

# Fulfen Primary school

## Before and After School Club

### Welcome Pack



Fulfen Primary School, Rugeley Road, Burntwood, Staffordshire, WS7 9BJ  
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## Welcome

It gives me great pleasure, on behalf of all the staff, to welcome you to our Fulfen Before and After School Club. We are proud to be able to offer a new and improved before and after school club, within a safe and secure environment, offering a range of activities based on our children's interests.

Our Out of School Club will be child centred, purposeful, playful and fun.

I am also proud to announce that our out of school club offers a range of extra-curricular activities, which are organised by current staff members and external providers, at the end of the school day.

In addition to extra-curricular clubs, children will be involved in a range of activities, which will keep them entertained and enhance their learning at both ends of the school day.

This welcome pack will provide you with all relevant information to enhance your child's time at Fulfen's Out of School Club.

Please complete the enclosed registration, consent and medical forms at your earliest convenience and return to the main school office.



## Mission Statement

Fulfen Before and After School Club are committed to working in partnership with parents and carers to provide safe, stimulating and enjoyable childcare. We aim to help parents to balance work commitments and family life by providing flexible, convenient and affordable high quality care.

Our mission is to provide the best possible environment for the children we care for, offering an excellent range of toys and fun activities in a safe and secure environment.

We promise to provide good quality food with choices that encourage healthy eating and to encourage children to stay healthy.

We also promise to provide planned activities that cover the 7 areas of development (as identified in the EYFS framework) and by working with the children's teachers we aim to encourage the all-round development of children in our club. We will then communicate each child's development to their teachers.

Finally, we pledge to listen to every child's opinions, values, and interests and promise to ensure that our provision is child-centred.



Miss Jane Davies

Headteacher



Mrs V Waterhouse

Before and After School Club Manager



## **About Before and After School Club Organisation**

Fulfen Before and After School Club operates during term time, excluding INSET days and bank holidays.

### **Breakfast Club**

Our breakfast club is for children aged 3-11 years and runs from 7:30am to 8:45am, Monday to Friday. The breakfast club has two sessions:

Session one: 7:30am – 8:50am

Session two: 8:30am – 8:50am

Session one children will be provided with a sit down breakfast with a choice of healthy breakfast options to enjoy.

The club will be fully supervised, providing a safe and fun start to the day, which includes indoor activities, games, crafts and reading.

### **After school club**

Our after school club is for children aged 3-11 years and runs from 3.30pm to 6pm, Monday to Friday, in a safe and fully supervised environment.

The club will run over two sessions:

Session one: 3:30pm – 4:30pm

Session two: 3:30pm – 6pm



### **Contact details**

If you should need to contact club, there are a few ways in which you can do this. The main school office, via email; **[fulfencub@fulfen.staffs.sch.uk](mailto:fulfencub@fulfen.staffs.sch.uk)**

A direct number of 01543 226077. Please be advised that this line is only in working club hours, mornings and afternoons. During the school day, please use the other options of contact.



## **After school club – how club is run.**

The After School Club is lucky enough to be able to take full advantage of the whole school environment including the playground, field, forest area and hall.

A snack is provided for all children at 3:30pm and children who stay for the full session will have tea at around 4:45pm

Our out of school club is based in three rooms within the school, organised (but not exclusive to) age groups.

Please read on to see organisation per age of key stage.



## **Fulfen Nursery– age ranging from 3-5 years.**

This room is based behind the main school hall and is therefore a setting that our younger children will be very familiar with.

At Fulfen Club, we believe it is very important that you are aware of how your children join us at the end of the school day. We encourage a smooth transition into After School Club and also in surroundings where they feel comfortable.

### **Staying inside after collection.**

Nursery/Early years/ preschool.

Fulfen club staff go and collect Early Years children at 3:30pm from the Early Years classroom inside. They take the children to base (area by main reception entrance) area for a story whilst they wait for nursery/ preschool children to finish their school day.

At 3:40pm leaving at least one member of the Early years staff in base for story time, the other Fulfen club staff go to collect the Nursery/preschool children from the preschool area they then take them through to nursery via base to collect early years children on the way.

Once in nursery they are all given snacks and split into their groups with an assigned member of staff to complete Tapestry until 4:30pm.



## **Continuing your Childs development in Fulfen Club.**

As part of meeting every child's needs, we will be working closely with the EYFS team, to ensure we are meeting the EYFS Curriculum and considering the 7 areas of learning.

The Early Years Foundation Stage is a play based framework and we will provide a service in which we will plan and prepare a range of purposeful play activities. We do this by working with your child's teacher/key worker and work on your child's individual development targets. This will then be uploaded on to their individual profiles, on Tapestry.

