



# BEFORE & AFTER SCHOOL CLUB

INFORMATION BOOKLET 2023-24



THE  
**KINGSLEY**  
SCHOOL

"I love After School and Breakfast Club because we have parties and games nearly every week. Also, I love it when we get the parachute and play outside."  
Neave, age 10

"I enjoy it when we have activities, parties, and I love 'The Famous Five'. I also enjoy playing on the computer and eating!" Alice, age 8

"My favourite tea is hot dogs, and I like playing with the other children. We do fun things together. I also like playing on the computer." Noah, age 9

"I love the tea club because of all the fun activities. I loved it when we made pompom flower bouquets for Mother's Day." Emily, age 6

## INTRODUCTION

The Kingsley Preparatory School offers a caring, friendly, secure, supportive, fun and enjoyable environment for pupils requiring care before and after school hours.

Our experienced staff are passionate about providing a range of diverse and stimulating provision, catering for children from Reception to Year 6. We aim to help children develop their full potential through positive, social, emotional, physical and intellectual experiences. We hope to foster confidence, creativity, independence, a sense of responsibility and respect for others.

Activities include arts and crafts, biscuit decoration, puzzles, quizzes, Lego, movie afternoons, bingo, games, growing plants, outdoor play and quiet time for reading and homework. Sessions are rotated on a timetable, giving all children the opportunity to participate in different activities. We also regularly ask the children what they like doing and always welcome new ideas!

Our ethos in club is for all the children to have fun, be creative and play games together in a relaxed and safe environment

### CONTACT DETAILS

Mrs Debbie Skinner

E:

[wraparound:kingsleyschool.co.uk](mailto:wraparound:kingsleyschool.co.uk)

T: 07801 454915

# TERMS & CONDITIONS

The Before and After School Club is based on the ground floor of the Preparatory School. Children will be under supervision by the Before and After School Club staff at all times.

## 1. REGISTRATION

All children using this service must be registered, using the appropriate registration form, whether they will be regular or occasional users. (This is to ensure that medical and emergency contact details of any child are available in case of an emergency).

## 2. FEES 2022/23

- Before School Club: 7.30am to 8.30am - £5.70 (includes a light breakfast)
- \*Please note that Prep School pupils are supervised in the playground from 8am at no cost.

- After School Club Session 1: waiting until 4.00pm - no cost
- After School Club Session 2: until 5.00pm - £6.85 (includes drink and snack)
- After School Club Sessions 2 & 3: until 5.30pm - £8.55 (includes afternoon tea)
- After School Club Sessions 2, 3 & 4: until 6.00pm - £9.70 (children over 8 years only)

If attending a paid after school activity/club then a charge of:  
£3.45 - for the first 30 mins  
£6.85 - over 30 mins

Fees are payable termly in arrears. Childcare vouchers are accepted. Please note that there is a late collection fee of £27 for children collected after 6pm.

Senior School - the Learning Resource Centre is open and supervised until 5.30pm, Monday to Friday, at no cost.

## 3. WEEKLY USERS OF BEFORE AND AFTER SCHOOL CLUB

(Regular bookings of 1 to 5 days per week)

- Places will be allocated to working parents and children attending after school clubs first.
- Then places will then be allocated to siblings of the current children already booked.
- Places will then be allocated on a first come first served basis depending on the availability left.
- Parents should complete and return the booking form.
- Fees will be payable termly.

## 4. OCCASIONAL USERS OF BEFORE AND AFTER SCHOOL CLUB

- Parents/guardians must contact the Before and After School Club directly to book a place (verbal bookings via pupils are not accepted).
- Children will only be accepted if spaces are available. Booking in advance is recommended as spaces may be limited, particularly on the more popular days.

## 5. ORGANISED ACTIVITIES

### Before School Club

Children register with the Before School staff in the Prep Library, where they sign in. Parents/ guardians must use the Prep gym front door entrance on Beauchamp Avenue.

