



# Southfields Primary School

## Explorers Breakfast and After School Club

### Terms and Conditions /

### Parent Information Handbook 2023-24

#### **About the Club**

Explorers Club is based within Southfields Primary School, Stanground, Peterborough, PE2 8PU. Telephone 01733 562873 or Explorers direct line on 01733 562873 extension 216 (during Club opening times). The Club is overseen by the Head Teacher and Governing Body of Southfields Primary School.

Southfields Explorers Club has been established for many years having previously been named the Time to Play Club and renamed by the school in 2015. The Club provides a wonderful experience in 'out of school provision'. Explorers Club only collects children from Southfields Primary School. We aim to provide affordable care for parents (please note the term 'parent' has been used in this document to refer to all persons such as carers or guardians or others with parental responsibilities) who need this service. Explorers Club does not offer sibling discounts but aims to keep prices affordable.

Explorers Club is registered and governed by Ofsted and adheres to the national standards set out for school providers. Our Ofsted registration number is 110691 (registered 01/09/2015). Explorers Club was judged to be 'Good' by Ofsted and is aiming for 'Outstanding'. The full Ofsted report is available at <http://www.southfieldsprimary.co.uk>.

The Club provides a wide range of activities which meet the needs of all children in a safe, fun and caring environment. Staff hold all relevant qualifications and Southfields Primary School aims to ensure that staff are fully qualified, first aid trained and hold disclosure certificates. Reception and KS1 children are escorted to and collected from their classrooms. KS2 children are trusted to make their own way to class from Breakfast and from their class to After School Club. Our opening times are:

Breakfast Club opens at 7.45 a.m. please drop children off **from 7.45 a.m. until 8.10 a.m.** (breakfast is served until 8.15) and After School Club closes at 5:30 p.m. please collect children **after 3:30 p.m. until 5:30 p.m.**

#### **Explorers Club Operational Procedure**

Explorers Club aims to provide a happy, home from home, safe, secure and stimulating child centred environment. We offer a variety of well-planned and organised as well as free choice activities, enabling children to learn and develop. We have a range of equipment and toys that meet varying needs and we give children opportunities to read, draw, make and play. At Breakfast Club we offer a varied and rotated programme of games, construction toys, crafts and books. We encourage our members to eat and play together in a calm, friendly and relaxed environment. At After School Club all children are encouraged to begin homework tasks set by the school, such as their diary entries or to read independently or listen to stories. The children will always be encouraged to participate in daily fun team and physical outdoor activities unless weather or health and safety issues prevent this when we use our separate sports hall. We value visits, visitors and fun events such as parties, disco, bouncy castle, visits from sight dogs, frog life, sports coaches and inspirational speakers. Details will be timetabled into the Club planner.

The Club offers various activities on rotation including:

- ✿ Creative activities: includes independent and adult lead arts, crafts, painting and drawing. Art and craft weekly themes may be based around books, events and awareness days or linked into school topics.
- ✿ Construction play: includes various building materials such as Lego, Octoplay, K-NEX and Magnetix.
- ✿ Quiet activities: includes reading, writing, watching TV or a film.
- ✿ Physical activities: includes bowling, dancing, rounder's, cricket and team games.
- ✿ Role Play: includes play shops, dolls, dressing up, train tracks and cars, play food and kitchen
- ✿ Traditional games: includes Jigsaws, Board and Floor Games, team and party games .

## **Policies**

Please note that Southfields Explorers Club has many policies and procedures in place and working within the club available to parents on our website or on request. We are committed to regularly reviewing our policies and procedures. Children attending Explorers Club are required to adhere to all Southfield School rules, including any immediate changes to school procedures and policies.

