



Sharples Primary School

*Resourced for the Visually Impaired
Stronger Together*

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The Sharples family ensures our children are resilient learners, healthy and aspirational citizens. We will create a love of lifelong learning that extends beyond the classroom as a result of an enriching curriculum. The school community will make a difference by fostering respect and tolerance of each other as unique individuals.

Exciting news!

From September 2021, High Lawn Before and After School club will operate from our school.



Children can go to either the before or after school session or both. Bookings will be taken so that care can be provided on the days you require it. We are going to use our dining hall for the club and the children will have access to the new Key Stage One playground that is being redeveloped in the summer holidays. We are very excited about this facility which will be available to our children.

I have included the welcome letter from Sarah Warren who will be running the club, general information about the club and fees information. If you have any questions you can either contact myself or Sarah.



Welcome Letter

The following booklet is to let you know a little bit about the club and different activities on offer to your child when in our care. We were previously based at High Lawn Primary School, but we are very excited to say that from September 2021 we will be operating from Sharples Primary for children attending this school. We will have the use of the dining hall, as well as the entire outdoor play area leading directly off from this area. This offers a great opportunity to organise activities suited to the age group concerned.

As the Club is outside of school hours the main focus is on play and fun. Our aim is to provide a safe, secure and supportive atmosphere where children can interact and have a higher degree of choice over the activities they are involved in. The children are encouraged to be involved in the planning of activities and making some of their own decisions on how the club operates. No formal 'teaching' is done at the club but through structured play the benefits to social interaction and the nurturing of individuality are considerable. During term-time an area is available to do any homework set and although it is supervised and help is at hand, this is not on a one-to-one basis.

During term-time we provide breakfast and a light snack in the afternoon. In the holidays a full cooked lunch is provided. Special diets are catered for on request. The only time you will need to provide a meal is on day-trips when we ask that you supply a packed lunch (holidays only). All care during the holidays will operate from High Lawn Primary School.

The breakfast club will be open from 7.30am and club will close at 5.45pm. You will gain access to club via the back gate off Langham Close. After school the younger children will be collected from their classes and the older children will make their own way to the dining hall. Class teachers will be given a list so they know which children are going to club.

You will find a list of our fees enclosed with the club information booklet.

Yours sincerely,

Sarah Warren,

Club Manger.

High Lawn Out of School Club **HANDBOOK FOR PARENTS/CARERS**

I have put the following information together based on the most frequently asked questions. If there is anything you feel you should know about our regulations there should be an answer in here. However, if you do need any further information please do not hesitate to ask.

Accidents

Despite our efforts to prevent them, accidents do happen we have an incident book for any major accidents and separate individual forms for minor incidents, the individual form is completed if your child is injured in any way. You will be asked to sign this form to acknowledge we have let you know treatment will normally be a cold compress we do apply plasters to keep the wound clean. **Please let us know if your child is allergic to plasters or you would prefer us not to use them.**

Birthdays

We are happy to celebrate your child's birthday if it falls on a day they are at Club. It is standard practice to sing "Happy Birthday" wear the birthday hat and have a small treat to take home. If you wish to send sweets to hand out to other children you are more than welcome to do so **Please remember this is a NUT free Club.**

Complaints, Comments and Queries

We have a comments book situated by the signing out sheet, please feel free to leave comments good or bad to help maintain/improve the running of Club. If you have any complaints please feel free to approach myself or any member of staff to resolve your concerns before any situations get out of hand.

Closure

Club closes for most of the Christmas holidays and all Bank and Public holidays. Christmas closure information is handed out with the October half term planner and is dependent on when Schools break up etc.

Collection of Children

We must stress the importance of letting us know who will be collecting your child. If it will be someone other than the people named on your Confidential we will not let your child leave club until we have contacted you and confirmed this arrangement. Please make it easier by letting us know in advance.

Discipline

There is no corporal punishment. Children will be expected to display good conduct and show consideration for others at all times but will be disciplined if necessary. This would never include smacking or physical contact at any time.

Illness/Child Health Policy

If your child is suffering from an infectious disease it will be necessary for you to make other child care arrangements until the infectious period is over. Your understanding and co-operation is imperative to keep the risk of cross infection to an absolute minimum. **We do reserve the right to temporarily exclude a child if we believe they are a risk to others.** Common infectious diseases include tonsillitis, measles, rubella, chicken pox, mumps, gastro-enteritis, conjunctivitis, sickness and diarrhoea.

