

Tregoze Primary School

Friday Club Information

The Service

We provide a childcare service in the form of a Friday Afternoon club for the use of Tregoze Primary School children. The club will run from 1 – 3pm each Friday. The club will run during term time (excluding Teacher Development Days and other school closures). Children attending the club will be supervised by trained members of staff. Children will be offered a range of activities including games, quiet reading activities and puzzles.

All staff employed by the club will be required to be DBS police checked.

POLICIES

Admissions Policy

The Club will be open to all children who attend Tregoze Primary School. The age of admission will be from four to eleven years of age. Parents must collect their child/children by 3pm.

Health and Safety Policy

The Club will subscribe to the Health and Safety Policy of The White Horse Federation as follows:

It is our aim at Tregoze to provide and maintain a safe, healthy and welcoming working environment for everyone using the school premises, whether it be staff, pupils, parents, visitors or contractors. We are a non-smoking school.

General Policy Statement

It is the school's responsibility to assess and reduce risk factors as stated in our full Health and Safety Policy. A First Aider is always present in school.

Of course, the maintenance of a healthy and safe environment cannot be accomplished without the full co-operation of everyone who uses the buildings. We will each share a personal responsibility to ensure that we do nothing to endanger others, and that we co-operate fully with the objectives of this policy.

Security

School security has been of paramount importance in the design of the building for all uses; community and school.

Special Needs Policy

This policy is designed to ensure that everyone linked to the club is recognised as an individual with potential, who may have specific needs at certain times.

Pricing Policy

The Tregoze Friday Afternoon Club must be self-sufficient. The attendance fees are designed to cover all costs. This includes:

- Staffing
- Equipment and day to day running costs.

Payment must be paid a week in advance via ParentPay.

A Parent Contract will be set up for each child attending.

Childcare prices

The Friday Afternoon Club fee will be £3.50 each child.

Behaviour Policy

Our Behaviour Policy will be broadly in line with the School Behaviour Policy, The role of the parent in accepting responsibility for their child's behaviour will be an integral feature of the partnership between home and the Club. Good relationships between the staff and parents will be essential for this partnership to flourish. It will be the role of the professional to take the lead in developing such relationships.

Children who refuse/cannot conform to an acceptable level of behaviour in the club setting may be informed that they cannot attend.