### **Behaviour Management Policy – please also see our full Behaviour and Discipline Policy**

Explorers Club will manage behaviour through learning and enjoyment. Staff and children will work together to maintain clear ground rules for all behaviour within the Club. Praise and encouragement will be given to all children; negative behaviour will be challenged in a calm and assertive manner, promoting an atmosphere where children can respect and value everyone. All incidents will be recorded. Staff will work together and with children, without shouting, but through discussions to resolve negative behaviour and settle conflict. Staff will not promote corporal punishment to a child; staff will not use or threaten any forms of punishment which could impact a child's wellbeing. Staff will discuss all concerns with parents in an attempt to help identify the cause of poor behaviour and deal with incidents appropriately. At all times children and parents will be told about the consequences of their actions. In the event of physical interventions, staff will use the minimum force necessary to prevent injury or damage. In the event that unacceptable behaviour (for example a child displaying challenging behaviour and who may pose a risk to their own/other's safety) persists, more serious action may have to be taken in accordance with the exclusion policy.

### **Bullying Policy / Procedure - please also see our Dealing with Bullying Policy**

The Club will not tolerate or excuse any form of harassment (emotional, physical or verbal) or bullying from anyone; this includes children, parents, staff or colleagues. Staff will make every effort to create a tolerant and caring environment. Bullying behaviour is likely to occur on occasion and the Club recognises this fact. In the event of such incidents the management and staff will address these issues thoroughly and sensitively, children will be encouraged to report all incidents of bullying to staff and staff must report all incidents to the management team. Victims of bullying will be helped and supported and kept under close supervision. The bully will be encouraged to discuss their behaviour and think through the consequences of their actions. Persistent bullying may require more serious action which may lead to exclusion from the Club.

### **Child Health (Illness and Administering Medication) Policy**

If your child is unwell, it will be necessary for you to arrange alternative care for your child until your child is well. We cannot accept children in the Club who are unwell, in line with school practices, as infections may affect both children and staff in the setting. It is the duty of the parent to inform the Club of any infections at the earliest opportunity. Please provide details of any urgently necessary first aid or emergency medical treatment that may not be given to the named child on the Registration Form.

To safeguard the health of all staff and children in our care, the manager and nominated first aider will deal with illnesses efficiently and safely. Parents will be notified if there has been a suspected risk of cross infection and a list of infectious, notifiable and communicable disease will be provided.

If your child becomes unwell whilst in our care, the manager will contact parents to inform them of the situation and to arrange immediate collection of your child.

Where medication needs to be administered, medication will never be given without Permission to Administer Medicine form (Consent for Administering Medicine -Medicine Release available on the school website) being completed by a parent. Explorer's staff can only administer medication that has been prescribed by a doctor, dentist, nurse or pharmacist, non-prescription medicines will not be administered by staff under any circumstance. However, if a medicine contains aspirin we can only administer it if it has been prescribed by a doctor. All medication provided must have the prescription sticker attached which includes the child's name, date, type of medication and dosage. Parents are responsible for asking for the medicine end of each session in order that it may be taken home.

A parent must complete a new Permission to Administer Medication form if there are changes to a child's medication (including change of dosage or frequency) and each time a medication is prescribed. Please see our Administering Medication Policy for full details. Please note that in line with Southfields Primary School policy we will only administer prescription medicine that needs to be taken more than four times per day and we cannot refrigerate medicines.

**Complaints Policy and Procedure - please also see our full Complaints Procedure Policy**

Explorers Club hopes that you will be pleased with the provision that your child receives. If at any time you have any concerns or are unhappy with any aspect of the care provided or are concerned about the conduct of a staff member, please do not hesitate to see the manager; it is their responsibility to investigate any complaints made. If formal discussions of a complaint or problem have not produced satisfactory resolution parents should put their complaints to the school in writing. If you feel your concerns cannot be discussed in Club, please do not hesitate to contact Mrs Martin. The school will respond to any written concerns or complaints following guidance in the school's policy and try to make a resolution to the matter as soon as possible. During the process parents will be updated with information following guidance and appropriate information sharing. If a complaint carries a child protection concern the manager will inform the Designated Safeguarding Lead (DSL) / Child Protection Officer and follow procedures as necessary. Parents can make a complaint to Ofsted if they are still not satisfied after following the school complaints policy.

