



September 2023

Dear Parents/Carers,

Thank you for expressing an interest in your child attending our POSH Breakfast & After School Club. Please find enclosed the necessary paperwork to register your child with us.

Please note that there is a yearly registration fee of £5 per child which needs to be paid when confirming your place at POSH. If payment is not received along with the completed forms then the place will be allocated to the next person on the waiting list.

In order to comply with OFSTED regulations, you are required to complete the paperwork provided, i.e. the Registration Form, medical information, permission for collection of your child. Also included is a copy of our Behaviour Policy and Operating Regulations which both need to be read and signed to confirm that you agree with both.

Yours faithfully

T Keeling

Miss T Keeling

POSH Club Manager

Perryfields Out of School Hours (POSH)

Meet the Team:

Manager: Tracey Keeling
Assistants: Nadine Broadbent
Alison Garrett
Isabel Harrison
Coach: Paul Wilson

Opening Hours:

Monday—Friday 7.45am — 8.45 am and 3.20pm – 5.55pm last parent/carer collection. Doors close at 6.00pm

Ofsted Registration No: 103953

Welcome to POSH Club:

Our Breakfast and After School clubs are open to any pupils that attend the school with the aim of providing excellent supervised care for children outside of school hours to meet the needs of parents/carers. There is no requirement for pupils to attend every day as we aim to be as flexible as possible.

Both clubs are based in the Drama Studio at Perryfields Primary School and benefit from the facilities available.

What do children do at the club?

We aim to provide a range of activities that will appeal to the ages and preferences of the children attending. There will be opportunities every day for both indoor and outdoor play (weather permitting).

After School Club Example Menu:

Chicken/cheese/salad/tuna wraps/sandwich/crackers
Toast/crumpets/bagels
Salad sticks & dips
Salad

Pudding:

Fruit
Yoghurts
Rice cakes

Dealing with accidents and illness:

There is always a qualified first-aider on duty.

For minor injuries:

Staff will apply first aid;
Staff will send a note home outlining the details;
Staff will ensure the injury is entered into the Accident Book.

In the event of a major accident:

Staff will apply first aid
Staff will contact the Parent/Carer
If an ambulance is needed and the Parent/Carer is not available, a member of staff will accompany the child in the ambulance
The injury will be entered into the Accident Book.

In the event of illness:

Children should not attend if they have been ill or absent from school during the day.

If a child has developed diarrhoea, sickness or any other contagious illness during the day, they will not be admitted.

If your child is off sick or has been collected early due to illness, please inform us through the school office.

If a child becomes ill during the session, Parents/Carers will be contacted to collect the child.

Who can attend the clubs?

Any child aged between 4 and 11 in full time education at Perryfields Primary School. A waiting list is kept and admission is on a first come first served basis.

Equal Opportunities

We aim to provide an environment where children are helped to develop respect for one another, where differences are valued and all children are encouraged to take part in activities which interest them; there are no 'boys' or 'girls' only activities.

We ensure all children are welcome whatever their race, culture or nationality.

What kind of ground rules operate?

We want the children to enjoy a pleasant environment at the clubs and hope their time here will be an important part of their daily lives. In line with school policy, we expect high standards of behaviour and the school rules will apply:

- Be kind, polite and respectful to everyone at Perryfields and the school environment.
- Treat all school equipment with care.
- Keep hands, feet and objects to yourself.
- Always walk around our school.

The following guidelines may also be helpful:

- Inform a member of staff if you need to use the toilet
- All food and drink must be consumed at a table
- The kitchen is out of bounds to children—please ask if something is needed
- Footwear must be worn
- Only staff/adults are to answer the door

Staffing

All staff are DBS checked and dedicated to ensuring the best possible care for your child.

Registration and booking:

To register for a place at either club, please collect and complete a booking form. These are available from Posh Club or from the school office.

We welcome visits to our POSH Club, please contact Tracey Keeling to arrange a visit.

Occasional emergency only places can be booked through Posh Club, however we cannot guarantee availability at all times, a booking form will still need to be completed.

Signing in:

All Parents/Carers need to sign in and out of POSH Club when dropping off and picking up their child/children.

Fees and Payment:

Breakfast Club opens at 7.45 am and runs until 8.45 am when children are escorted to their classrooms. The current cost is **£4.00**, which includes breakfast.

