

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



BRANCHING OUT  
NBPS

Registration and Parent Information  
Booklet 2024-25

<b>Key information:</b>
<b>Branching Out and Contact Info: Phone number and email</b>
<b>Club times and breakfast/snack information</b>
<b>Booking and Payment procedures</b>
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Additional Q&A available on the school website: Parents Section- Branching Out

**Telephone Number / Collection notification  
(15.15hrs - 17.45hrs):**

**07923 462035**

**For All Messages - Please E-mail:**

**[branchingout@norrisbank.stockport.sch.uk](mailto: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. 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.

### BOOKINGS

The school uses ParentPay for all transactions. Activated ParentPay accounts will enable access to the 'Clubs' feature where you can then reserve/plan (for calculation) sessions. These sessions will only be secured when you have deposited sufficient funds into the account. Parent Pay provide online tutorials for your support. Bookings and cancellations are available up to **2.00pm on the day before** the session commences. Funds from cancellations will remain in your account for future transactions/bookings. If you choose to **pay via HMRC or another Child Care Voucher** provider, you will need to **email evidence of payment 2 days before** you are able to plan your sessions online. Once we are in receipt of this it will be uploaded onto your account and your sessions can then be confirmed.

	<b>Club Times &amp; Information</b>	<b>Price per child</b>	<b>Siblings Rate</b> Applies only to youngest child when in attendance with older sibling for full sessions
<b>Breakfast Club</b>	From 7.45am to start of school day. Drop off is at the school hall, hot and cold food is offered 'buffet style until 8.30am. This may include: cereal, fruit, yogurt, malt loaf or other prebaked items. Toast, pancakes, bagels or crumpets may also be available.	<b>£5.50</b>	<b>£4.50</b>
<b>After school club</b>	From end of school day to 5.45pm.	<b>£11.00</b>	<b>£10.00</b>
<b>Attending a sports club prior to attending Branching Out</b>	For children attending a NBPS sports session, with Primary Sports Coaching (PSC), before attending Branching Out. Please ensure you inform the Sports coaches that they are attending Branching Out so they can bring your child to our location in the setting upon completion of their activity.	<b>£6.00</b>	
<b>Late Collection</b>	per 15mins from last pick up at 5.45pm.	<b>£6.00</b>	<b>£6.00</b>
<b>Late Bookings</b>	For sessions booked on the parent/carers behalf after the booking window closes at 2pm the day before the	<b>£4.00</b>	<b>£4.00</b>

session is required a late booking fee of £4.00 will be charged to each child requiring the additional session.		
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**Part session charge (only applies when your child attends an after-school sports session at NBPS)**

### Afternoon Snacks

A small snack is offered and varies. This may include: prebaked items such as croissants, crepes or brioche. Other items such as corn chips, cheddars or popcorn may also be offered. Flavoured rice cakes, fruit and milk is also usually available as an alternative. 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).

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. We can process 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 plan and book sessions online in the ParentPay 'Clubs' feature. (Branching Out Breakfast and/or Branching Out After School) Full payment must be deposited in advance to enable booking.**

### 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.

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

Please note some of these providers are **no longer** accepting new applicants.

If you opt to use these as part or whole payment you will be required to provide evidence of payment/transfer from your provider, (receipts or statement with reference numbers) 2 days before you are able to complete your online booking.

### 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 registration form and online booking.**

### **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 email Branching Out, before the session starts. Please do not assume that if school personnel know of the absence of a child, the Branching Out staff know as well.

**In case of a last-minute absence 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 5.45pm and no later. If there is a problem in getting to the club on time 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. A late charge of £6 will be applied for every 15mins that you are late for collection after the session ends at 5.45pm. This will be added to your ParentPay account and must be paid before placement continues.

### **Drop Off and Pick Up**

For morning sessions, on arrival, parents should bring their children to the school hall anytime between 7.45am and 8.30am. When collecting: please ring **07923 462035** on arrival to be directed to your collection point and your child will be brought to you as promptly as possible.

### **Car Parking and Pets**

**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.**

**Please note that dogs should not be brought onto the school premises or be tied to the school gates during drop off or collection.**

### **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 or lost property, if unlabelled for collection on the next school day. Please be advised that children, parents and staff are not allowed to enter classrooms to collect forgotten items. The Branching Out staff remind the children of this procedure and ask whether they have their belongings with them.

### **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 our 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

Our behaviour expectations are 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.

We want all children who attend Branching Out to have a positive experience. All children are expected to follow the school rules and ensure they inform a member of the team immediately if there are any problems. If the situation continues, the Club will meet with the parent to discuss concerns. Branching Out reserve the right to withdraw placement to any child who refuses or consistently fails to abide by the school'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.*

### **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 will 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.*

### **Records**

A record will be kept for each child with details of their address, contact details, health conditions including allergies and dietary needs. Records will also be kept of any accidents and behaviour issues that may arise.

We ask that all parents and carers ensure that their child/ren's personal information is updated when necessary.

Please do not assume that if school personnel know of the absence of a child, the Branching Out staff know as well.

### **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. Mrs Val Stanley is the Designated safeguarding lead should you wish to report a concern.

## **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 emergency access across the setting.

## **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.

## **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.

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

Home Address:	
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**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)**

<b>Name:</b>	
<b>Relationship to child:</b>	
<b>Mobile:</b>	
<b>Work:</b>	
<b>Home:</b>	

**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.**

<b>Name</b>	<b>Relationship to child</b>	<b>Phone number</b>

<b>Doctor's Name/ Address</b>	
<b>Telephone number:</b>	

**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.)*

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

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<b>*Please select YES or NO</b>	<b>*</b>	<b>*</b>	<b>Parent/Carer Signature</b>
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.	<b>YES</b>	<b>NO</b>	
If necessary can a member of staff administer first aid?	<b>YES</b>	<b>NO</b>	
I give consent for my child to have his/her face painted occasionally.	<b>YES</b>	<b>NO</b>	
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.	<b>YES</b>	<b>NO</b>	

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

<b>Print name &amp; Signature:</b>	
<b>Date:</b>	

**Please email this completed form to Branching Out at [branchingout@norrisbank.stockport.sch.uk](mailto:branchingout@norrisbank.stockport.sch.uk)**

Updated May 2024