



MILFORD
Infants' School
and Pre-School

Milford Infants' School After School Club

Parent Handbook



MILFORD INFANTS' SCHOOL
GLENTHORNE AVENUE
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Telephone	01935 475426
E-mail	office@milford-inf.somerset.sch.uk
Website	www.milford-inf.somerset.sch.uk
Headteacher	Miss Wendy Chant
After School Club telephone	07874 944 760 (3.30 - 6 pm)

ABOUT US

The Governors of Milford Infants' School are pleased to offer this Extended School facility to all pupils enrolled at our School and Pre-School. Milford Infants' After School Club aims to support busy parents and guardians during the school term by offering a safe, happy, fun and stimulating place for children to have a sociable end to the school day. The club offers an informal and relaxed environment where children can eat, rest and play after a busy day at school, or pre-school.

OPENING TIMES

Milford Infants' After School Club will be held in the Pre-School building and will be open 5 days a week, term time only. We offer two session choices, end of school until 4.30 pm or end of school until 6 pm. Bookings will need to be made in advance for a commitment of one term. To enable parents to secure childcare around their work hours, there is the option of booking the whole school year in advance. Priority will be given to parents making this commitment. Otherwise, places are allocated on a first come, first served basis.

If you need to speak to a member of staff at the After School Club after the end of the school day, please telephone **07874 944 760**.

SESSION CAPACITY

30 pupils daily; up to 8 of whom may be Pre-School aged.

WHAT'S ON OFFER

The After School Club Leader will plan a variety of activities across the week based around the interests and age of the children and resources available; including the attractive outside area at the Pre-School. These will also take into consideration any curriculum topics happening in school and celebrations and festivals in the calendar. The children will be offered a biscuit and drink at the beginning of the session, this is included in the session price. Due to allergies, only snacks offered by the After School Club may be consumed during sessions.

STAFFING

The After School Club Leader will be leading the day to day management and organisation of the club supported by the After School Club Assistants. The ratio of staff is carefully planned in line with Government guidelines. Staff are all subject to enhanced DBS checks and have received the relevant First Aid and Safeguarding training. Staff responsible for food preparation have Level 2 Food and Hygiene certificates.

SAFEGUARDING

This facility operates under Ofsted's statutory guidelines and the club must follow its rules for a Childcare service. This means that:

- To attend all children must be registered with the club and be booked in for a session;
- There is only one point of entry for club members to register daily at the club – this is the main Pre-School entrance;
- All club members **MUST** be collected by an accompanying adult at the point of exit – no children are allowed out of the club without a parent/guardian;
- A register of all club members is kept by the Play Leader and a daily attendance register is used;
- All registers are classed as Personal Data and are kept in a secure location when not in use;
- Any visitors to the Pre-School during the session must report to the After School Club Leader on duty who records their reason for the visit.
- Milford Infants' School and Pre-School policies listed below apply to the After School Club: Child Protection and Safeguarding, Behaviour Scheme, Pupil privacy notice, Use

of digital images.

They can all be accessed in the school office or online at <http://www.milford-inf.somerset.sch.uk/policies/>

FIRE SAFETY

As the After School Club is located on the school site the Fire Safety policy of the Infants' School is adhered to. Club employees have been trained in Fire Safety procedure and will follow rehearsed evacuation routines in the event of an incident. Practices during session times will occur at regular intervals. Staff leave the building by the nearest Fire Exit and muster on the school playground. The club register is taken.

ADMINISTERING MEDICINE & ACCIDENT MONITORING

After School Club staff will not administer medicines during session times.

Accident tracking is standard procedure at the club. Any accident or injury sustained by a child during a club session is recorded and school procedure is followed. If an accident is considered serious, or involves a serious head injury, we attempt to contact parents/guardian immediately. If an accident requires medical attention, then the emergency services are contacted and a staff member will accompany the child until the parent/guardian arrives.

BEHAVIOUR MANAGEMENT

At Milford Infants' School we believe that positive reinforcement and rewarding of good behaviour is more powerful than negativity. By consistently rewarding positive behaviour it is clear to pupils what sort of behaviours achieve an encouraging response. We believe that to be most effective in achieving a high standard of work, it is essential to have a positive atmosphere in our shared place of work, based on a strong sense of community and shared values.

At After School Club children are given freedom and opportunity to socialise across all year groups, make new friends and to develop skills and confidence which help them in the wider school community. We recognise that all children like to play differently so the club endeavours to meet these different needs but all children are expected to behave appropriately whilst at the club.

In the unlikely event of the club having difficulty with a child's behavior, the After School Club Leader will contact the parent/guardian. If a child does not follow the club's behaviour principles, then after consultation with the parent/guardian and due warning the child's place at the club will be withdrawn.

