

Welcome to
Stanford in the Vale
'The Goodness Gang' After School Club



For all pupils of the school

Opening times – 3.10pm to 5.30pm Monday to Thursday

Term Time Only

Stanford in the Vale CE Primary School

High Street

Stanford in the Vale

Oxfordshire SN7 8LH

Telephone: 01367 710474

Hello and welcome to 'The Goodness Gang' After School Club.

We hope that you find this pack informative and helpful. We have tried to cover any queries that you may have but if not please feel free to ask a member of staff who will be more than happy to help you.

A diary of the creative activities will be posted on the school website and the noticeboard outside the library.

Why run an After School Club

After School clubs can provide a combination of a healthy snack, after school childcare and an opportunity for your child to engage in social activities.

The After School club will allow your child to relax and play in a safe environment, while you safely make your way back to them.

We cater for all pupils within our school.

Once the children have arrived at the club they will be given a healthy snack and drink and then they will be able to participate in a wide and varied range of activities chosen to meet the needs of the individuals.

Please complete the registration form at the back of the pack, along with signing 'The Goodness Gang' After School Club Agreement.

If you have any queries you can contact the school on 01367 710474, we are happy to help with any queries and we want your child to enjoy their time at Stanford in the Vale After School Club.

We are committed to Equal Opportunities and all children are invited to attend the After School Club.

Staffing

Two staff members will run each After School Club session, either Mr Mat Godwin, Mr Daniel Collins or Ms Emma Payne. They are all qualified, have DBS clearance and meet the criteria to work with children and attend training to update their skills.

Children's Personal Records

Included in this pack is a registration form that we need you to complete. We are asking for a lot of information but providing this information will help us give the best care for your child.

We are required by the Children's Act (1989) Regulation to keep and maintain this information about your child. All information given is confidential and used on a need to know basis. Records are kept secure and you are free to see them at any given time.

Fees

£12.00 per day – payable in advance, by half a term. All cheques should be made payable to Oxfordshire County Council and should be placed in a clearly marked envelope.

Please Note: Full fees are payable even if your child is absent eg. due to illness during term time or term time holidays.

Tax Credit

You may qualify for Tax Credit – YOU MAY BE ELIGIBLE FOR UP TO 70% OF YOUR CHILDCARE FEES BEING PAID BY CREDIT

If you are not sure if you are eligible for Tax Credit please phone the helpline – 0845 300 3900

For further information on help with paying for childcare visit www.oxonfis.org.uk (Choose 'financial support,' 'Help paying for childcare').

The Benefits of an After School Club

Each child will receive a healthy balanced snack

Children will have access to a safe and fun play environment

Each child has the opportunity to have their say in what affects them

A high level of care is available enabling them to gain confidence and learn new skills

Activities

With all our activities we will pay close attention to the children's safety and security at all time, please refer to our Health and Safety Policy / Risk Assessments and Play Policy.

Child Protection/Safeguarding

All carers of children have a responsibility to promote the welfare of the children in their care in line with DCSF guidelines. A Child Protection / Safeguarding Policy is in place within the school and all staff are fully aware that they have to safeguard the welfare of the children by reporting any serious concerns to the Head teacher. It is the duty of the Head Teacher to make a referral to the Social Services if necessary.

Complaints

We will work hard to provide an excellent service for your child. Should you be unhappy about any part of our service please speak to a member of staff and we will resolve it as soon as possible. Should this not be the case we do have a complaints procedure in school, a copy of which can be made available to you.

Policies

Our policies are available on the school website or from the school office and can be made available on request. These include:

Equal Opportunities, Child Protection / Safeguarding, Health and Safety, Confidentiality, Complaints, Play Policy.

'The Goodness Gang' After School Club Registration Form

Please complete ALL PARTS of the form, sign and date where indicated and return to the office.

	Name	DOB	Age	Class Teacher
1 st Child				
2 nd Child				
Address				Home Telephone No.
				Religious Beliefs:
Any Special dietary requirements or food allergies				
Name of parent /Carer 1				Relationship to child
Mobile phone number			Work phone number	
Name of parent /Carer 2				Relationship to child
Mobile phone number			Work phone number	

Doctor's Name	Doctor's phone number
Doctor's address	
Has your child had all their childhood immunisations?	
Please give date of last tetanus immunisation:	
Medical History (including any childhood illnesses which may affect daily care eg. asthma, allergies, any other medical conditions)	
Please provide any other additional comments that you would like us to know about your child	
<p>I also consent to any emergency medical treatment necessary during the running of the club. I authorise the school staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.</p> <p>Yes No (delete as appropriate)</p> <p>Signed _____ Date _____</p>	
<p>I also consent to my child being photographed by After School Club staff for display / school website page.</p> <p>Yes No (delete as appropriate)</p> <p>Signed _____ Date _____</p>	

'The Goodness Gang' After School Club Agreement

I have read and understood the contents of the welcome pack. Furthermore I/we agree to:

Give up-to-date information about my child/children including any change of emergency contact details

Pay a minimum of half a term in advance of the after school club

Pay fees for booked days – please note that fees are still due if your child is absent for any reason

Ensure my child is collected before or at 5.30pm every day

Inform the school if my child/children are to be absent from the After School Club by phoning 01367 710474

To be completed by Parent/Carer

Child's name: _____

Signed: _____

Date: _____

Print name: _____

Relationship to child: _____

To be completed by Play Leader

Signed: _____

Date: _____

Print name: _____