High Five Club Handbook



V4, updated November 24

ABOUT THE CLUB

High Five Before and Afterschool Club is registered with Ofsted and is based in The Hall and Nursery Classrooms at Newport Infant and Nursery School, as well as a hired site at Newport Juniors CofE School. The club is open from 7:45am until 5:45pm weekdays, during term time. We have access to two classrooms, a breakfast area, computers and a large outside play area. Additionally, we can use other school facilities such as the hall, playground and the school field.

Our Aims

We aim to provide a calm, safe and secure environment, offering a range of activities to reflect the interests of the children in our care. We take children from 2 to 11 years old (end of Year 6). We offer both structured/adult-led and free play activities ranging from craft, colouring, cooking, reading, building, ICT and many more. We plan our guided activities through child's interests, the EYFS theme in school and national and local events such as Red Nose Day.

What we provide

We serve a well-balanced breakfast between 7:45-8:30am. We also offer a snack/light tea after school.

The food we provide at the Club is **not** intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit. We promote independence, by allowing them to select their own snack and to clear away after themselves. Fresh drinking water is always available. We meet individual dietary requirements and parental preferences wherever possible. We have staff who are qualified in Food Hygiene and our menu is reviewed regularly to ensure it is nutritious and healthy.

Staffing

Our Club coordinator is Mrs Stacie Magnier. She oversees the running of both sites ensuring that the quality of care the children receive maintains at the highest levels. She is supported by senior and qualified practitioners. Many of our staff work within our school and this ensures a smooth transition between school and club. All our staff have significant experience of working with children and undertake professional development training on a regular basis. All staff members are DBS checked.

We maintain a staff/child ratio of 1:5 for our youngest Nursery children (2-3 years) and a ratio of 1:8 for our older Nursery and Infant children (3- 7 years) and 1:10 for Junior Children (7 – 11 years)

Staff also have designated roles:

- Mrs Stacie Magnier: Health and Safety Officer, Fire Safety Officer, Equality and Inclusion Co-ordinator, Child Protection Officer and DSL
- Mrs Gemma Edgar/Sarah Bowen-Thomas: Breakfast club EYFS Key Worker
- Mrs Georgina Pritchard/Sarah Bowen-Thomas: Afterschool club EYFS Key Worker

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.

Organisation High Five Before and Afterschool

The High Five Club is led and managed by Newport Infant and Nursery School. Miss Emily Russell (Deputy Headteacher) works closely with Mrs Stacie Magnier to monitor, and quality assure the club. Miss Russell is also EYFS Lead at Newport Infant and Nursery School. This ensures the very highest of standards.

Policies and procedures

The Club has clearly defined policies and procedures, some of which are part of the schools policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

TERMS AND CONDITIONS

Admission

Our Club aims to be accessible to children aged from 2 to 11 years old. Admission to the club is organised by the Louise Edwards, Nursery Administrator. We use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

The current fees are:

Morning Session (includes healthy breakfast)

7:45am -8:45am £5.50

After School care sessions (includes a healthy snack)

- 3:15pm – 5:00pm £8.50
- 3:15pm – 5:45pm £11.00

We offer 10% discount for second and subsequent children who attend the same session.

Fees are payable monthly in arrears. We accept vouchers from a variety of schemes. Please ensure that fees are paid promptly.

Non-payment for more than one month may result in your place being terminated.

Each family is given a two-week holiday period that they can use within the academic year this allows you to hold your child's space at High Five Club without charge for when is needed e.g. dentist appointment, doctors or parent work holiday. The two weeks is calculated upon your child's attendance days across a week e.g. if your child attends High Five for 3 days per week, you are entitled to 6 days of payment holiday. If you need more information, please contact Louise Edwards.

Changes to days and cancelling your place

You must give us **four weeks** written notice of termination, or of changes in attendance. If you need to change the days that your child attends, please email Newportinfantsnursery@taw.org.uk. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason. Please inform us by email to newportinfantsnursery@taw.org.uk or telephone (Infants: 01925 386613 Juniors: 07944794221). If you know in advance of any days when your child will not be attending during the following week, please try to let the Office know by email.

In cases of illness or emergency when notice cannot be given, please email or phone as soon as you can. You will need to phone the Nursery Office on 01952 386613 **in addition** to notifying the Main School Office of your child's absence from school.

Induction

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in. During your child's first session time will be set aside for an induction. The induction will include running through Club's rules and routines (including meal times, collection, children's meetings), and introducing your child the staff and other children. See our Child Induction Policy for more details.

Children in Reception and Nursery are allocated to an EYFS Key Worker during their time at High Five.

Arrivals and departures

Children in Reception and Year 1 and 2 are escorted to the Club by High Five club staff.

Children at the Junior school who are in Year 3 are escorted to the club by High Five club staff. Children in Years 4 to 6 meet a member of staff at the designated High Five meeting space at the end of school.

A register is taken when children arrive in our care, and you must sign out your child each day with a time and signature when you collect them. We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify the Nursery Office in advance by email. We will not release your child into the care of a person unknown to us without your authorisation. See our Arrivals and Departures Policy for more details.

The club finishes at 5:45pm. If you are delayed for any reason please telephone to let us know. A late payment fee of £10.00 and then a further £5.00 per 15 minutes will be charged if you collect your child after their sessions end time to cover additional staff wages. If your child remains uncollected after 6:15pm and we have been unable to reach you or any of your emergency contacts, we will follow our uncollected child procedures.

Child protection

We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our Newport Infant School and Nursery Safeguarding Policy.

Equal opportunities

Our Club provides a respectful, safe and caring environment for each and everyone of the children.

- We respect the different racial origins, religions, cultures and languages in a culturally diverse society so that each child is valued as an individual without any 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 or carers and relevant professionals to meet 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.

For more details on equal opportunities and special needs, see our Equalities Policy.

GENERAL INFORMATION

At the Infants High Five Club we follow the schools golden rules to ensure that there is a consistency between school and club.

The golden rules are:

- Be Kind
- Be Ready
- Be Safe

At the Juniors High Five Club we work with the children to create a set of rules that they agree to adhere to, allowing them to take ownership of their responsibility to act as a positive and respectful member of the High Five Club.

Both Infants and Juniors High Five Clubs follow the principles, aims and objectives set out in the Newport Infant School and Nursery Behaviour Policy.

We encourage appropriate behaviour through praise for good behaviour; turn taking and sharing; mindful manners; respect and responsibility.

High Five Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time because of other unforeseen reasons and may be out of character for your child. We will endeavour to work with parents to manage and help support your child. However, if your child is violent, or if their behaviour is persistent or poses an immediate danger to themselves or others, we will require you to collect them from the Club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

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 whilst at the Club we will contact you and ask you to make arrangements for them to be collected. Please inform the Nursery Office by emailing Newportinfantsnursery@taw.org.uk of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Club for 48 hours after the illness has ceased.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in paediatric 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 Club know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a Permission to administer medication form in advance. See our Medications in schools policy for more details.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak the Deputy Nursery Manager, or any other member of staff. Verbal complaints will be dealt with appropriately and actions taken. All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days. A full copy of our Complaints Policy is available on request.

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide high quality care for your children.

We will:

- Welcome you at all times and be available for you when you need a chat about your child
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

Newport Infant and nursery School

Granville Avenue

Newport

TF10 7DX

Junior contact number: 07944794221

Nursery and Infants contact number: 01925 386613

Deputy Nursery Manager and High Five Club Coordinator:

Mrs Stacie Magnier

Deputy Headteacher and EYFS Lead: Miss Russell