**Exclusion Policy – please also see our full Behaviour and Discipline Policy**

Explorers Club is committed to dealing with negative behaviour wherever possible. Disruptive or challenging behaviour will be dealt with promptly. If further action is necessary, including reviewing a child's place at the Club, staff will firstly explain to the child involved why their behaviour is unacceptable and the consequences of further incidents. Children will be encouraged to discuss their actions. A repeated warning will be discussed with parents and staff. If all actions taken fail, the child may be temporarily suspended. After a suspension has taken place, the manager will arrange a meeting with the Club and parents to discuss the incident and agree an action plan, a possible return to the Club or an exclusion. In the event of a serious incident it may be necessary to remove a child from the setting. Parents will be contacted to collect their child immediately. In all cases management and staff shall record all incidents and will discuss any actions with parents punctually.

We reserve the right to give one months' notice to terminate membership if negative behaviour continues.

**Inclusion Policy – please also see our full Behaviour and Discipline Policy**

The Explorers Club aims to provide care with the inclusion of all children. The Club aims to introduce an inclusive play care centre model and to train all staff to ensure quality care is provided to meet the needs of all children, identifying their needs, working with parents and other agencies enabling children to play, be active and have an equal part in the Club activities. The Club hopes to provide a service that is equal to all children opening opportunities through careful planning and preparation.

**Personal Belongings Policy**

Parents are asked to encourage their child to take responsibility for their belongings. We ask that children do not bring personal items into the Club and we cannot be held responsible for any lost items. Unfortunately for Health and Safety and procedural reasons once at the Club children are not permitted to enter or re-enter the main school even with their parents or a member of staff. Any forgotten items should be collected the when school re-opens the following day (at 8.40am / after Breakfast Club).

**Photography Policy**

To ensure we meet the General Data Protection Regulation (GDPR) requirements we need your consent to take and use photographs of your child. We really value using photographs of pupils to be able to show to others what children do in school and at our club. We would like your consent to take photographs (please see the Registration form to select your permissions) to use on the school website, in published materials such as the Explorers newsletter, internal displays and evidence portfolios, however if you do not wish us to use images of your child, we will accommodate your preference. If you change your mind at any time about these permissions, please contact the school office. Parents and visitors are not allowed to take photographs or video record at the club.

**Play Policy**

Explorers Club aims to provide a wide, varied range of activities to meet the needs of all children to develop their emotional, social and physical skills. Activities will be carefully planned allowing children to create and explore, whilst learning and achieving. Children will be consulted and encouraged to take part in the preparation and planning of activities, staff will be encouraged to support and involve children and recognise a child's achievement. Explorers Club provides children with a wide range of structured play opportunities, activities, games, indoor and outdoor play equipment and resources to meet the needs and interests of all children. Staff are happy to discuss any play or activity ideas that parents suggest.

### **Racial / Anti-Discrimination Policy**

The Club will ensure that all persons are valued. Individuals will be encouraged to treat others with respect regardless of the race, colour, sex, nationality or ethnicity. The Club will ensure that cultural and religious needs are met. If staff or a child are aware of an incident of racial harassment or discrimination, they will be encouraged to report the incident to management. Any allegations will be investigated thoroughly and steps will be taken to ensure this does not happen again. All incidents will be recorded and reported to parents/ carers. In all cases, racial harassment or discrimination will not be tolerated and may result in exclusion from the Club.

### **Safeguarding Policy - please also see our Safeguarding and Child Protection Policy**

Explorers Club believes that children have the right to be completely secure from both the fear and reality of abuse.

We are committed to safeguarding all the children in our care from harm. Every member of Southfields School or Explorers Club staff who has a concern relating to safety, welfare and protection of children within their care, has a duty to report this in accordance with the school's child protection policy, without obligation to inform parents that a report has been made. Our appointed Child Protection Officers have undertaken appropriate training and have relevant experience and expertise. The Designated Child Protection Officers will be responsible for liaising with social care, the local children's safeguarding board and Ofsted regarding any child protection matter.

### **Settling In Policy**

Once Explorers Club has confirmed a place is available for a child, parents are welcome to visit the club

New children will be introduced to all the staff and children, informed about the setting routines and the programme of activities and all relevant policies will be explained. Children will be shown and introduced to the Club, its surroundings, ground rules and facilities often by another club member. Staff will supervise the children at all times, working closely with new children. If a child is having any problems or are generally unhappy, we will discuss this with the child's parents. Parents are encouraged to speak to staff if they have any queries or concerns.

