

Welcome to
Norris Bank Primary School
Breakfast and After School Childcare
for children aged 4-12



BRANCHING OUT
NBPS

Parent Information Booklet

Page	Contents
2	Contents and Manager contact telephone number/e-mail – Sept 2020
3	About Branching Out/ Mission Statement/ Early Years Foundation Stage
4	Bookings/Enquires and Prices - Sept 2020
4	Club telephone number/Staff - Sept 2020
4-5	Payments and bookings procedures - Sept 2020
5	Childcare Vouchers
5	Registration Form
5	Absences/Cancellations - Sept 2020
6	Children attending other clubs
6	Drop off and collection of children - Sept 2020
6	Car park
6	Belongings - Sept 2020
7	Behaviour - Sept 2020
7	Equality policy
7	Confidentiality
7	Child protection and Safeguarding Children
7	Health & Safety - Sept 2020
8	Fire Safety
8	Accidents
8	Illness
8	Medication
9	Breakfast Club - Sept 2020
9	Afternoon Snacks - Sept 2020
9	Waiting list - Sept 2020
9	Parents/Carers views
9	Complaints
10/11/12	Registration Documents

Emergency Telephone Number (during opening hours):

07923 462035

For All Messages please E-mail:

branchingout@norrisbank.stockport.sch.uk

Please note: The Registration Forms and Booking Forms must be returned prior to your child's attendance

ABOUT BRANCHING OUT Branching Out is an inclusive provision that aims to offer parents a quality childcare service.

Branching Out provides a range of indoor and outdoor activities at Norris Bank Primary School to suit the ages of the children. We also include, breakfast, afternoon snacks and refreshments. We provide childcare for Norris Bank pupils from 8.00am until the start of your child's school day and from the end of school until 5.40, Monday to Friday during term time.

MISSION STATEMENT

Our goal is to provide a safe, warm, stimulating environment for each child that encourages the development of physical and social skills, independence and a positive self-image.

Our experienced staff embrace the philosophy that all children learn by playing and have their own timing of social, physical, and intellectual development. Our staff encourage children (individually and in groups) to think for themselves, to make decisions, to work toward their own solutions, and express their own ideas and feelings. At Branching Out we understand the importance of encouraging children to know their views count, and promote fundamental British values to enable them to challenge extremist views.

Branching Out staff recognise the importance of the home and school partnership. We have an open door policy and provide activities which promote these partnerships.

EYFS PROVIDERS

As Early Years Foundation Stage providers we aim to work in partnership with parents/carers to ensure effective communication and compliment not replicate what school is doing.

At Branching Out we believe that children learn and develop best when they feel safe and secure, surrounded by positive relationships with the adults caring for them, and when their individual needs are met.

The safety of the children in our care is paramount, therefore we take every step to ensure that the children are safe, happy and feel supported and included in a warm and caring environment.

We monitor children's development and we provide indoor and outdoor play opportunities appropriate to children's interests and development needs.

For more information about the EYFS you can contact the DfE via the website.

For Bookings/Enquires please contact the Branching Out Team branchingout@norrisbank.stockport.sch.uk or 07923 462035 or leave a message at the school office in a sealed envelope marked for the attention of **Branching Out**.

<u>Club times</u>	<u>Price per child</u>	<u>Siblings prices for 2nd/3rd child attending</u>
Breakfast Club – From 8.00 am to start of school day. Currently we offer fresh whole fruit, yoghurt and milk	£5.50	£4.50
After School Club – From end of school day to 5:45 pm	£11.00	£10.00
Late Collection – per 15 minutes	£5	£5

(Prices were correct at the time of going to press. However, Branching Out reserve the right to change the price if required).

Staff

Our committed team of staff have suitable qualifications and experience in childcare, ensuring the best care for your child. Branching Out staff undergo DBS checks and first aid training.

We have qualified first aiders in the setting at every session.

All staff treat children as individuals with equal respect; our partnership with parents is highly valued.

Our Safe Recruitment, Whistle Blowing and Safeguarding Policies are available on request.

Payment and bookings procedure

Fees are required monthly. Each month a booking form will be available to you for the following month. They are also available on the schools website under 'Branching Out.' Booking forms need to be emailed to Branching Out by the date stated on the form and no later. You don't need to book for whole weeks, once you receive the booking form just mark the dates required, they can be different each month if you wish.