After School Club is open between 3.20 pm and 6.00 pm.
Fees, which include a light snack, are:

3.20—4.30 pm **£5.00**

3.20—5.30 pm **£7.00**

3.20—6.00 pm **£8.00**

All fees are payable via **ParentMail** only.

Cancellation:

All club places booked at the beginning of September (contracts are for the school year, cancellations are in writing one month in advance) and ad hoc/late bookings will be payable up to the next half term, even if they are not taken. Due to fixed staffing costs we cannot offer refunds under any circumstances, this includes illness.

Late collection:

Please collect your child on time. If you know you are going to be late, please contact us so that your child does not worry.

There is a late collection fee of £20 every 10 minutes to cover additional staff time.

Parking:

Please be mindful that our school car park is very busy. If you use the car park we ask that you please park appropriately for the convenience of all other drivers. If there are no available spaces to park on site, **please do not park on double yellow lines or stop in front of the building**. This is a health and safety risk as it prevents access to the site. It is also inconsiderate to others. **Likewise, do not park in the disabled bays unless you are a Blue Badge holder.**

Perryfields Primary School

Apsley Road

Oldbury

B68 0QY

Tel: 0121 422 2848

E-mail: office.admin@perryfields-pri.sandwell.sch.uk

Please use the school contact number and press option 5 for Posh Club between 3.10pm to 6pm.

Visits to POSH Club are welcome, you can arrange this via the above contact details.

POSH CLUB

Registration and Financial Agreement Form

Child's Details		
First Name	Surname:	Date of Birth:
Address:		
Postcode	Telephone Number:	
Parent/Carer – Legal responsibility for the child Yes / No <i>(Please delete as necessary)</i>		
Full Name:		
Daytime Number:	Mobile Number:	
Parent/Carer		
Full Name:		
Daytime Number:	Mobile Number:	
Person collecting child if different from above:		
Full Name:	Relationship to child:	
Daytime Number	Mobile Number:	
Person who can collect child from club in an emergency:		
Full Name:	Relationship to child:	
Daytime Number:	Mobile Number:	
Full Name:	Relationship to child:	
Daytime Number:	Mobile Number:	
Person who <u>cannot</u> collect child from club:		
Full Name:	Relationship to child:	
Child's Medical Information:		
Child's Dr.	Telephone Number:	
Surgery Address:		
Does your child suffer from any medical condition requiring medical treatment? Yes / No <i>(Please delete as necessary)</i>		
If yes please give details:		
If yes, do you give permission for staff to administer medication if it becomes necessary as per school policy? Yes / No <i>(Please delete as necessary)</i>		
Has your child had any serious medical condition in the last few years that we should be aware of? Yes / No <i>(Please delete as necessary)</i>		
If yes please give details:		
Additional information (i.e. allergies, special dietary requirements or any other important information staff should be made aware of:		

Parental Consents and Agreements	<i>Please tick</i>
I consent to my child receiving surgical, medical or dental treatment in an emergency including anaesthetic or blood transfusion as considered necessary by the medical authorities present.	
I give consent for my child participating in all activities in the club (details of the activity will be advised separately).	
I give consent for my child to attend supervised trips. An additional consent form will be issued for each outing.	
I understand that POSH Club do not accept responsibility for my child's possessions or valuables whilst attending the club.	
I agree to pay the annual registration fee, sessional fees and late collection charges as set out below. I understand that non-payment of fees and charges will result in the withdrawal of the provision.	
I agree that I will inform POSH Club of any changes to my child's circumstances or personal / medical details or change of contact numbers.	
I will advise POSH Club if the Parent/Carer's address is different from that of the child.	
I understand that any payments received for bookings not taken up are non-refundable or transferable.	
I have read and discussed with my child the Code of Conduct agreement and accept its terms.	
I agree to my child having photographs taken within POSH Club.	
I agree to pay a £4 holding fee per child per session for maternity cover to reserve my child's place at POSH Club.	
I understand that should I wish to cancel my child's place in POSH Club, I will give one-month's written notice and ensure all fees are paid up to date.	