- |               |   |
|---------------|---|
| 7.30am-8.15am | A light breakfast served (toast, cereals, juices, milk, yoghurts and fruit) Supervised activities in the Prep library |
| 8.35am        | Pupils will be escorted to the playground   |

### After School Club

Children meet after school in the Prep School Gym. Upon arrival they will be registered by a member of the team. Upon collection, they will be signed out by a member of the team. The following routine will be followed:

EYFS, KS1 only	
3.20pm-4.00pm	Arrival, register, sanitise hands, bags stored in designated area
4.00pm	Drink and snack
4.10pm	Supervised outdoor play (weather dependent) Homework/quiet reading
	Craft activities
4.45pm	Sanitise hands
4.50pm	Afternoon tea
Year 3 upwards	
4.00pm	Arrival, register, sanitise hands, bags stored in designated area
4.10pm	Supervised outdoor play (weather dependent) Homework/quiet reading
	Craft activities
4.45pm	Sanitise hands
4.50pm	Afternoon tea

## 6. BEHAVIOUR

- Good table manners are expected at all times.
- The normal school rules with respect for other persons and property apply and we reserve the right to exclude any child who is unable or unwilling to comply with these rules.
- Incidents of unacceptable behaviour will be noted and parents informed.
- See behavioural management policy on the website for more details: [www.thekingsleyschool.co.uk/policies](http://www.thekingsleyschool.co.uk/policies).

## 7. ARRIVAL

- Parents/guardians must inform the Before and After School Club of any absences or changes to their bookings (verbally via pupils is not accepted).
- The Before and After School Club staff will contact parents/guardians should children become unwell during Club.

## 8. COLLECTION OF CHILDREN

- Children will be signed out by a member of the team.
- Parents should come to the Prep School Gym doors where they will be met by a member of staff. Please do not enter the building.
- Children will only be released to parents, guardians or person nominated by parents/guardians. If you are unable to collect your children yourself, parents/guardians are responsible for making alternative arrangements for the collection of their children from the After School Club.
- After School Staff must be informed of ANY changes to collection details.
- After School Staff must be informed of ANY changes in medical conditions.
- After School Staff must be informed of ANY changes in contact details.

In case of emergency when parents/guardians are unable to collect children for reasons beyond their control (e.g. accident) children will remain with the After School staff or a senior member of the teaching staff, on the school premises, until such time as the parents/guardians are able to make alternative arrangements for their collection.

## 9. TERM DATES

- The Before and After School Club will operate during The Kingsley School term dates. Please check the website for details at [www.thekingsleyschool.co.uk/term-dates](http://www.thekingsleyschool.co.uk/term-dates)

## 10. SCHOOL CLOSURE

- In the event of school having to close, i.e. due to heavy snow, a message will be placed on the front page of the school website, [www.thekingsleyschool.com](http://www.thekingsleyschool.com), on the school answer phone, social media channels and on BBC local radio Coventry and Warwickshire.

## 11. INFECTION CONTROL

- Children who have suffered from sickness and/or diarrhoea should be kept at home for 48 hours after the last episode: and children who have suffered from a raised temperature should be kept at home for 24 hours after recovery.

## 12. INTERNET SAFETY AND SOCIAL MEDIA

- The internet hosts many exciting opportunities for learning. The online world is a wonderful place for children to explore, with unprecedented opportunities for creativity and research for homework, but just like the real world there are risks and dangers they should be aware of and which we should all act to protect the children from.

- The growing pressure of social media and the near constant use of mobile phones and the internet has recently been linked to a decline in the mental well-being of children in the UK. It has played a part in everything from bullying to missing hours of sleep and to pressure on friendships and relationships.
- We encourage the use of technology as an important part of a child's development but always want them to spend their time online safely.
- The Before and After School Team attend regular training and updates regarding online safety and monitor the time the children use the computer.
- The ICT Acceptable Usage Policy is attached and where appropriate, your child needs to read this policy. Please keep a copy for your own records. Each time your child logs onto a computer in The Kingsley School they are prompted to confirm that they have read and accept the terms of the policy which reminds them to use ICT responsibly and safely. Parents are also requested to remind your child of their responsibility to use the ICT facilities and networks safely.