All children new to or re-registering with the Club will be offered an induction / trial period place of one month (approximately 25 sessions). After a successful induction period and after assessment full membership may be offered.

The Club is designed to support children's spiritual, moral, cultural and social needs however if the induction period has not been successful, we may re-evaluate the membership, for example we may need to consider the staff to child ratios for the safety of all. For more information please see our Behaviour, Equal Opportunities and Bullying Policies.

### **Special and Additional Needs Policy / Procedure - please also see our full Special and Additional Needs Policy and Procedure**

Explorers Club is fully aware that some children have special educational needs and disabilities that may require particular support or assistance. We recognise a wide range of needs, learning difficulties, emotional, social behaviour and physical difficulties.

Explorers Club is committed to the inclusion of children with special educational needs and disabilities; giving everyone the right to play, learn and develop to their full potential. Whenever possible children with special needs or disabilities will have access to the same facilities, activities and opportunities as others. Explorers Club may seek the advice from our in-house SEN / Welfare Teams, Peterborough SEN/ disability development support officer when needed.

Please complete our Annual Registration form providing as much information as possible regarding your child. Explorers Club does not have access to Southfields Primary School records and we rely solely on the information provided by the parent or carer on our Registration Form.

If a child has an Education, Health and Care (EHC) plan we ask that parents please share this with the club, in order that we can understand and meet the child's needs.

Please note we are unable to offer children personal care including toileting, washing, changing and cleaning without prior arrangements.

## Membership

Membership Numbers 2023/24 / 160 total

Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
20	20	25	25	25	25	20

### Registering and Reregistering your child

Registration forms are completed online. Please see our website.

Registration of pupils is essential before children can join the Explorers Club or parents can pay for and book sessions online via ParentPay. If a place is not available, we can add your child's details to our waiting list.

Once Explorers Club is in receipt of, has accepted and has processed your child's fully completed annual registration form we will email you inform you of your place and issue your password. Your password is essential for Safeguarding, please share the password with all contacts named on the registration form. The named child should not know the password. If you have not had a response from the club within ten working (school) days, please contact the school or the club after checking your Spam folder.

Parents are required to complete a registration form which contains personal data and information that we are legally obliged to retain, until the end of the school year (end of July). As per the Data Protection Act 1998, all personal data shall only be used for the purposes of this agreement at Southfields Primary School and Explorers Club.

By signing the Registration Form the parent agrees to Southfields Explorers Club using the personal data provided in relation to administration of the Breakfast and After School club provision and in case of an emergency. Please note that Explorers Club does not have access to your child's school records - we rely solely on the information you provide on the registration form.

Your "signature" confirms you have read, understood and accept the Explorers Club Terms and Conditions from the Parent Information Handbook (this document)

Please ask the manager if you would like help in completing the form.

Annual membership runs from September to July. All members are required to complete a membership renewal form (available in June each year). Renewal is not automatic and cannot be guaranteed. It is the responsibility of the parent (not the club) to ensure that membership is renewed and that renewal forms are fully completed and returned to the club on time. Members that do not renew by the mandatory date will be automatically removed from our register at the end of the summer term, however, we can add you to our waiting list at your request. Bookings cannot be made unless the Club is in receipt of and has processed your child's completed Annual Registration Form. The information will be stored securely in accordance with GDPR (May 2018), for the duration of time your child is enrolled in our club (one year) at which point it will be destroyed securely. It is the responsibility of parents to ensure that this information is kept up to date - please inform the Club manager of any changes to the information you have provided.

Please note that after any period of six weeks of not using the club we reserve the right to withdraw membership; members will be taken off the register and access will be removed from ParentPay to allow other parents (from our waiting list) who need admission to access the club.

