints policy in our policy and procedure folder at Club, or on the parent's notice board.

## Personal

If children bring their own personal belongings to Club they must be made aware that they are responsible for them and items must be named. Personal belongings are not covered by our insurance.

## Security

Children **must** be registered with the Club prior to attending and **must** be signed in and out by the delegated person dropping off or picking up.

Whilst in our care, children will not be allowed to leave the premises unaccompanied or to roam around school grounds unsupervised.

## Admissions Policy

During term time the Club is only open to children attending Brookhurst Primary School. However, during holidays the Club is open to any child between 4 and 11 years.

All children must be registered with the Club prior to attending and dates/times booked in advance.

All places are subject to availability. The Club is insured to take a maximum of 70 children in any one session and once full a waiting list will come into effect. All children must be re-registered annually.

## **Behavioural Management Policy**

Certain types of behaviour are not acceptable at Club and will be recognised and dealt with by staff accordingly. Children who attend Club are regularly made aware of Club rules:

### **Children Must:**

- Stay on the playground closest to Club unless otherwise informed.
- Listen to all members of staff.
- Be considerate of others.
- Respect the Club's facilities and equipment.
- Sit down when eating and drinking.
- Hang up coats and bags neatly.

### **Children Must not:**

- Wander around the school, spinney or conservation area or field without a member of staff.
- Be rude or disruptive in any way.
- Be violent in any manner.
- Climb on furniture or equipment in Club.

If any child acts in an unreasonable manner, it will be dealt with appropriately. If the child continues to behave in such a way, they will be removed from the situation and not allowed to return until their behaviour improves.

If the unreasonable behaviour continues, the situation will be discussed with parents/carers to decide the appropriate action to be taken.

Our full behavioural management policy can be found in our policies and procedures folder at Club.

**Bullying in any form will not be tolerated at Club. Any disclosures or witnessed acts of bullying will be dealt with immediately. Bullying is an unacceptable behaviour and will be dealt with as stated above.**

## **Security**

We ensure that all children are secure at all times. Foundation children are escorted by a member of staff to and from their classroom and year 1 children are escorted to the playground and from their classroom.

The Club practices a signing in and out procedure, morning, afternoon and during playschemes which must be adhered to.

Parents are asked to ensure that children, teachers and Club leaders are made aware of where their child/ren are due to be after school. When children do not turn up at Club and they are expected, it causes a great amount of worry and concern. It also means that one member of staff is taken away from the other children while they spend time trying to locate the child and ensure that they are safe, so **please notify us as soon as possible if they will not be attending (24 hours where possible).**