Medication

You will be required to fill in a form **BEFORE** we can administer any medication.

Non-attendance

If your child will not be attending Club for any reason please let us know ASAP, this is particularly important term time so we can ensure the safety of your child at all times. This will also avoid situations where we could potentially be looking for children who has already been collected and is safely at home.

Payment of fees

On registration a deposit equivalent to one week fees is required to secure your place, where you attend on a shift basis a £35 deposit will be required. This is fully refundable when your child leaves Club so long as there are no arrears.

Term-time Fees need to be paid weekly for those people working on shifts, all other fees can be paid weekly, monthly termly in **advance** of attendance. Late payment of fees will incur a late payment fee of £5.00 for every week your account remains in arrears.

Holidays We can only guarantee a place at Club on receipt of a signed booking form or trip consent form along with an email confirming days required and a week's fees in advance.

Staffing Ratio

The guidelines set down by Ofsted specify we must maintain a 1:8 ratio. This is always adhered to. However, the ratio is usually closer to 1:6 or 7.

Summer Sun

In summer we do provide sun creams when necessary. If you would prefer your child not to have this applied or need to use a specific brand, please let us know and supply the brand you require.

British Weather

We always encourage outdoor play so please ensure they are dressed for the weather, this is especially important during the holidays.

Sessions Booked

Any sessions booked will need to be paid for regardless of attendance. Holiday places are allocated separately and are only charged for days booked. We are closed on Bank holidays and at Christmas. There is no charge for these days. If any extra sessions are required please give as much notice as possible, if you do require extra sessions please ask a member of staff to write down the sessions required I also ask that you witness this being done so you are sure the message will be passed on. If we can fit in extra sessions for you we are more than happy to. If your child is due to leave we will require two weeks' notice.

Spare Clothes

In term time we strongly recommend a set of old clothes are sent for outdoor play. We really do make the most of the space we have which can result in dirty clothes. It will reduce the frequency of school uniform washes if these are provided.

I hope you find this information of use. Although this is not a fully extensive list it does cover most of the information you will need.

The information contained in this handbook is correct at January 2021. Parents will be notified, in writing, of any changes made.

Sarah Warren

Sarah Warren

HIGH LAWN CLUB

APPLICATION FORM

Please return completed forms to club@high-lawn.bolton.sch.uk

Childs Surname

First Name(s)

Date of Birth

Address

Postcode

Email Address

Telephone No.

Name of Parent(s)/
Guardian(s)

Please tick either full time or the sessions you require and your holiday preference

Full time

Before School Early Start

YES	NO
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Before School

After School

Monday
Tuesday
Wednesday
Thursday
Friday

Monday
Tuesday
Wednesday
Thursday
Friday

HOLIDAY CARE CARE WHEN REQUIRED

YES	NO
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School to be attended

Opens at	Closes at
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Date of entry required

Please be aware that High Lawn Club will only retain your confidential information as long as required for the purpose for which it was obtained in line with the new GDPR regulations

HIGH LAWN CLUB FEES

TERM TIME

Full Time	£65 (£60 siblings) £75 (£65 siblings) with early start
Five Evenings	£50
Evening Single	£11
Morning Single	£5
Early Morning	£7 (£6 siblings)
Full Day	£14 (£13 siblings)

HOLIDAY CARE

Full Week	£130 (£115 siblings)
Single Day	£28 (£25 siblings)

Please make cheques payable to **B.M.B.C** with your Childs name on the back for payments.

EARLY START IS ANYTIME BETWEEN 7.30AM AND 7.45AM

LATE PAYMENT OF FEES WILL INCUR A £5 WEEKLY CHARGE.

All fees are reviewed July of each year and subject to possible increase.

INTERNET BANKING

For your convenience we can now offer internet banking. Any payments made must be marked with your Childs name. Please find below our bank details.

PAYABLE TO: HIGH LAWN SCHOOL AFTER SCHOOL CLUB

SORT CODE: 30 91 01

ACCOUNT NUMBER: 00811412

REFERENCE: CHILDS NAME