#### **Please:**

- ✿ complete one Annual Registration Form per child,
- ✿ use the spaces provided to provide details of any medical or dietary needs, allergies or any individual needs the named child may have e.g. SEND, Religious or Behavioural Needs,
- ✿ indicate if you would like Breakfast, After School or both Clubs,
- ✿ allow ten working (school) days for the form to be processed and note that bookings cannot be made unless Explorers has processed your child's completed registration form.
- ✿ be aware that the club does not have access to your child's school records and we rely on the information you provide on our Registration Form.

#### **Charging, Admissions and Fees (Payment and Booking) Policy – September 2023:**

Breakfast Club daily session charge (including <i>light breakfast</i> )	£4.00 per child
After School Club daily session charge (including <i>small snack</i> )	£8.00 per child

Once the Registration Form has been processed parents will have access to online booking and will be able to book places online through ParentPay. **Please note: invoices are not raised – payment is prepaid at time of booking.** Any sessions booked without prior payment will be automatically cancelled by ParentPay if sufficient funds are not available, regardless of payment method.

Vouchers can be used as payment to the school who will credit the ParentPay account when payment has reached the school's bank account. **Please allow at least ten business days for electronic fund / voucher transactions to process.** Information regarding voucher schemes is available from the Finance Secretary (rachelbuck@southfields.peterborough.sch.uk).





If you book any sessions without prior payment please be aware that although you may receive a booking confirmation from ParentPay your place is only temporarily reserved, not booked, until payment is made. ParentPay's system will automatically cancel the booking if you do not have sufficient funds in your account.

Please note this applies to all payment methods including all childcare voucher schemes, Childcare Grants, Parents' Learning Allowance and any other finance or benefit packages such as Child Tax Credits, Universal Credit or Tax-Free Childcare, for example. The Club is not made aware if a booking has been reversed so unfortunately if this happens your child will not have a place for that session and you will need to make alternative arrangements for your child. Please always review your reservations and payments.

**In order to comply with Health and Safety Legislation, Fire Safety rules and for safe staff to children ratios the Club has space for an agreed number of children for each session and therefore cannot guarantee to take pupils not booked into the sessions or on the daily register.**

We must stress that, to meet legal staffing ratios, it is essential that places arranged / booked in advance. If your child's name is not on the register the Club cannot guarantee a place and you will need to arrange alternative provision or immediate collection (a holding fee of £4.00 per 5 minutes may apply). However, we might be able to offer you a place if one is available and safe staffing ratios allow this, providing there are available funds in the appropriate account to pay for the session, but must stress that we cannot guarantee a place will be available.




**Therefore we strongly advise that you always:**

-  ***book and pay promptly in advance to secure a place,***
-  ***ensure that you have sufficient funds in the account to cover the cost of the booking,***
-  ***check your booking to ensure it is confirmed and paid for.***
-  ***screen shot (take a picture of) your bookings in case of any queries.***

**The club is booked on a first come, first served basis.**

**Once all available places are fully booked and paid for or at a maximum staff to children ratio legally the Club cannot offer any additional spaces and we cannot guarantee places for any more children even if ParentPay has accepted the booking. We will alert you to fully booked sessions as soon as we possibly can.**

Please note we are unable to accept children into our clubs (you will be telephoned to collect your child) that are:

-  ***unwell;***
-  ***have exhibited poor behaviour in school on the day of the booking;***
-  ***have not attended school on the day of the booking,***

### **Booking deadlines**

Please book Explorers Club in advance on the Wednesday (before midnight) of the week prior to the date of the required session/s, for example:

Monday	Tuesday	Wednesday	Thursday	Friday	
1st	2 <sup>nd</sup>	3 <sup>rd</sup>	4th	5 <sup>th</sup>	book and pay before Wednesday 3rd
8th	9 <sup>th</sup>	10 <sup>th</sup>	11th	12 <sup>th</sup>	for the week beginning Monday 8th




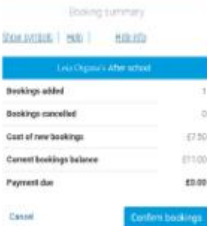
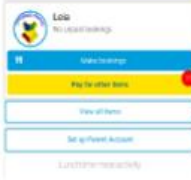
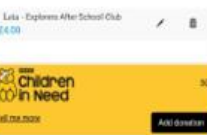
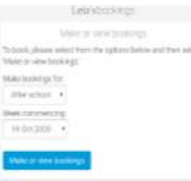
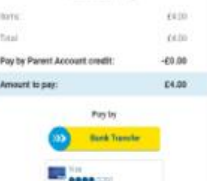
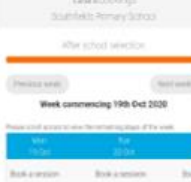


## How to book on ParentPay

The process below was performed on a mobile device but is almost identical (screenshots may vary slightly) from a laptop, PC or Mac.