We regret that refunds for cancellations cannot be made. Sessions cannot be swapped or cancelled if a child is sick or absent at short notice.

If a parent arrives after 5:40 pm for any reason, a **late charge of £5.00 per quarter hour** will be incurred. This situation will only be accepted occasionally or under special circumstances.

We accept additional bookings providing we have a place available, and your child is **already registered**. Please check for availability first.

Please inform your child's class teacher if they are going to attend Branching Out.

Payments are managed by ParentPay. You **must** have a registered ParentPay account for your child before they can attend Branching Out. There are a number of ways to pay - cheque (payable to Norris Bank Primary School), BACs transfer, childcare vouchers or cash.

Bank details for payments are: - Lloyds Bank

Sort code 30-98-12

Account number 14607960

It is parent's responsibility to check recorded attendances on ParentPay and to bring the account up to date at the end of the month. Branching Out reserves the right to withdraw a place if payments are not received in a timely fashion. Payments and booking forms should be handed to the school office in a sealed envelope marked for the attention of Branching Out, alternatively you can return your booking form electronically to branchingout@norrisbank.stockport.sch.uk

If a booking is not received by the date stated, your child will not be expected at the club.

Rolling bookings are currently unavailable.

Childcare Vouchers

As a childcare provision registered under Norris Bank Primary School with OFSTED (**registration number 106065**), Branching Out can take payment with childcare vouchers. Childcare Vouchers can be paid as part of your salary and are exempt from tax and National Insurance contributions; you will need to ask your employer about this option. Below are the registration codes for each voucher supplier that Branching Out is registered with.

Care 4	306624
Computershare	0025729471
Sodexo	889416
Kiddivoucher	106065
Fair Care	BROU0518
Employer for Childcare	Norris Bank Branching Out, Green Lane, Heaton Norris, SK4 2NF
Fideliti	NOR177C
Edenred	P21191684

If you opt to use these as part or whole payment you may be required to provide evidence of payment transfer to or from your provider (receipts or statements) as all transactions are managed/tracked through your ParentPay account. This ensures we are able to assist you in keeping your child's account up to date.

Registration Form

It is crucial that a Registration Form is completed in full for each child who will be attending, as it provides contact names, your child's doctor, allergy information, special requirements, health concerns and gives staff contact information needed in emergencies. The club must be notified immediately of any change to these details. **A child cannot be accepted in the club without the signed form.**

Absences after school

The club must be notified of the absence of a child.

If your child is not going to attend a session, please let a member of the Branching Out staff know before the session starts. Please do not assume that if school personnel know of the absence of a child, the Branching Out staff must know as well. Please email Branching Out directly.

Cancellation should be made in writing either via e-mail or a note to the club. **Any cancellation during the month will be subject to a charge.**

In case of a last minute cancellation please ensure that the school office has received the message by 2.00 pm.

Collection of children

Collection of your child/children is strictly at 5.40pm. If there is a problem in getting to the club on time then the parent must ring the club to advise them of the reason for the delay and make alternative arrangements for the collection of the child giving details of the authorised person who will be collecting on your behalf. Staff cannot assume responsibility for the child after 5:45pm. If the parent/carer regularly fails to collect a child on time the child's place may be withdrawn, and a late charge of £5 per quarter hour will be incurred.

Car Parking

Please use the rugby club car park opposite the school gates when you come to drop off and pick up your children from the club. The school car park should not be used under any circumstances unless you are a blue badge holder.

Drop Off and Pick Up

For morning sessions, on arrival, parents should bring their children to the main entrance. Collection in the evening will also be from the main entrance observing appropriate social distancing. Parents will be required to sign for their children upon arrival and departure.

Belongings

We would strongly recommend that you name your children's clothing and other items; this will help us to return them to you promptly. We regret that we cannot take responsibility for any lost or damaged property whilst your child is at Branching Out. Any unclaimed property is returned to the child's classroom for collection on the next school day.

Please be advised that children and parents are not allowed to go back to classrooms to collect a forgotten item. The Branching Out staff remind the children of this procedure and ask whether they have their belongings with them. If you find that it is very important that they collect an item from their classroom, please inform a member of staff at Branching Out who may be able to help.