## 13. MOBILE TELEPHONES

- If your child intends bringing a mobile phone to school, they must ensure that they are named and fully insured, as they are not covered by school insurance. The phone must be switched off while in the Before and After School Club and left in the school office. If they are seen in the public areas of the school, they may be confiscated.
- Most mobile phones are now equipped with a built-in camera. The use of this camera to take or send images of members of the Before and After School Club is strictly forbidden. The Kingsley School takes very seriously any use of images to hurt or threaten children or members of staff.

## 14. PHOTOGRAPHS

- The Kingsley School may from time to time use photographs of your child for publicity purposes. Where these are used in the press/media it is usual to provide their name, age and town of residence.
- Please note that we do not pass on any data about your child to third parties without first seeking your permission.
- When you accept the Before and After School Club's Terms and Conditions you are giving permission for your child's image to be used in marketing material including social media. To request that this does not happen you should write to or email the Before and After School Club Team Leader at [wraparound@kingsleyschool.co.uk](mailto:wraparound@kingsleyschool.co.uk).

## 15. CONCERNS

Should you have any concerns with any aspect of our before and after school care, please contact Debbie Skinner, the Before and After School Team Leader in the first instance at [wraparound@kingsleyschool.co.uk](mailto:wraparound@kingsleyschool.co.uk). Alternatively you may wish to email the Headteacher at [j.phillips@kingsleyschool.co.uk](mailto:j.phillips@kingsleyschool.co.uk).

# HEALTH & SAFETY POLICY

This policy applies to all parts of the school including Early Years/Foundation Stage.

## 1. FIRE

- a) Regular fire drills will be held.
- b) All staff and children will be aware of the fire drill procedure.
- c) Appropriate fire prevention and protection measures are installed throughout school.

## 2. LOCKDOWN

- a) Regular lockdown drills will be held.
- d) All staff and children will be aware of the lockdown drill procedure.
- e) Appropriate lockdown prevention and protection measures are installed throughout school.

## 3. FIRST AID

- a) The Before and After School Club Team Leader will hold a recognised First Aid qualification.
- b) All other staff will be encouraged to hold such a qualification.
- c) Staff will have access to a clearly marked First Aid box.
- d) Any first aid given will be recorded in the Accident Report Book.

## 4. ACCIDENTS

- a) All accidents will be recorded in the Accident Report Book - no matter how minor.
- b) Parents/guardians will be informed of accidents. A note will be placed beside their child's name on the register to indicate that they should ask the staff for details of an accident that has taken place.
- c) Parents/guardians will sign to indicate that they have been informed of accident to their child.
- d) If parents/guardians do not collect their children in person, they will be informed of any accident by phone.
- e) If necessary, an ambulance will be called, and parents/guardians will be contacted as soon as possible.
- f) If the parent/guardian is not with the injured child, a member of staff will accompany the injured child to hospital and remain until the parent/guardian arrives.
- g) Accidents which occur during the Before and After School Club are investigated to identify their cause. This information is then used to improve safety standards on the school premises and in activities taking place.

## 5. SPECIAL MEDICAL NEEDS

- a) The Before and After School team will be aware of any special medical needs of those children attending the Before and After School Club from your completed medical form.

## 6. SECURITY

- a) All parents/guardians will complete and sign a registration form prior to a child's admission into the Before and After School Club.
- b) On arrival, children will be entered on a daily register. A staff member will sign the register and note the time of collection from After School Club.
- c) Children will be released only to parents/guardians or other persons nominated by parents/guardians.
- d) No child will be allowed to leave unaccompanied without the permission (either verbal or written) of a parent/guardian.
- e) Parents/guardians will be informed immediately of a child's unaccountable failure to arrive at the After School Club.
- f) The After School Club Team Leader is to be notified, in writing, with a copy of relevant legal documentation if an estranged parent is refused access to a child.
- g) The Before and After School staff will have access to a phone.
- h) Children will be supervised at all times and visitors will be shown around by staff.
- i) All entrances into the Preparatory School have a coded entry system that is changed frequently.

