



#SORTED

Before and After School Club

WELCOME PACK

Penkridge Middle School, Marsh Lane, Penkridge ST19 5BW.

Telephone: 01785 413400 during school hours

Club hours please contact

07496 419 173

Email: sorted@penkridge.staffs.sch.uk

OFSTED Registered (URN:8604128)

Also forming this pack:

- Registration Form
- #SORTED Behaviour Code of Conduct (draft copy – to be updated with input from club members in January 2018)

Headteacher: Natalie Frost

Play Leaders: Kelly Jukes (Safeguarding Lead) & Charlotte Hoskins (First Aid Lead)

#SORTED Admissions Policy

The only criteria for membership is that all children must be current students on roll at Penkridge Middle School. There is a maximum of 30 places per session available. If there are more requests than places available, they will be allocated strictly on a first-come first-served basis calculated on the date and time of receipt of a booking form and advance payment.



Aims, Learning and Play

At #SORTED we aim to help children develop their full potential through positive, social, emotional, physical and intellectual experiences. We aim to provide high quality care in a stable, secure and relaxed environment where parents and carers feel happy to leave their children. The activities available will be stimulating, engaging and age-appropriate. Older students in Year 8 will have the chance to become 'junior leaders' and influence the group and its activities whilst gaining valuable experiences of leadership and responsibility.

Food and Drink

Children attending morning sessions are able to choose a drink and food item from our canteen's breakfast drop-in. For the evening session a drink of squash and biscuit will be provided at 3.45pm and a light meal (for example, Jacket Potato, Pizza and Salad, Soup and Roll) will be provided around 4.45pm. For the sessions times and associated costs please see *Sessions Times and Costs* on page 3 of this document.

Food and drink is properly prepared on the premises. (The staff have a certificate in food and hygiene).

Fresh drinking water is available to children at all times and they will be able to continue to use and refill their water bottles as used at PMS throughout the day.

A record is kept of any special dietary requirements, preferences or food allergies, taken from the child's school records.

Security, Child Collection and Missing Child Policy

Steps are taken to ensure the premises and surrounding site is secure. Main entry and exit doors are alarmed or security coded. Please drop your child off at and collect them from the dedicated #SORTED hub in the small science lab on the right-hand side of the building as you approach the visitor reception from the footpath adjacent to the car-park. There is a dedicated door which is locked to children.

Please let staff know if your child is going to be late or absent, or if they are to be collected by someone other than their usual carer. A password system be in place to ensure the safety of all students. We will establish your password with you directly when you first drop off your child at the club.

Please see school's Missing Child and Child Collection Policy for further details.

All staff are police checked before being employed by us, as are students and volunteers.

Children who walk / ride bikes home

If you wish your child to go home from the club on their own, please email sorted@penkridge.staffs.sch.uk



Session Times and Costs

Before school provision will be run from 7.30am until 8.30am and after school provision from 3.30pm until 6pm.

The costs of the sessions are outlined below

7.30am – 8.30am	£3.50 per session including breakfast
3.30pm – 6.00pm	£7.50 per session including a light meal
3.30pm – 4.30pm	£4.00 per session including a drink and biscuit

NB. Breakfast will be served 8.15am. The evening light meal is served around 4.45pm – 5.15pm. Children may be dropped off or collected at any time during session hours.

One off sessions are available if there are spaces, but please email sorted@penkridge.staffs.sch.uk at least 24 hours in advance. We will confirm the place by return of email. These one off sessions are only open to parents who have already completed a #SORTED registration form. These are available on the website and can be completed electronically and email in.

Method of Payment

Fees can be paid by using Parent Pay or childcare vouchers. We ask for payments to be made **half termly in advance** please. **Fees are paid for the place, not attendance**, so refunds are not given. We are able to accept Childcare Vouchers. Please let us know the name of your childcare voucher provider and we will set them up to be used at Penkridge Middle School. If you have further queries please contact the school office or email sorted@penkridge.staffs.sch.uk

Our charges are relatively low in comparison with other settings as Penkridge Middle School is a non-profit making organisation. To this end we would appreciate prompt payment. It may be necessary for us follow up on persistent non/late payers with a request that their child/children should not attend the session. Parents with arrears of over two weeks will receive a billing letter reminding them of charges, along with an invoice of the amount outstanding. Should a month pass without payment, the school's arrangements for debt recovery will come into operation and the matter will be referred to the LEA debt collection team.

Accidents, Sickness & Medication and Hygiene

There is always a member of staff with a relevant First Aid Qualification on site and, an 'Up-to-Date' First Aid Box is kept on the premises at all times. Minor accidents are recorded in an accident book.

We are **unable** to accept children who are ill and the policies for sickness absence are identical for those for the school – please refer to our Health & Safety Policy (including administration of medicines).

The same strict hygiene routines apply to #SORTED as are adhered to by the school.



In the unlikely event of a Fire

Fire drills are carried out termly. When the fire alarm sounds, the children will be evacuated onto the standard assembly point on the south field. The toilets will be checked, by the Play Leaders, for any remaining children.

A headcount/register will then be taken to ensure all children and adults are accounted for.

Emergency contact numbers will be available from your school records for us to contact you should it be necessary. It is therefore *your* responsibility to inform us if this information should change.

Health and Safety

Please see the school's Health and Safety Policy (including administration of medicines). Smoking is not permitted in any area of the school. #SORTED is insured under the school's public and employers liability insurance

A classroom risk assessment is carried out biannually and/or whenever any significant change takes place. As it is expected that activities will take place in rooms at Penkridge Middle School beyond the #SORTED hub (e.g. School ICT Suite, Library, Food Room etc.) there will be ongoing risk assessments of these environments.

The equipment and toys we provide:

- ◆ are appropriate for the various ages and stages of the children in our care.
- ◆ offer challenges to develop understanding of the world, physical, social and emotional, personal, language, and creative and intellectual skills.
- ◆ feature positive images of people, both male and female, from a range of ethnic and cultural groups, with and without disabilities.
- ◆ include a range of raw materials which can be used in a variety of ways to encourage creativity.
- ◆ conform to all relevant safety standards or regulations, are sound and made well.
- ◆ are checked regularly by staff and replaced when necessary.

Complaints

If there is anything you are unhappy about, please do not hesitate to speak to the Play Leaders. If you are still unhappy with the outcome, please see the Headteacher or follow our complaints policy, which is the same as that of the school and can be found on the school website.

Policies

All Penkridge Middle School and Penk Valley Federation policies are adopted by #SORTED. These can all be found on our website www.penkridge.staffs.sch.uk. The only variation to these is the application of the #SORTED Behaviour Code of Conduct which is to be drafted by the initial members of the club under the guidance of the Play Leaders and is intended to be a statement of the behaviour that is acceptable and expected in this setting. It is to be read in conjunction with the standard Penkridge Middle School Behaviour Policy.