Please note that booking our clubs follows the same procedure as booking a school dinner.

Open up your web browser (Chrome, Safari, Edge, Firefox etc.) and follow the instructions:

Type in the navigation bar <a href="http://www.parentpay.com">www.parentpay.com</a>		The day will then be highlighted in green as shown and a confirmation of number of bookings and cost is now listed below.	
You will be directed to the screen on right		Once you are happy click the blue "Confirm bookings" button.	
Click the top right yellow button "Login"		This will load the payment page where you can choose your payment method or if you have any account credit this can be used instead.	
This will take you to the screen where you will need to input your email address and password.		If you have already stored your card details you can simply click on the card and it will take the payment.	
Fill in your details		Once this is complete you will receive an email confirmation of your booking.	
Then click the yellow "Login" button.			
This takes you to the screen main screen to view bookings or pay for trips etc.			
You will need to click on "Make bookings"			
You will then need to click on the drop down box "Make booking for" and select After School			
Do the same with the box below change this to the week you would like to book. Then click "Make or view bookings"			
You can then select the days you wish to book by clicking on the grey "book a session"			

## Booking, Payments and Late Collections – please be aware:

- ✱ payment must be made in full at point of booking and if sessions are booked without prior payment or without adequate funds in the ParentPay account (regardless of payment method) the booking will be automatically cancelled,
- ✱ Explorer's Club is not notified by ParentPay that a booking has been reversed or cancelled,
- ✱ bookings are on a first come, first served basis and that when a session is full or at a maximum staff to children ratio, the Club cannot guarantee a place for your child,
- ✱ if a session has not been prepaid or if your child's name is not on the register the Club cannot guarantee a place for your child. If this occurs parents will need to arrange alternative provision or immediate collection (a holding fee of £4.00 per 5 minutes may apply);
- ✱ late collection fees apply and parents should contact Explorers Club if they are going to be late. Late pick up fees must be paid within 1 week of late collection date. Late collections are recorded and if parents are repeatedly late, the child may lose their place at the Club.

## Please note that Explorers Club strongly advises you:

- ✱ to book and pay promptly in advance to secure a place,
- ✱ to ensure that you have sufficient funds in your account regardless of payment method,
- ✱ not to book sessions without prior payment (as ParentPay automatically cancels unpaid bookings),
- ✱ to always check your bookings to ensure they confirmed
- ✱ to take a screenshot of your bookings

### **Dropping Off and Collecting Your Child / Arrivals and Departures / Visiting parents**

Children are dropped off and collected through the white framed door at the front of the building, just past the main school office entrance. Children arriving at or departing from the club must be supervised by someone aged over 16 that is named on the Registration Form. Please press the doorbell and a member of Explorers staff will answer the door.

No child will be allowed to arrive at or leave the club unaccompanied. Please note that 'Walk To or Home From School' passes are not valid at Explorers Clubs.

**Please be aware that when staff are busy with the children (administering First Aid for example) or if we are playing outside you may have a short wait before staff can answer the door.**

You must inform the Club if someone else (other than the primary and secondary contacts named on the registration form) is collecting your child as unknown persons will not be able to collect your child without prior notice. Please ensure that all persons authorised to collect your child know the password and bring identification with them. It is your responsibility to ensure all persons with permission to collect are known to your child, are aged over 16, are able to care for your child and that they have current insurance, a valid MOT and comply with car seat laws when collecting your child in a vehicle.

Parents cannot be stopped from collecting their children unless relevant documents are produced i.e. court orders, or there is police or social services involvement.