Parent/Carer Declaration

I have read and understand this agreement and accept the above terms

Full Name:	Signature:
Date:	Email:

Please circle days needed for Breakfast Club:

Monday	Tuesday	Wednesday	Thursday	Friday
7:45 - 8:45am	7:45 - 8:45am	7:45 - 8:45am	7:45 - 8:45am	7:45 - 8:45am

Please circle days needed for Afterschool Club:

Monday	Tuesday	Wednesday	Thursday	Friday
3:20 - 4:30pm	3:20 - 4:30pm	3:20 - 4:30pm	3:20 - 4:30pm	3:20 - 4:30pm
3:20 - 5:30pm	3:20 - 5:30pm	3:20 - 5:30pm	3:20 - 5:30pm	3:20 - 5:30pm
3:20 - 6:00pm	3:20 - 6:00pm	3:20 - 6:00pm	3:20 - 6:00pm	3:20 - 6:00pm

POSH CLUB BEHAVIOUR POLICY

P.O.S.H. Club staff encourage positive behaviour at all times. Any situations requiring an adult to use physical intervention, e.g. to restrain a child from hurting themselves or others, will be recorded and Parents/Carers informed. Everyone will act with courtesy and respect, showing consideration to others at all times.

The Manager will deal with all serious/persistent behavioural problems, and inform Parents/Carers where appropriate along with the Headteacher. A record of incidents will be made in our Behaviour Book by the member of staff who deals with the incident. This information will be shared with Parents/Carers.

Upon registration, Parents are required to read and discuss the following Code of Conduct with their child and will then be asked to sign the declaration, confirming that they agree to abide by it at all times.

CODE OF CONDUCT

- 1. All children will behave in an orderly and respectful manner at all times to the staff and other children.**
 - 2. All property will be treated with respect. In the event of wilful damage, parents will be requested to reimburse the cost for replacement.**
 - 3. All points of view will be listened to.**
 - 4. Everyone has the shared responsibility to keep the premises clean and tidy, so that it is a welcoming place to be; somewhere we can all be proud of.**
 - 5. Everyone will aim to be patient and tolerant towards others.**
 - 6. The twelve School Values will be upheld and encouraged.**
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We have read and agreed the above Policy and Code of Conduct and to abide by it.

Child's Name:- _____ Class:- _____

Signed Parent/Carer:- _____ Date:- _____

Please sign and return this copy and retain the additional copy for future reference.

1. The Breakfast club will operate Monday to Friday from 7.45 a.m. until 8.45 a.m. After school club operates from 3.20 p.m. until 6.00pm during term time only.
2. The charges for this service are as above.
3. Any child collected after 6.00p.m will be charged a further £20.00 for every 10 minutes per child thereafter which is payable on the day, by the person who collects the child.
4. All children attending the sessions will behave in an orderly and respectful manner. Staff and other children will be treated with politeness and respect, failure to do so on a regular basis will result in exclusion from the club.
5. Weather permitting; children will participate in outdoor play activities. Please ensure that during winter and summer months, your child has suitable clothing.
6. In the event of heavy snow, the school uses ParentMail to inform the main contact of any unavoidable school closures. The Club will be closed on school Training Days, of which you will be informed in advance.
7. Should an accident occur during the club hours your child will be treated by a fully trained member of staff. The incident will be recorded in the accident book and the adult collecting the child will be asked to sign the injury book to acknowledge that they are aware of the injury to the child.
8. In the event of a more serious injury requiring medical treatment, the emergency services will be contacted. Every effort will be made to contact the parents, but if they are unable to do so, then a member of staff will go with the child to the hospital and stay with them until a Parent/Carer arrives.
9. All Parents must complete the relevant emergency and medical details as well as sign the registration form. It is the parent's responsibility to notify the club of any changes to these details- i.e. change of phone number, address etc.
10. For security reasons, staff must be notified if anyone else has permission to collect your child from after school club. If staff have not been informed, the child will not be allowed to leave the premises until the Parents have been contacted to confirm that the child can be collected by the adult present.
11. Any child that has booked a place at the club and fails to attend will be charged. If your child is on holiday during term time or attending a school residential then a holding fee of £4.00 per child per session is required to keep your child's place (i.e. £4.00 for Breakfast Club and £4.00 for Afterschool Club). If you no longer require a place at POSH Club, one month's written notice is required.
12. Fees should be paid in advance, either on Friday afternoon prior to your child attending, or on Monday morning of the week they are attending the POSH Club. If you wish to pay termly, half-termly or monthly please speak to a member of staff to organise this. We can also accept some childcare voucher schemes that employers use- please speak to a member of staff if that is relevant to you.