

Welcome to Highbury Quadrant Primary School Extended School Services

Ofsted number: EY333535 / 100431

Our aims and vision:

Highbury Quadrant is committed to providing a wide range of exciting activities outside of the normal school day, designed to support learning, raise school standards, promote healthy lifestyles, as well as meeting the needs of parents.

Our policies are based upon a firm belief in equal opportunities for all children regardless of race, gender, colour or disability.

Highbury Quadrant Extended School Services (Out of Hours Club) provides childcare to children **aged 3 – 11 years**. Our friendly, qualified and experienced staff operate a Breakfast and After School Club which provide healthy food, as well as a wide range of indoor and outdoor activities. These include art, crafts, board games, computer day, movie night, construction games and sports (please see attached play-centre timetable and sample menu).

Opening times:

Monday - Friday (term time only), excluding bank holidays and school INSET days.

Breakfast Club (Years 1 – 6):

7.45am - 9am (includes breakfast)

£3.00 per day

Breakfast Club (EYFS):

8am - 9am (includes breakfast)

£3.00 per day

After School Club (EYFS – Year 6):

3.30pm – 5.55pm (includes a healthy light meal), **children must be collected before 5.55pm**

£9.00 per day, first child

£7.50 per day, second child

£5.00 per day, third child

3.30pm – 4.30pm (includes a healthy light meal), **children must be collected before 4.30pm**

Staff will adhere to the individual children's dietary needs.

Registering for a place:

In order to register a child, parents should complete the Extended School Services Registration Form which is available from the school office or the Out of School Hours Manager (Fran Wood). The registration form **must** be completed before your child can start at Highbury Quadrant Extended School Services. Please note that places are limited and you may not be offered a place straight away.

Booking and paying for Extended School Services:

Once the completed registration form has been returned to the Extended School Hours Manager, you will be sent a password for the online School Money payment system. **Places should then be booked and paid for in advance using this.** Parents/carers have until midnight the day before the place is required to book. **Payments must be kept up-to-date** and failure to do this will result in the child/children not being allowed to attend either Breakfast and/or After School Club until any arrears have been paid for.

Child collection:

Your child's safety is paramount. The school operates a range of procedures to ensure that children are kept safe and do not get lost.

Parents/carers **should sign out the daily register**, to confirm that they have collected their child. Only parents, carers or named persons on the registration form will be permitted to collect the child. ***Please note** that due to Covid 19 we aren't currently asking parents to sign a register when they collect their child(ren).

If the child is to be collected by someone who **does not** normally pick the child up, parents/carers will need to provide a name, contact number and description of the adult to the Extended School Hours Manager. A password may be arranged with the parent, which will be given to staff and the person collecting the child.

Sickness and medication:

Only prescribed medicines that relate to a specific illness will be administered by Highbury Quadrant Extended School Services staff. The staff can only administer medicines that have been prescribed by a doctor and authorised by a parent. Please see the OSHL Medicine Policy for further information.

If your child is ill, then please keep them at home. Children are happier with their families if they are ill and if they have a contagious illness it limits the spread of infection.

The Extended School Services Manager reserves the right to refuse admission and/or make arrangements for a child to be collected early if staff considers them too unwell to cope with the activities. Please refer to the OSHL Sick Child Policy for further details.

Accidents:

We make every effort to explain how bumps and grazes occurred when you collect your child. Minor accidents and injuries are dealt with by a qualified first aider and are entered in the accident book. You will be informed of the accident when you come to the setting and asked to sign the accident book.

Behaviour:

It is essential for everyone to feel safe and to be able to work together in a friendly way. Whilst at Extended School Services we expect children to use socially acceptable behaviour and comply with the OSHL Positive Behaviour Policy. We have clear boundaries for all children and emphasise positive behaviour at all times.

Clothing and belongings:

All children are required to wear full school uniform with shoes suitable for running and climbing. It is very important that your child's name is on all items of clothing. Please be aware that we cannot take responsibility for the loss of or damage to property. We advise parents/carers to provide spare clothing for children that occasionally have toilet accidents.

Working with parents:

We recognise that you are your child's first educator and we value the expert knowledge you have. We welcome any ideas or suggestions that you might have about the Extended Day activities. We encourage parents to raise any concerns at an early stage so that issues can be resolved quickly. If you have any complaints, please ask to speak to the Out of Hours Manager. If the complaint cannot be resolved, you can make an appointment to speak to the School Head Teacher and make a formal complaint.

Safeguarding:

We always ensure that children are well supervised, both inside and outside. We provide a staffing ratio to meet safeguarding and welfare requirements, including the Early Years Foundation Stage Framework to ensure that children have sufficient individual attention and care. Our staff are appropriately qualified and police checked (DBS).

We are committed to working in partnership with parents and making the welfare of the child(ren) our first priority. We encourage parents to raise any concerns they may have with a member of staff and if necessary the School Safeguarding Lead.

Policies:

If you would like a copy of any of our policies please contact Out of School Hours Manager, the school office, or visit: <http://www.highburyquadrantprimary.co.uk/hq-policies>

We hope the welcome booklet will give you all the information you need. We will be happy to answer any further questions or help with any problems, if they arise.

Thank you.

Head Teacher: Terri Higgins

Out of School Hours Learning Manager: Frances Wood

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