## 7. FOOD PREPARATION

- a) All nominated persons will attend a food hygiene course and obtain a food hygiene qualification. All staff have the responsibility for maintaining high standards of hygiene.
- b) All staff will be aware of any special dietary needs of the children attending the Before and After School Club.

## 8. PLAY EQUIPMENT

- a) Suitable play equipment will be purchased.
- b) Play equipment will be checked regularly and damaged equipment reported for repair or disposal.
- c) The staff will encourage and supervise safe and proper use of play equipment e.g. bikes used by the appropriate age group.
- d) All play equipment will be cleared away at the end of each session.

## 9. ACTIVITIES

- a) Activities will be planned in advance and supervised appropriately.
- b) There will be a minimum of two members of staff on duty at any time.
- c) Children will be encouraged to act with due care for the safety of themselves and other people.
- d) Children will not be left unsupervised at any time.

## 10. INSURANCE

- a) The school and hence the Before and After School Club has Public and Employers Liability Insurance.
- b) The Before and After School Club can accept no responsibility for personal property, clothing and money.

## HEALTH PROTECTION IN SCHOOLS AND OTHER CHILDCARE FACILITIES

Schools are common sites of transmission of infection. Infections in children are common, due to a number of factors. Young children have a relatively immature immune system, have close contact with their friends at work and play, and may have poor hygiene habits. All these factors promote the spread of infections.

Our aim is to prevent, where possible, the transmission of infection by promoting good hand washing in staff and pupils, and by providing a clean environment. We also recognise the importance of collaboration with parents, pupils and staff by encouraging immunisation in line with the National Schedule. We also provide and encourage yearly Flu immunisation for staff.

Where a case of infection is known, we reduce the risk of spread by information and prompt exclusion of a case, in line with guidelines from Public Health England. In all cases of illness our School Nurse is available for advice as required.

An infection Control folder is held with the School nurse, Site Manager, and in all Staff rooms for reference, and a copy of the exclusion table is distributed to parents, staff and available on our website.

# ACCEPTABLE IT USAGE POLICY

This policy applies to all students, staff, and school visitors. Please read this document carefully before making use of the school's ICT systems. By using the ICT systems you agree to do so in accordance with the terms set out in this policy.

## KINGSLEY ICT

Users are encouraged to make use of the school's ICT facilities for educational purposes. The Before and After School Club children can also use the ICT facilities for homework, games and recreational activities. While doing so users are expected to act responsibly and to show consideration to others at all times.

## USE OF TECHNOLOGY

Technology that can be used to store, transmit or manipulate data, such as laptops, smartphones or USB media should be used responsibly and in accordance with this ICT Acceptable Usage Policy, even when not used with school equipment.

USB media may be used by staff to transport files relating to After School Club activities and students to transport files relating to their studies, however it is not recommended for long term storage. USB media must never be used to transport or harbour any confidential or sensitive data relating to the school, its staff or students without written permission from the Headteacher, whilst demonstrating any media to be used is at least 128 bit encrypted with a strong password.

## ACCOUNT SECURITY

Users are responsible for the protection of their own network account and should not divulge passwords to anybody. Passwords must conform to a minimum length of 6 characters and not be easy to guess. Users should not logon to or use any account other than their own and should logoff when leaving a device, even for just a short period of time.

## USE OF ICT FACILITIES

It is not acceptable to:

- Attempt to download, store or install software on to The Kingsley School computers.
- Attempt to introduce a virus or malicious code to the network.
- Attempt to bypass any security measures.
- Attempt to access another user's account.
- Attempt to gain access to an unauthorised area or system.
- Attempt to use any form of hacking.
- Access, download, create, store or transmit material that is: indecent or obscene, could cause annoyance, offence or anxiety to others, infringes copyright or is unlawful, brings the name of the school in to disrepute.
- Engage in activities that waste technical support time and resources.

## INTERNET ACCESS

The Kingsley School's internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the school's ICT systems. Users should be aware that the school logs all internet use.