Please leave the club promptly as this helps us to monitor who is site, not only for your safety and the safety of the children attending the club but also in order to comply with Health and Safety legislation and Fire Safety rules. Unfortunately for Health and Safety, Safeguarding and procedural reasons once at the Club children are not permitted to enter or re-enter the school buildings with their parents or a member of staff. After signing out we cannot provide children with access to toilet facilities.

### **Emergency Bookings**

We will, whenever possible, make an emergency booking for you if you need a session at short notice. A snack will be provided; however, we cannot guarantee the snack offered will be the same as the club's daily menu. To make an emergency booking please telephone the school office on 01733 562873. Please ensure that there are sufficient funds to cover the session cost in the relevant ParentPay account (£8.00 per child per hour).

### **'Signing' Your Child In and Out Of the Club**

Explorers Club staff use an electronic register to record arrival and departure times. In lieu of signing a shared paper register (as formerly used), please wave at staff to acknowledge drop off and collection. We reserve the right to reintroduce a paper register in the future and if reinstated we will ask parents to enter the arrival or departure time that applies and a signature to the paper register.

**Please THINK before you PARK!** The safety and welfare of all our children is paramount. When dropping off or collecting your child please use the Park and Stride car parks located at Glatton Drive or Stanground Community Centre, both a short walk away. In line with the Highway Code please do not park on double yellow lines, on white zig zags / diagonal stripes or in front of resident's driveways. This helps to keep the entrance to school free from congestion and ensures local people are not inconvenienced by school traffic. Please dismount from cycles, scooters etc. at the school gates and walk along the paths provided to enter and exit the school site. Never walk or ride across the car park or along the road or driveway.

Southfields School car park is not a public car park; however Mrs Martin has temporarily offered our members **5 minutes** of parking in the school car park to drop your child off at or collect your child from Explorers Club. Please be aware that the school car park is designated for a large number of staff vehicles and has delivery lorries, visitors and taxis in and out all day. The **speed limit in Southfields School car park is 5 miles per hour** and users of the school car park do so at their own risk. Please escort your child to and from your vehicle to our door. Please be aware that Explorer's staff do not have access to the car park intercom buzzer and cannot raise the car park barrier; as such we are unable to assist persons using the school car park.

### **Cancellations and Reimbursements (made to the child's ParentPay account)**

You can cancel bookings and receive a reimbursement up to ten days in advance of the start time of the booking yourself using ParentPay. We can cancel a booking for you and reimburse the charge to your ParentPay account providing you have given us at least 72 hours' notice before the start time of the booking



- please contact the school office or the club via DOJO, email or by telephoning the school absence line (01733 562873). A cancellation (or request to substitute or swap booked sessions) made with less than 72 hours' notice will not be eligible for reimbursement and will require full payment to the club, unless exceptional circumstances apply and at the manager's discretion.

For Safeguarding reasons, if your child is booked into the club but no longer needs to attend, please Dojo the child's class teacher and the club to let us know that your child will not be attending Explorers.

### **Late Collections**

Parents are asked to contact the school (on 562873) or Explorers Club (during Club opening hours on 562873 extension 216) and make alternative arrangements for the collection of your child if you are unable to collect or are unavoidably late. Children that are collected from the Explorers Club late (later than the Club closing time) will generate an additional fee. Please note late collection charges will apply even if children are not collected due to parent / teacher conversations including parent's evenings, or due to any meetings, activities and events that have unexpectedly overrun including those held at Southfields Primary School. Charges are levied towards the cost of school staff and a member of Senior Management all of whom are required to remain at the Club past their usual working hours until all children have been collected.

The late pick-up charge is £4.00 for each 5 minutes of lateness entered *per child*. That is, £4.00 when the club closing time (5.30pm) has passed and a subsequent £4.00 for each five minutes *per child* until the child/children is/are collected. The fees will be added to your child's ParentPay account. Please ensure you have enough funds in your account to promptly pay for this charge (within one week of late collection date) and all future bookings, as ParentPay prioritises settling late fees and unfortunately may automatically cancel bookings if sufficient funds are not available.

