

BOURNVILLE

AFTER SCHOOL CLUB

Information Pack

Chris Coley - After School Club Manager

Emma Such - Deputy Manager



Bournville Village
PRIMARY SCHOOL

If you have any Queries, please contact Chris Coley on:
07923672992 or email bournvillafterschool@hotmail.com

Bournville Village Primary School provide a fun, extensive after - school club programme in a safe, secure and relaxed environment.

Bournville After School Club ensures the club provides high quality after school provision. This includes skill-based activities, as well as fun recreational activities whilst offering excellent value for money. Most of the After school club staff work at the school during the day so will know all the children.

All of our staff have significant experience of working with children and undertake professional development training. All staff members have appropriate DBS checks.

ACTIVITIES - ALL ACTIVITIES LED BY EMMA/CHRIS AND AFTER SCHOOL CLUB STAFF

All activities will take place in both the Elizabeth building - Key Stage 1 and George Building - Key stage 2 and outdoor areas. Children will be collected from their class after school by Bournville After School Club staff for registration.

To enhance the programme, we now have:

- A range of outdoor activities in playground
- Fun, skill-based specialised activities including multi sports and creative design.
- Regular games including board games, jigsaws, table football, Nintendo Wii and DS's, iPads and dolls and pushchairs and many more!
- Use of library
- Huge outdoor sandpit area
- Astro turf multi-activity pitch

Children are provided with unlimited drinks and a biscuit. Children can also bring in their own snacks or packed lunches.

We ask that NO NUTS or nut products are given. We kindly ask that grapes given to infant children are cut, at a minimum, in half-length ways to reduce the risk of choking. **Thank you!**

REGISTRATION/BOOKING YOUR PLACE

NEW RECEPTION INTAKE

If you have not already registered then please email:
bournvillafterschool@hotmail.com - Thank you!

CHILDREN NEW TO CLUB

If you are new to Bournville After School Club and would like your child to attend, please contact Chris Coley on 07923 672 992 or email bournvillafterschool@hotmail.com for further information and to check availability.

CHILDREN WHO ALREADY ATTEND

One week before the end of each half term you will receive a text message asking for confirmation to continue with current days for the next half term. A cut-off date will be stated by which you will need to have confirmed your places with us. After the cut-off date places not confirmed could be offered out to other children on the waiting list; any requests for changes to places will be noted and offers made where there is availability.

If you have not received your booking message or a 'thank you' reply by the cut-off date you must get in contact with Chris as we may not have received your message and will not be able to guarantee your current places.

*ad-hoc booking of days can only be accepted if there is space available.



TIMES AND COSTS

AFTER SCHOOL CLUB

Run up to 5.00pm every day. The cost is £8 per session* siblings 50p discount off costs per session.

CHILD CARE AFTER 5.00PM

We offer a late service session for all children up to 5.20pm. The cost is £3.00 per session.

Bournville After School Club is Voluntary Ofsted Registered. This will allow parents to use Child Tax Credits and Childcare vouchers. Parents looking to use vouchers or Child Tax Credits please speak to Chris.

PAYMENTS TYPES

Vouchers, online banking (details provided in confirmation text)* please note we cannot take payments through parent pay.

COLLECTION DETAILS

PICK UP

Pick up will at 5pm from designated entrance (see below). If you need to pick up before 4.45 please use After School Club entrance in junior playground and ring bell. After 4.45 you must wait for the 5.00pm dismissal.

LATE PICK UP - 5.00PM TO 5.20PM

Pick up will at 5pm from designated entrance (see below). If you need to pick up before 4.45 please use After School Club entrance in junior playground and ring bell. After 4.45 you must wait for the 5.00pm dismissal.

GROUPS	PICK UP POINT
Reception, Years 1 & 2	Main Infant entrance
Years 3, 4, 5 & 6	Main Junior Playground

TERMS AND CONDITIONS

SAFEGUARDING

After School Club have a responsibility and duty of care to ensure the safety and wellbeing of all children who attend. All After school club staff are DBS checked and are experienced in their particular field. Staff have taken first aid courses and have covered issues on child protection/safeguarding fire procedures, and regularly attend training to keep these updated.