The use of public chat or instant messaging (IM) facilities is not permitted.

Users should not copy or use material from the internet to gain an unfair advantage in their studies, for example, in coursework. Such actions may lead to disqualification by examination boards. Users should also ensure that they are not breaking copyright restrictions when copying and using material from the internet.

## EMAIL

Automated software scans all email and removes content that could compromise the integrity of the ICT systems or contain unsuitable/offensive content.

Students are not allowed to use email in the Before and After School Club. If a user receives an email from an unknown person that is offensive or upsetting, they should report it to the ICT Department or other appropriate member of staff immediately. Do not delete the email in question until the matter has been investigated. SPAM email received should be forwarded to [ictsupport@kingsleyschool.co.uk](mailto:ictsupport@kingsleyschool.co.uk)

Sending or forwarding chain emails is not acceptable.

Sending or forwarding emails to a large number of recipients is acceptable only for a good reason. Before doing so, students must obtain permission either from a member of staff or the ICT department. Do not open attachments from senders you do not recognise, or that look suspicious. Users should periodically delete unwanted sent and received emails.

## SOCIAL NETWORKING

The use of social networking (SN) sites is allowed only for staff where there is a business justification for such access privileges. Staff who use SN sites on behalf of the school should exercise caution while doing so at all times, ensuring they do not:

- Follow suspicious links.
- Communicate with or accept files from untrustworthy sources.
- Post anything that could be perceived as offensive, indecent, or could have a negative impact on the school's reputation.
- Post any personal information of any member of staff, student, or other person associated with the school.

## KINGSLEY BYOD

Personal devices may be used on the premises and connected to the school's ICT systems via the Kingsley-BYOD wireless network. No attempt must be made to connect personal devices to the network via any other means. Users who connect personal devices to the Kingsley-BYOD network must use such equipment in accordance with the terms of this policy as if they were using a school device.

## PRIVACY AND PROTECTION OF PERSONAL INFORMATION

Users must, at all times, respect the privacy of others. Users should not copy or replicate any private or personal data. Users should not use the school's ICT systems to supply personal information about themselves or others on the internet or via email. Users must not use the School's ICT systems to attempt to arrange meetings with anyone on the internet or via email. Users should be aware that the school has a right to access personal areas on the network.

Privacy will be respected at all times unless there is reason to believe that the ICT Acceptable Usage Policy has not been followed.

## DISCIPLINARY PROCEDURES

Those who misuse the ICT systems and break the ICT Acceptable Usage Policy will be subjected to disciplinary procedures.

## SUPPORT

If you have any questions, comments or requests with regards to the ICT systems in place, please do not hesitate to contact a member of the ICT Department.

Faulty equipment should be reported to the ICT Department in person or by sending an email to [ictsupport@kingsley.co.uk](mailto:ictsupport@kingsley.co.uk). Users should not attempt to repair any school equipment themselves.

Policy review schedule: March 2023

# BEFORE AND AFTER SCHOOL CLUB BOOKING FORM

Child's Name: Today's Date:  
Child's Date of Birth: Age:  
Teacher: Class/Year:

## PARENT/GUARDIAN INFORMATION

Mother's Name: Father's Name:  
Tel 1: Tel 1:  
Tel 2: Tel 2:  
Address for fees:

Main contact email address:

In the event that parents cannot be reached, who should we call in an urgent situation?

Emergency Contact Name:

Tel: Relationship to child:

Medical information or conditions requiring consideration:

Prescribed medication:

Dietary Intolerances (and reactions):

Any other information:

Please indicate the sessions and days you would like your child to attend:

	Before School Club 7:30-8:30am	After School Club Until 5pm	After School Club Until 5:30pm	After School Club Until 6:00pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Declaration: I consent to my child receiving medical treatment in an emergency if I cannot be contacted. I agree to abide by the terms and conditions of the Kingsley School Before and After School Club which I have read and understood.

Signed:

Date:







THE  
**KINGSLEY**  
SCHOOL

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