### **Managing Persistent Lateness**

The manager will record incidents of late collection and will discuss them with the child's parent.

Parents will be reminded that if they persistently collect their child late, they may lose their place at the Club. The manager will provide information detailing why the child's place is at risk and if late collections persist, the manager will contact parents to inform them of the cancellation of membership.

We reserve the right to give one months' notice to terminate membership if fees (such as Late Collection Charges) are outstanding or if there are more than 3 incidences of late collection recorded.

***Please note that we open and close by the time shown on our clock which is regularly checked to ensure accuracy.***

### **The Explorers Club Menu**

Whilst in our care children will be provided with a *light breakfast* in the morning and a *small snack* after school, all freshly prepared by our school catering team. We provide options which rotate as part of the Breakfast Menu and After School Snack Menu. Sometimes a pudding may be offered - please note that it is our rule not to offer a dessert or 'afters' to a child that has not eaten the savoury snack option first. [Sample Breakfast Menu](#) Toast / Cereal, [Sample After School Snack Menu](#) Beans on Toast / Pasta / sandwiches.

### **Special Dietary Needs – e.g.: Lactose or Gluten Intolerance**

Explorers Club is happy to work with parents regarding any special dietary needs. Please complete the dietary needs section of the registration form with as much detail as possible to inform us of your child's requirements. If your child has a dietary need, please support us by booking at least two weeks in advance of the required session and inform the school office or the Club of any cancellations - this gives the catering team time to source or order in any ingredients or foodstuffs to meet your child's specific dietary needs and helps to avoid unnecessary food waste.

Please note we are unable to accommodate personal food choices or preferences (likes and dislikes).

### **Contacting the club**

You can contact the club during Explorers Club opening hours (7.45 to 8.40am and 3.10 to 5.30pm) on 562873 extension 216. Alternatively you can leave a message with the school office or DOJO the school office or DOJO Explorers club.

Please note that Mrs Johnson (Explorers Manager) works during Explorers opening hours Monday to Thursday (AM and PM) and Friday (AM only) plus one hour per week. Any messages received after 5.30pm on Thursdays may not be read until the following Monday.

# Southfields Primary School Explorers Club

## ‘Exploring New Horizons’

### Our Club Mission Statement and Aims:

This statement outlines the service that children, parent /carers and the community can expect from our setting, and the values that inform our work. Our club aims to:

- ✳ Provide high quality care for children in a happy, safe and stimulating environment where all children can play, learn and develop.
- ✳ Deliver a programme of varied, fun, educational and interesting activities that promote each child’s social, physical, moral and intellectual development.
- ✳ Access to a variety of facilities and equipment under safe and supervised conditions.
- ✳ An environment where no child is bullied or suffers discrimination in any form.
- ✳ Meet the needs of parents and keep them informed of any changes to this document and our policies and procedures, including opening times, fees / charges and programmes of activities.
- ✳ Sharing and discuss with parents their child’s achievements, experiences, progress and friendships, along with any difficulties that may arise.

<b>Exploring</b>	– Encourage pupils to <b>E</b> xplore the world
<b>Excellence</b>	– Aspire for <b>E</b> xcellence
<b>Playing</b>	– Understand the importance of <b>P</b> lay in learning
<b>Learning</b>	– Build good <b>L</b> earning behaviours for life
<b>Outstanding</b>	– Reaching <b>O</b> utstanding in all we do
<b>Respect</b>	– Showing <b>R</b> espect for those around us
<b>Engaging</b>	– Providing opportunities and a culture of <b>E</b> ngagement
<b>Reach</b>	– Aim high and <b>R</b> each for our dreams
<b>Smile</b>	– Be happy in what we do and <b>S</b> mile often

### Useful information and telephone numbers:

Southfields Primary School	01733 562873 Email: <a href="mailto:office@southfields.peterborough.sch.uk">office@southfields.peterborough.sch.uk</a>
LADO (Local Authority Designated Officer)	01733 864038
OFSTED (registered 01/09/2015 number: 110691)	0300 123 1231
Peterborough Social Services	01733 747474
Peterborough Safeguarding Children Board	01733 864170