Behaviour

Branching Out is a place where children should feel welcome, safe, have fun and be happy. It should be a place where they can make friends and be themselves, as well as a place where they can try new and exciting activities. Our expectation is that children are kind and considerate towards other people and look after equipment and premises. We expect our children to follow the schools GROW values:

G: Goals – aspire to the best you can be

R: Respect - everyone matters

O: Ownership – if it's meant to be it's up to me

W: Working Together – Together Everyone Achieves More and as the behaviour expectations set out in the schools

Behaviour Policy which is available on the school website.

If a child behaves inappropriately a Restorative Approach will be the course of action undertaken.

This aims to:

- Develop the skills and abilities of people to manage their thoughts and feelings
- Ensure people take responsibility for their own actions
- Aid people in developing the skills necessary to rebuild and repair relationships, reflect on their behaviours, attitudes and actions

A restorative meeting may also be required, which is a meeting between a staff member and two or more young people. Everyone has an opportunity to say what happened, and to say what needs to happen for everyone to move on. Our GROW values will be used to help pupils to do this. Through using set restorative questions, all children feel they will be listened to, all children get to see the other person's point of view and together relationships can be repaired in order to move forward.

If the situation continues, the Club will meet with the parent to discuss concerns.

Branching Out reserve the right to ask parents to remove a child who refuses or consistently fails to abide by the Club's rules and expectations.

All members of staff will treat children with respect and sensitivity and are expected to behave in a responsible manner.

Our Behaviour and Anti-Bullying Policies are available on the school website. We are currently adhering to strict social measures and would appreciate parents support in delivering this message to your children.

Equality

Branching Out is an inclusive provision and is fully committed to operating a non-discriminatory club. Equal opportunities will be considered in all aspects of the service that our club provides. All those attending Branching Out will be treated with due respect; it is therefore essential that members should challenge all racist, sexist and other oppressive language and behaviour or discrimination.

Our Equality policy is available on the school website.

Confidentiality

The aim of our confidentiality policy is to protect children at all times and to give all members of staff involved clear guidance as to their professional roles. To ensure good practice which is understood by children, parents/carers and members of staff.

All members of staff shall not during their period of employment, or at any time thereafter, divulge to any person or use for their benefit any confidential information pertaining to parents, carers or children.

Our Confidentiality Policy is available on request.

Child Protection and Safeguarding Children

At Branching Out we provide a welcoming, safe and stimulating indoor and outdoor environment, and take any necessary steps to ensure the safety and welfare of the children in our care.

All Branching out members of staff undergo DBS (Disclosure and Barring Service) checks; procedures are in place to ensure that staff looking after children are suitable to fulfil the requirements of their roles and responsibilities.

Every child has the right to be protected and it is our duty to report anything we see or hear that leads us to think that a child may be neglected or suffering physical, sexual or emotional abuse.

Our Child Protection and Safeguarding Policy is available on request.

Health and Safety

Branching Out recognises and accepts its responsibility for providing a safe and healthy environment for all children, staff and users. A successful safety policy relies on the staff and children actively following policy and procedures.

Risk assessments are carried out regularly to ensure the safety of all.

For safety reason parents/carers must not enter the school. Upon collection parents and children must leave the site promptly.

Our Health & Safety Policy is available on the school website.

Fire Safety

In the event of a fire or the fire alarm activating all persons need to leave the building using the nearest fire exit and assemble at the Branching Out designated fire point. All children will be escorted to the assembly point by Branching Out staff and accounted for.

Fire drills and safety rules are regularly practised, and the children reminded to ensure they are able to follow the correct procedures.

Our Fire Safety policies and procedures are available on request.

Accidents

Any minor accidents will be dealt with and recorded and the child's parent/carer will be informed when collecting the child from the club, or as soon as reasonably possible.

In case of a more serious accident, appropriate action will be taken and the parent will be informed immediately.

Please ensure that the child's registration form is always up to date. First Aiders are available on the premises.

Illness

If a child is ill during a session, the parent will be contacted. Should the child suffer from an infection or infectious illness, the club will ask the parents to collect the child immediately; with the understanding that the child will be accepted back at the club when he/she is fit. This action is necessary for the protection of other children from infections and illnesses. If your child is absent the following day school will need to be informed.

