

The Coney Club Policy and Information

This document summarises the Coney Hill Community Primary School afterschool provision offered to the parents of children of Coney Hill Community Primary School, named 'The Coney Club'. It references aims, objectives, procedures and covers how the service operates. The intended audience is for parents, attendees and school staff.

The Coney Club Aims:

- To provide childcare after the school day finishes.
- To provide a calm play environment, in which children can engage socially with each other, across year groups and be part of our school community.
- To support the school, parents and carers in our community, enabling them to balance work commitments and childcare responsibilities.

Staff:

All of our staff have **enhanced DBS checks** and there is a member of staff with up-to-date first aid training on duty, in every club session.

All club staff are employed by Coney Hill Community Primary School in other roles, in school. In this way, we are able to offer a consistency, and continuity of provision, as the staff and children know each other and share the same core values, that are enjoyed during the school day.

Emergency contact:

07907153770 or 01452 522734 are the emergency contact numbers for The Coney Club.

Contact:

For general enquiries, please speak to the school office staff, either face to face, via telephone on 01452 522734 or please email admin@coneyhill.gloucs.sch.uk

Opening hours and location:

The Coney Club runs Monday to Friday, during term time only and is not open on inset days. The Coney Club is open from 3.20pm until 5.30pm, and can be booked for 3 differently timed sessions, as detailed under the booking price section.

The Coney Club's main base will be located within the main school building. The Coney Club will also use other school facilities such as the playground, hall, library, cookery room or computer suite.

There may be exceptional days throughout the year, when The Coney Club is not open, or has different opening or closing times or has a different venue within school. Parents and carers will be notified of these with as much notice as possible.

Booking – pricing:

- Bookings are to be made in advance via Parentpay and are on a first come, first served basis.
- Parents and carers paying with childcare vouchers need to contact the school office to book The Coney Club sessions.

- There are a maximum of 20 spaces per session.
- Session rates may be increased to accommodate early school closure, for example school finishing at 2pm instead of 3pm and prices will be reflected on Parentpay accordingly.
- The session rates that can be booked are as follows:

Session	Session time	Charge
First hour only	3.20-4.20pm	£6.00
Second hour (following a school club)	4.20-5.30pm	£6.50
Full session	3.20-5.30pm	£10.50

Late collection:

The Coney Club finishes at 5.30pm. If you are running late for collection of the session you have booked, please contact the club staff on 07907153770 to let us know. Late collections, after the end of the session you have booked, will be charged at £5.00 for every 5 minutes that you are late collecting, this is chargeable per child. Late collection fees will be automatically added to ParentPay accounts. If you are late collecting more than 3 times, you will be unable to book future sessions at The Coney Club, and future bookings already made will be cancelled.

As an example, if you booked the first hour only session for 2 pupils and collected at 4.30pm you would be charged £20.00 for late collection.

Cancellation:

Once booked, places cannot be cancelled and refunds will not be issued. This includes if a child is ill or absent from school.

Arrival and departure:

Each day, class teachers will be given a list of the pupils booked to go to The Coney Club. Pupils will be taken to The Coney Club room, to be signed in by The Coney Club staff.

Parents and Carers of any child expecting to go to The Coney Club without a booked place will be contacted by the school office.

Children attending an afterschool club will be taken to The Coney Club at 4.20pm, by the afterschool club adult.

Parents and Carers collect their child from the school office, using the video doorbell. If this is not working for any reason, they can ring 07907153770.

A staff member will then sign the child out on the register.

Signing in/out:

The Coney Club staff will sign attendees in using the register provided to them; they will also sign pupils out when they are collected. The sign in/out sheet is used as the fire register.

Complaints Procedure:

In the event of a parent wishing to make a complaint, then the complaints procedure should be followed. In the first instance, this complaint should be made to a member of SMT.

Contact details/record keeping/allergies/pre-existing medical conditions:

All children that attend The Coney Club are pupils at Coney Hill Community Primary School. Contact details, medical information, allergies and other pupil information is stored on our school system. It is the responsibility of parents and carers to ensure these are kept up to date. A folder of contact details will be kept in a locked cupboard, in the main Coney Club room.

Missing/uncollected children:

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed immediately.
- Club leader will search the inside of the building and delegate an outside search to another adult in school.
- If the child is not found, the emergency services will be contacted.
- Parents/carers will be informed

If a child is not collected by their expected pickup time, parent/carers/contacts will be contacted in the first instance by telephone, in the order indicated by the parents/carers on their data collection form. In the event that all contacts are unreachable, approximately one hour after the expected collection time, the club leader will inform the school's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead who will, in turn, contact the police and the Children & Families Services Emergency Duty Team for advice and support.

Security:

For security and safeguarding purposes, if any person other than a named contact is collecting a child, the parent must notify club staff. Our preferred method for this is via email to admin@coneyhill.gloucs.sch.uk Where this is not possible, during term time, please call the school office on **01452 522734**. Parents and carers will be contacted if someone comes to collect a child without prior notification.

Accidents and first aid:

Sensible precaution is taken to ensure the safety of children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. For head injury's an accident form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are all trained in First Aid and a First Aid kit is kept on the premises.

Behaviour:

Children are expected to behave in line with the school behaviour policy. Incidents of repeated, inappropriate behaviour may result in a child losing their place at the Coney Club and future bookings being refused as per the behaviour policy.

Refreshments:

A snack and a drink will be provided for the children.

Fire/lockdown procedures:

In the event of a fire or lockdown, children and staff will follow the normal school procedures. The register should be kept with staff at all times.