Both Chris Coley and Emma Such are DSL (Designated Safeguarding Leads) trained. If you have any concerns regarding any child protection matters, or any further issues positive or negative with the club, please speak to Emma or Chris and we will ensure we resolve the issue.

COLLECTION OF CHILDREN

Bournville After School Club closes at 5.20pm. If, due to unforeseen circumstances, you are going to be late, please contact the manager/deputy as soon as possible on **07923 672 992**.

If you do not collect your child by 6.00pm, and the club has been unable to reach you or any of your emergency contacts, Bournville After-School Club will follow its Uncollected Children Policy.

POLICIES AND DATA PROTECTION

Information held by Bournville After-School Club will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals

Bournville After School Club holds a range of policies and procedures which are available for reference at the club.

PAYMENTS/BOOKINGS

Parents/guardians need to book their children into the club on a half termly basis and will pay promptly for all booked sessions whether their child/ren attends or not (e.g. due to illness or holidays).

Children can be booked in for as many days as needed but must sign up and pay for these days for the full half term.

We do not charge for bank holidays and professional training days.

Please ensure that fees are paid promptly (within 2 weeks of start date). Non-payment by the end of the half term may result in your child's place being terminated (where an agreement hasn't been made with Bournville After-School Club). If you are having difficulty paying fees, please speak in confidence to the Manager.

After the cut-off date, places not confirmed could be offered out to other children on the waiting list; any requests for changes to places will be noted and offers made where there is availability.

BEHAVIOUR

We encourage appropriate behaviour through praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately. 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.

CONTACTING US – DAILY QUERIES

Bournville After School Club Mobile Number: 07923 672 992

Between 3.05pm - 3.45pm all club staff are collecting children and are unable to take calls or text messages.

If you have any queries please leave a text message and we will reply as soon as possible. Messages are picked up in the morning up to 8.45am, between 1.30 - 3.05pm and after 3.45pm.

Between 3.05pm - 3.45pm all club staff are collecting children and are unable to take calls or text messages.

If you are not attending After School Club that day if you could please let us know by text ASAP.

CONTACT INFORMATION

Bournville After School Club
Bournville Village Primary School
Linden Road
Bournville
Birmingham
B30 1JY



Club mobile number: **07923 672 992**

(Please leave a text message if there is no reply).

Email Address: **www.bournvilleafterschool@hotmail.com**

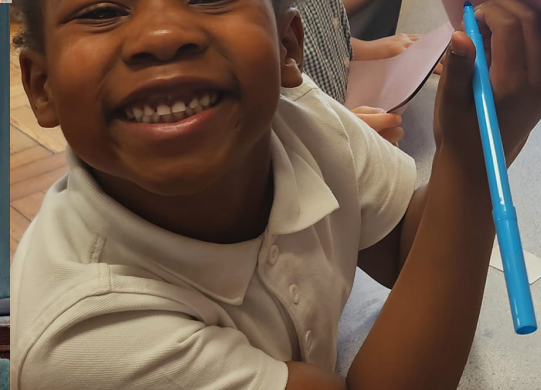
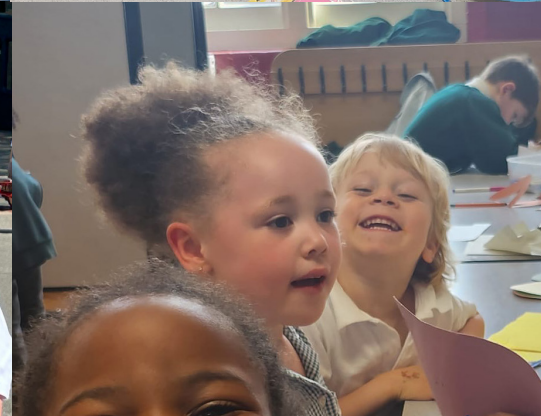
Ofsted Registration No: EY493088

Key Staff

Director & Manager: Chris Coley

Safeguarding Lead: Chris Coley/Emma Such

Deputy Manager: Emma Such



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07923672992 or email **bourvilleafterschool@hotmail.com**