Within the Nursery, there will be chance for children to take a full advantage of arts and crafts, role play, construction, small world, cookery, ICT and physical activities.



## **All About Me**

Enclosed in your welcome pack, you will find a sheet for your child to complete at home. This sheet helps us get to know your child's likes and dislikes, hobbies and interests.

This sheet should be returned to Club at your earliest convenience, where we can use this information in relation to planning activities around children's interests in our provision.

## **'The Base'**

This is our main meeting point where registers will be taken and healthy snacks will be provided for children.

The Base will then be used for our children aged from 5 to 7 years.

Within this environment, the children are able to choose freely from a selection of planned and unplanned activities, which enhance their learning. This will include arts and crafts, colouring and drawing, board games, construction, physical play and quiet areas for reading. There will also be support for children who wish to complete their homework.

### **Key stage 1 - Staying inside after collection.**

Years 1 and 2 all meet outside year 1 classroom along the corridor at 3:30pm. Fulfen Club staff we then take the register to make sure all children who are supposed to be a club are there, all the children are then taken to base for snacks.

They are given snack before deciding whether they want to do sport or activities that are out ready for them.



## **The 'Chill Room'**

This room is for our older children age ranging from 8-11 years.

This unique room is our calming environment where the children can relax, unwind and take full advantage of chilling out after a hard day at school. Children will be encouraged to wear their own slippers as they would do at home.

Within the Chill Room, there will be a chance to read magazines, watch television on the large, wall mounted screen, catch up with friends on the comfy settees and take advantage of the play station, which will be equipped with age appropriate, challenging games. (Time spent on games will be closely monitored.)



## **Key stage 2 - staying inside after collection**

Years 3, 4, 5 and 6 meet at the Chill room from 3:30pm.

Fulfen club staff are there ready and waiting to take the register and hand out snack.

The children are then split into 2 groups, some stay in the hub for film, activities, play station and the others are taken to a classroom or outside for sporting activities.

## **Outside routine.**

### **Early years/ nursery / preschool**

Early Years children are met inside the Early Years classroom, register is taken and then when it is safe to do so taken outside to key stage 1 playground ( it must be clear of all pupils and parents) their bags are put against the wall and taken to all sit down together to wait for nursery/preschool.

At 3:40pm other Fulfen staff go to collect nursery / preschool from preschool classroom. The register is also taken before going outside.

### **Key stage 1**

Meet in the same place outside year 1 classroom at 3:30pm.

Register is taken and then when it is safe to do so they are taken outside.



### **Key stage 2**

All children meet at the chill/ hub room at 3:30pm for register by Fulfen club staff who are waiting for them. When they are given the all clear they walk round to key stage 1 playground.

Once all children are outside, snacks are given out and which sporting activities are going to be done. Children then decide to either play or go and do sport.

### **Outside sports provision**

Key stage 1 and key stage 2 children can only go and do the sporting activities with Mr Davis. Mr Davis will work with a suitable amount of children on his own.

There are always physical activities set up for the younger children to access on the main playground.

## **Further Activities**

All children will have the opportunity to play both indoors and outside.

There will also be activities based on themed weeks such as Christmas, Easter, and celebrations including other cultures and traditions.

On Fridays there will be an option of a 'film night' in the main hall. A Friday night treat for the children to chill and enjoy a film – with popcorn of course!

## **Extra-curricular clubs**

We are excited to offer a range of extra-curricular activity clubs that are organised by external providers.

This will include a Drama club on Mondays and a Glee club on the Wednesdays. The clubs will run from 3:30pm – 4:30pm

Emily Ridley-Dash (external provider) will provide these 1 hour clubs in the school hall. The cost for this provision is £5.50 per session, as per the after school club cost (no extra add on charges)

This club will be provided for Year 1 children upwards and there is a maximum of 20 children per club (Before and After School Club Members will have priority.)

We will also be running clubs such as multisport and other physical activities across the week. The age of these clubs will be 5 years upwards.

This will be ran by Ashley Davis, our Sports lead within Club.

There is no extra cost for this provision.

You don't not need to inform us if your child wishes to take part in one of these clubs.





## **Breakfast Menu**

At Fulfen Out of School Club, we recognise the importance of healthy eating. The children will sit down to a breakfast at 8am.

A variety of choice of breakfast will be available, such as wholemeal toast, tea cakes, crumpets, fruit, yogurts and cereal.

A drink will be provided.

## **Tea menu**

Evening tea will be served at 5pm. At Fulfen Out of School Club we believe that it's important for children to sit down and eat together, observing benefits of family traditions.

The choice of food for our evening teas will be healthy options, providing a comforting, warm meal.