The club needs to be informed if a child is not attending due to illness, even if the parent has informed the school.

Medication

Please inform a member of staff if your child is taking any form of medication.

Medicines will only be administered by our staff on the written authority of the child's parent and a form is available when required.

If your child has a serious medical condition which is managed by the use of an inhaler or epipen, the club will need to be notified and a medical form will need to be completed by the parent. These will need to be provided for retention at the Hive.

Medicines are kept out of the reach of children and will be returned to parents as required. We keep a written record each time a medicine is administered to a child.

Breakfast Club

We open from 8.00 am and offer a light breakfast on arrival until 8.20am. We offer portions of:-

- Yoghurt
- Fresh fruit
- A drink of milk or water.

Following this the children will have a range of supervised play activities to occupy them until school starts.

Afternoon Snacks

Branching Out offer a variety of snacks. For example:

- Whole fruit
- Water or milk

Children have access to drinking water throughout the session and should use their own drinking bottles. Please remember that Branching Out is not a tea time club.

It is very important that the club is kept informed about children who have food allergies or special dietary needs. (Please refer to the Registration Form).

Waiting list

The club will notify parents of the availability of spaces on a first come, first served basis with first consideration given to siblings of children already attending the club, and secondly for children waiting for regular weekdays. As places become available your child will move up the waiting list so please keep the Branching Out team updated with any changes to your requirements. Currently numbers are limited to ensure the appropriate adult/child ratios in each year group.

Parents/ Carers Views

At Branching Out we value the views and suggestions of our parents; we endeavour to listen and respond to any views or concerns you may have at any time, and enjoy sharing information about the children's activities.

At Branching Out we believe that parents/staff partnership is crucial to the child's well-being; if you need to speak to a member of staff in confidence, please do not hesitate to let us know, alternatively you can email us.

A questionnaire will be sent out to parents and children once a year in order to obtain feedback regarding the quality of care that the club provides; consequently we will review the way our provision operates.

Complaints

We hope that you do not find yourself in a position where you need to make a complaint, however should this be the case, we are confident that any problems which may arise during club time can be dealt with promptly by the Branching Out manager (Mrs Stanley).

Should the matter not be resolved then please contact Mrs Ponsen, giving information about your concerns and allow time for the matter to be investigated.

In all cases we will endeavour to deal with your concerns promptly and courteously. The

Complaint Policy and Procedure is available on the school website.

Updated September 2020

Branching Out Registration Form

Please note that a separate form must be completed for each child, and it is important that you inform us of any changes.

Child's Name:	
Address:	
Date of Birth:	
Class:	

Parent/ Carers Email address:	
-------------------------------	--

Child's Name:	
Address:	
Date of Birth:	
Class:	

Home Address:	
---------------	--

Please give the emergency contact details of two people.

Place * against the number we are most likely to reach you on

Emergency Contact Numbers (1)	
Name:	
Relationship to child:	
Mobile:	
Work:	
Home:	

Emergency Contact Numbers (2)

Name:	
Relationship to child:	
Mobile:	
Work:	
Home:	

Children will only be allowed to leave the club with a nominated person, please give names and contact numbers of persons who may collect your child.

Name	Relationship to child	Phone number

Doctor's Name/ Address	
Telephone number:	

Please make us aware of any medical conditions, allergies or food restrictions your child has:

(If your child requires medication for a condition please provide Branching Out with it with completed documentation.)

Is there any other information you feel we should be aware of:

*Please select YES or NO	*	*	Parent/Carer Signature
In the event of an accident or any emergency where medical aid may be needed I consent to my child being taken to hospital for treatment as required.	YES	NO	
If necessary can a member of staff administer first aid?	YES	NO	
I give consent for my child to have his/her face painted occasionally.	YES	NO	
On occasions photographs may be taken of the children at play for display around the school, I give my consent to my child being photographed.	YES	NO	

I consent to my child attending Branching Out and understand and agree with the procedures stated in the parental information booklet.

Print name & Signature:	
Date:	

Please return this form for the attention of Mrs Stanley, Branching Out Manager.

Norris Bank Primary School, Green Lane, Heaton Norris, Stockport SK4 2NF

If you have any queries Email: branchingout@norrisbank.stockport.sch.uk