ADMISSIONS

Milford Infants' After School Club is open to any child attending either Milford Infants' School or Pre-School. As mentioned on page 2 of this handbook we do have a set capacity for each session and we must therefore adhere to the following admissions policy to allocate places on a fair and transparent basis. Sessions are allocated in the following order:

1*Parents who book in advance for the whole school year.

2*Parents who have more than one child wanting to attend the club.

3*Available spaces after the above will be allocated on first come, first served basis.

When the club capacity is full for every session a waiting list is kept and parents/guardians will be notified when a place becomes available.

FEES

Under Local Authority guidelines we are NOT permitted to use any funding allocated for

educational purposes towards the running of the club so it must raise its own income to cover costs. Providing high quality, safe and stimulating childcare requires fees to be set at a level to ensure continued high standards and the sustainability of the club.

The current charges for school aged children are:

End of school – 4.30 pm £5

End of school – 6 pm £12

Pre-School children's sessions will be charged at the current pre-school hourly rate.

(Charges reviewed June 2024)

There is currently no reduction available for siblings although charges and remissions will be reviewed by the club's management to ensure the sustainability of the club and to offer fee reductions if possible.

As with similar childcare providers, the Club reserves the right to withdraw childcare places where fees are not paid and when booking forms and associated payments, are not made in advance. Persistent failure to comply with this Club requirement may result in a member's place at the Club being removed.

Children may attend a sports or curriculum club after school and then go to the After School club with a member of school staff. You will still need to book and pay for the **entire session** to secure this place for your child. Eg, your child could attend Art Club in school until 4.15pm and then go to the After School club, they would then be collected from the After School Club at 4.30 pm or 6 pm. You will need to book your child into After School club from the end of the school day and pay the full session fee.

REGISTRATION

Please read this Parent Handbook and the Milford Infants' After School Club Service Level Agreement then complete a registration form for **each child** whom you would like to attend. Places must be **booked half a term in advance** as a minimum to enable us to order food and organise staffing timetables. Due to this, in line with other childcare providers, we are unable to refund fees if a child is unwell or does not attend. If the club is cancelled by the school, for example due to adverse weather conditions, a session credit will be rolled over to the next term.

On receipt of completed registration forms, a letter confirming your sessions and requesting payment will be sent home from the office. This must be paid **before the end of the half term** to secure your child's place at the After School Club. If places are full, a letter explaining this and confirming your child is on the waiting list will be sent home.

All fees will be requested via an invoice and should be paid using our online school payment system, ParentPay.

All payment enquiries and questions should be made to the School Business Manager via the school email address which is checked every weekday morning office@milford-inf.somerset.sch.uk.

CANCELLATION and LATE COLLECTION

Should you wish to cancel your child's sessions at the After School Club, a half term's notice is required to enable us to organise staffing timetables and notify those parents whose children are on the waiting list. **If you are more than 10 minutes late collecting your child, a late**

collection fee of £5 will be charged. Your child's place will be reviewed should late collection become persistent.

COMMUNICATION

The After School Club Leader and assistants operate in accordance with the club's specific stated policies and practices and those used by the Infants' School, these can be found on the school website or at the school office <http://www.milford-inf.somerset.sch.uk/policies/> .

If you need to speak to a member of staff at the After School Club after the end of the school day, please telephone **07874 944 760**.

We positively welcome and value parental and pupil opinions about the service we offer and welcome feedback on how the club is run and what we could do to improve it. Parents/guardians may come and speak to the After School Club Leader but please be sensitive to the staff's need to supervise the children properly under their care. General enquiries are preferred via the school email account which is monitored daily office@milford-inf.somerset.sch.uk.

In the event of a complaint, parents/guardians should contact the After School Club Leader who, if they are unable to resolve the issue, will follow the school complaints procedure. <http://www.milford-inf.somerset.sch.uk/parents/> .

REMINDER - PARKING & PATHWAYS

Milford Infants' School is a community school and we ask that all parents/guardians respect our neighbours, pedestrians and other road users when dropping off and picking up children from the school. There is no parent/guardian parking on the school premises AT ANY TIME – a barrier system is in operation and even when the barrier is up we ask that parents/guardians do not park on the school site or tailgate members of staff when the barrier is raised for entry. The school works closely with the local Police Community Support Officer and the Safety Officer from Somerset County Council to ensure that all parking restrictions around the school are adhered to and that drivers respect the access arrangements of those who live near the school. The safety and well-being of all our community is an absolute priority.

When on school premises all pedestrians and visitors are responsible for their own safety AT ALL TIMES and anyone in their care. The designated pathways should be used and walking on the school field and/or driveway avoided. Gates should be closed after use and children should not be allowed to use, climb or play on any structures or equipment unless authorised and supervised by a member of the school staff. We very much appreciate the co-operation of all parents/guardians in helping to keep our school community safe.