We will serve: jacket potatoes with a choice of fillings; beans and other various options on toast; soup and crusty bread; hot dogs; macaroni cheese; vegetable dippers and much more.

On warmer evenings, wraps will be served with a choice of fillings and salad.

A choice of a healthy desserts will be served, such as fruit salad, jelly and yogurts.

A drink will be provided.



## A Typical Before School Club Session – at a glance

### Monday to Friday

7:30am – 8:00am	Arrival and activities
8:00am – 8:30am	Breakfast and activities
8:30am – 8:50am	Register and dismiss in Key stages for school

## A Typical After School Club Session – at a glance

### Monday – Thursday

3:30pm – 3:50pm	Arrival, registers and snack time
3:50pm – 4:30pm	Planned activities, including a choice of extra-curricular clubs
4:30pm – 4:45pm	Tidy up time and wash hands
4:45pm – 5:00pm	Tea time
5:00pm – 6:00pm	Chill time, free play/ reading and homework club
6:00pm	Pick-up

### Friday

3:30pm – 3:50pm	Arrival, registers and snack time
3:50pm – 4:45pm	Planned activities
4:45pm – 5:00pm	Tidy up time and wash hands
5:00pm – 5:30pm	Tea time
5:30pm – 6:00pm	'Film night' or colouring
6:00pm	Pick-up



## Prices, Payment and Booking

### Breakfast club

For children aged 3-11 years

Session one: 7.30am – 8:am, £5.50 per child

Session two: 8.30am – 9am, £3.00 per child

### After school club

For children aged 3-11 years

Session one: 3.30pm – 4.30pm, £5.50 per child

Session two: 3.30pm – 6pm, £10.50 per child

**10% discount for siblings attending clubs together.**

Payments are made in advance via parent pay online.

### Booking online

We now have an online booking system at club. Each month a link will be sent out to you to book in advance for the following month. The online booking must be completed no later than the 20th of the previous month these pre-booked sessions will all be chargeable even if your child does not attend. After we receive your booking, we will email you the invoice for payment; via voucher or on Parent Pay. This invoice will be confirmation of your child's place. However, Full payment must be paid prior to your child's sessions and are due the last working day of the month, prior to your child's sessions beginning the forth coming month.

Unfortunately, due to the current situation, we can no longer accept 'ad-hoc bookings' and places will be filled on a first come, first served basis.



## **Accidents and Incidents**

If your child has an accident, you will be informed upon collection or will be called by telephone. Your child will be given an accident slip and the accident will be recorded in our accident book along with details of the first aid administered and by whom.

In the event of a more serious accident or bump to the head, you will be informed immediately by telephone.

Should your child have an accident that requires further medical support, you will be contacted immediately and any necessary action taken.

In extreme cases, this could involve calling for the support of paramedics.

## **Illness and medication**

The school's First Aid and Administration of Medication Policy applies at all times.

Please telephone the direct Out of School Club number on: 01543 226070, to inform us if your child will not be attending Before or After School Club because they are ill.

As per school policy, parents are asked NOT to bring into club any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last episode.

Parents of any child who becomes unwell during Club will be contacted immediately.

At Club, we are able to administer prescribed medication ONLY. Please complete and sign a medication permission form, which you can obtain from the school office if your child requires medication whilst at school. We record all medications we administer within school.



## **Collection of Children**

A child will only be released into the care of their parents/guardians or other authorised persons. You will be required to provide a memorable password giving permission for any person other than yourself to collect your child. We will not release your child unless we have your written/verbal permission in advance.

The safety of every child in Fulfen club is paramount. Because of this, we run off a password system in club. We ask on your consent forms to add a memorable password for only yourself and other close family members who may collect your child to know.

## **Late Collection**

If you know you are going to be unavoidably late to collect your child please contact school directly until 4:30pm then call on: 01543 226077

Please inform us of who will collect your child. If an unknown person is collecting your child, please be informed that they will require a password and a personal description.

If a child has not been collected by 6:00pm, parents will be contacted in the first instance by telephone.

Please note that school reserve the right to charge £20 per child after the agreed collection time of 6:00pm.

## **Behaviour Management**

Whilst attending Club, children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.



## Policies

At Fulfen Out of School Club, we acknowledge that our key policies and procedures are fundamental to ensuring that we maintain the highest standard at all times.

The Before and After School Club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

- Safeguarding and child protection policy
- Equal opportunities policy
- Health and safety policy
- Admissions
- Missing or uncollected children
- Confidentiality
- Allegations against a member of staff
- Use of mobile phones
- Behaviour management
- EYFS Framework
- Collection and late collection
- Fees policy



Look at what we get up to in club...

