



Silsden
Primary School



Silsden Sprouts

Holiday Club Handbook – February half-term.

Silsden Primary School Holiday Club

Silsden Primary School

Hawber Cote Lane

Silsden

Keighley BD20 0JJ

✉ sprouts@silsden.bradford.sch.uk

☎ 01535 210666/653290 (8am – 5pm)

www.silsdenprimary.co.uk

Headteacher: Mr Karl Russell

Business Leader: Sally-Anne Boyes

Opening Hours:

Monday – Friday.

Sessions:

Before club session 8am – 9am

Club session 9am – 3:30pm

After club session 3:30pm – 5pm

January 2023

All about our Holiday Club.

Our club is registered with Ofsted, and is based at Silsden Primary School. The club is available to all children who attend Silsden Primary School in Nursery through to year 6 and is open from 8am – 5pm. The club is open for 8 weeks of the school holidays – 1 week at February half term, 2 weeks at Easter, 1 week during Spring Bank, the first 4 weeks of the summer holidays and 1 week at Christmas. Days exclude Bank Holidays during the holiday periods

Aims

We aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

What we offer

Children at our club enjoy a wide range of activities, both indoors and out. The children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including crafts, board games, construction, physical play and reading.

For outdoor play we have equipment such as footballs, bats and balls, hoola hoops and soft Frisbees, as well as chalk art and the ever popular bubble blowing. Children will also have the opportunity to play team games such as football, netball and other sports when the weather is nice.

A full timetable will be issued in advance, so children are aware of the daily schedule

What we provide

All children who attend the before club session have breakfast provided, with a choice of fruit, cereals and toast, along with water or milk and activities and games are provided for the remainder of the morning before the school club begins. We meet individual dietary requirements and parental preferences wherever possible.

Children who attend the after-club sessions, will be offered an afternoon snack, consisting of a choice of crackers or a sandwich and fruit and water are always available.

What you need to provide

Your child must be sent with a packed lunch as food is not provided in the main core hours of the holiday club. We are a nut aware school and we ask that you ensure that your child's packed lunch does not contain any foods that contain nuts. Please do not send your child with a fizzy drink or sweets in their packed lunch.

Ensure your child has a water bottle. This can be refilled throughout the day, if required.

A full itinerary of activities and events will be provided so you have an idea of what clothing will be required. If there is anything specific required, we will add that to the programme of events.

Everyday, please send your child in comfortable clothing – sweatshirts, joggers, trainers etc will suffice. Please ensure your child has a waterproof coat and hat/scarf/gloves, if a cold day.

Staffing

Silsden Holiday Club is staffed by experienced play workers who are employed by Silsden Primary School.

All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:15 for children in Y1-6 and 1:10 for pupils in Nursery and Reception

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting, please contact our school business manager via the school office.

Policies and procedures

Silsden Primary School has clearly defined policies and procedures which also apply to "Silsden Holiday Club". Key points of the main policies are included in the 'Club Policies and Procedures Overview' section of this Handbook.

Copies of the full Terms & Conditions are available on our school website.

Club Policies and Procedures Overview

Booking sessions at our Holiday Club

Subject to availability, permanent places can be booked at any time, via MagicBooking. Places are allocated on a first come, first served basis however where requests outnumber places, priority will be given to working parents, where both parents are at work, or 1 parent for single parent families.

If you are unable to book a session, online. Please e-mail Sprouts@siltsden.bradford.sch.uk and we will add your details to a waiting list. As mentioned above, priority will be given to working families.

Bookings need to be made for each holiday period and the booking link will be e-mailed all parents at least 3 weeks before the end of a half term

Payment of fees

The fees per session, with effect from 1st January 2024, are as follows:

Before Holiday Club Session (8am – 9am)	£2:00 (this includes breakfast)
Holiday Club (9am-3:30pm)	£20:00 (you will need to send your child with a packed lunch)
After Holiday Club (3:30pm – 5pm)	£3:00 (this includes a snack)

Fees are payable in advance of the Holiday Club start date, a minimum of 1 week before the first day. Sessions are booked and paid for, through MagicBooking. **Childcare vouchers are also acceptable** (please contact the office for more details, if you do not have these set up already).

The price per session per child applies to all children. This is payable for all booked sessions including should your child not attend booked sessions.

Please ensure that fees are paid 1 week in advance of the Holiday Club start date. Non-payment by the date will result in your child's place being cancelled and offered to any child on a waiting list.

Temporary changes

Please remember to notify school if your child will not be attending the Club for any reason. If your child doesn't attend a booked session and school is not aware, we will have to treat them as a 'missing child' unless you have notified us of their absence.

Arrivals and departures

Holiday Club arrivals - All children must enter the building through Main hall entrance and parents / carers must escort their children to the front door and hand your child/ children to a member of staff.

Holiday Club departures - All children must leave the building through Main hall entrance and parents / carers must collect their children from the front door. A member of staff will hand your child/ children over to you.

Holiday Club session ends at 3:30pm, and unless your child is booked into the extended care session, must be collected by this time. Failure to do so, will incur a late collection fee of £5 for every 10 minutes you are late, to cover additional staffing costs.

We expect that children will normally be collected by the person/s named on our school contacts list. If you need a different person to collect your child on a particular day, you must notify us in advance. Children will not be released into the care of a person unknown to us without Parents' authorisation.

If you are delayed in collecting your child for any reason please contact Holiday Club on 01535 210666 between 8am and 5pm. You will also be charged a late collection fee of £5/ full 10 minutes towards any extra staff wages. If your child has not been collected by 5.30pm and the club has been unable to contact you (or the adult responsible for collecting your child) the club will contact Social Care.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our **Child Protection and Safeguarding Policy**.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our care including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi- ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents and carers, and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety. EHCP/SEND provision does not apply to time during our before and after school club.

GENERAL INFORMATION

Behaviour (children)

Silsden Primary School have clear rules for acceptable behaviour and we expect every child to adhere to these while at our Holiday Club. Silsden Primary School has a clear Behaviour Policy which also applies to holiday club provision, a copy of which is available to all parents and carers and can be found on the school website.

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

We have procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases. However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from SPS Holiday Club with immediate effect.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate

behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell we will contact you and ask you to make arrangements for them to be collected.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times and "Silsden Sprouts" is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

Medication

Please let the Manager know if your child is taking prescribed medicine. Short term medication (such as antibiotics) will not be administered by our club leader and should be administered at home before arriving at school and when your child arrives home.

If your child requires access to long term medication (such as EpiPen, inhaler etc) please can you ensure that our Club Leader is provided with the relevant medication for safekeeping to be used in the event of an emergency during club hours.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to our School Business Leader, or any other member of staff.

A full copy of our Silsden Primary School **Complaints Policy** is available on our school website or on request.

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