



1. Summary

Fun Factory is run by Ashchurch Primary School staff who also have roles in school during the day. In this way, we are able to offer a consistency and continuity of provision as the staff and children know each other well. They share the same core values that are enjoyed during the school day.

A schedule of activities is planned for the clubs. Children can join in with the planned activities or take time to read or to complete their home learning.

The clubs aim to be flexible and reasonably-priced. The service is non-profit making.

To help us ensure that we have the correct staffing levels to enable us to fulfil our safeguarding obligations, early, advanced bookings are appreciated wherever possible. Ad-hoc bookings are subject to spaces being available and are charged at a higher rate than advanced bookings.

Cancellations must be made in line with our terms and conditions otherwise unattended booked sessions will be charged for.

Ashchurch Primary School is committed to safeguarding and promoting the welfare of children.

To achieve our commitment, we will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff.

2. Aims

- To provide childcare before and after the normal school day.
- To provide childcare during school holidays according to need.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships within the school community.
- To enhance the community by supporting families to balance work commitments and childcare responsibilities.

3. Staff

All of our staff have **enhanced DBS checks** and there is a member of staff with up-to-date first aid training on duty in every club session.

All club staff are employed by Ashchurch Primary School in other roles in school. In this way, we are able to offer a consistency and continuity of provision as the staff and children know each other well and share the same core values that are enjoyed during the school day.

4. Contact

07496 259366 is the emergency contact number for Fun Factory.

During term time, this number is only available from **7.45am – 8.45am** and **3.15pm – 5.30pm**.

During school holidays, this number is the main contact for the club and is available all day when the club is open.

The wraparound care provision at Ashchurch Primary School is known as Fun Factory.

Parents and carers wishing to use Fun Factory are asked to carefully read this information which includes important terms and conditions relating to use of the clubs.

Our terms and conditions are reviewed annually. If any changes occur prior to the annual review, parents and carers will be notified of these in writing.

Our preferred method of communication for all club matters is via email to

funfactory@ashchurch.gloucs.sch.uk

or phone call or text message to the club mobile phone **07496 259366**

For urgent enquiries during the school day, please contact the school office on **01684 292376**.

5. Opening Hours and Location

Both morning and after-school Fun Factory sessions take place in Amethyst Classroom (the terrapin next to the playgroup at the back of the school).

The morning club is open from **7.45am – 8.45am**.

The after-school club is open from **3.15pm – 5.30pm**

Monday to Friday. There will be two pickup times:

4.15pm and **5.30pm**

Following consultation each term with parents to assess need, the club may also operate on certain days during the school holidays. Days and times available, along with pricing, will be publicised via School Spider prior to the school breaking up for the holiday.

There may be exceptional days throughout the year when the morning or after-school club are not open, have different opening and closing times or a change of venue within the school. Parents and carers will always be notified of these in writing with as much notice as possible.

6. Arrival and Departure for Morning Club

For morning club, entry is via the 'playgroup gate' located just beyond the staff car park in Fitzhamon Park. There is an intercom system to gain access. Please ring the bell and wait to be let in. If the intercom is not working for any reason, please use the emergency phone number **07496 259366** to call and let club staff know that you have arrived. *We ask that you walk your child into the club and sign them in. Please do not allow children to come into the morning club without an adult.* Children will be escorted to their classrooms at the end of morning club by club staff.

7. Arrival and Departure at the After-School Club

Each day, class teachers are given a list of children who are attending Fun Factory after school club. Class teachers will check the children expecting to go to the club against this list. Parents or carers of any child expecting to go to club without a booked place will be contacted by the school office.

Children will remain in their classrooms at the end of the school day with their class teacher and will be collected from there by a member of club staff to walk to Amethyst Class together. On arrival in Amethyst Classroom, the club leader will take a register and headcount the children.

Parents and carers collect their children from Amethyst Class using the 'playgroup gate' located just beyond the staff car park in Fitzhamon Park. There is an intercom system to gain access. Please ring the bell and wait to be let in.

If the intercom is not working for any reason, please use the emergency phone number 07496 259366 to call and let club staff know that you have arrived. Parents or carers should come into the building to sign their child out.

These procedures also apply to Holiday Club. Children must be signed in and out by a parent or guardian coming in to the room to drop off and collect.

8. Late collection at the end of the school day

It is the **responsibility of parents to collect their child(ren)** on time at the end of each school day. We have a statutory duty to safeguard and promote the welfare of pupils. This duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day or at the end of an authorised activity. If parents/ carers have not collected their child(ren) ten minutes after the normal end of the school day, and have not contacted school to advise of their lateness, **the child(ren) will be taken to the after-school club provision and the corresponding session fee will be charged.**

9. Children attending other school-led clubs (sports etc.) followed by wraparound care.

Children attending **another after school club** (eg football club) and going on to Fun Factory will be made known to the other club organiser.

Children will wait with the club organiser until all other children have been collected. The club organiser will then walk the children to Amethyst Class and sign them in with the Fun Factory leader.

10. Parent/carer involvement

Ashchurch Primary School's aim is to provide a safe, stimulating and caring environment where children and parents are welcome and valued. We believe that it is important to work together with parents to ensure their children's best interests are met.

Fun Factory staff are always happy to discuss any parental concerns at the end of their child's session. It will be the aim to resolve any concerns quickly by the club staff. As the wraparound provision at the school evolves, we will be asking parents for feedback to help us provide for the community.

A copy of the school's complaint policy can be found on the website.

11. Contact Details and Record Keeping

As all children who attend Fun Factory are pupils at Ashchurch Primary School, contact details and medical information are stored on the school's electronic systems to which the club staff have access.

A folder of contact details will be kept in a locked filing cabinet in Amethyst Classroom to speed up the process if/ when club staff need to contact parents/carers.

Contact details and medical information will be checked and updated at least annually as part of the school's normal data update process, or sooner if parents let us know of any changes.

12. Booking Pricing & Procedure

Booking will be made in advance via School Spider.

Within the app, go to Bookings & Payments and then select the Wraparound tab.

The 4 sessions are:

- 7.45am – 8.45am**
- 3.15pm – 4.15pm**
- 3.15pm – 5.30pm**
- 4.15pm – 5.30pm**

Select the time slot you want to book and on the next two screens you will be asked to select dates and which children you want to book on. If you want to mix and match times slots within the same transaction, you can add to basket and then continue shopping to add more dates for a different time slot or different child into the basket before checking out all at once.

The following rates will apply from 17th April 2023:

Session	Early-bird	Standard Pricing
7.45am – 8.45am	£3.50	£4.50
3.15pm – 4.15pm	£4.75	£6.00
3.15pm – 5.30pm	£9.50	£10.50
4.15pm – 5.30pm	£5.50	£6.50

The early bird discount cut off dates will be publicised each term via School Spider. Bookings made after these dates each term will be charged at standard pricing.

13. Payment by Childcare Vouchers

The school has registered with Sodexo (Carer ID 917873), Computershare (User ID 0026914986) and GOV.UK as these are the schemes currently being used by parents using the club. If you wish to use a different provider, please let us know and we will register with them. When paying through these providers, please search for Ashchurch Primary School with postcode GL20 8LA. Our OFSTED registration number (URN) is 115500.

1. **Add your dates and times into your School Spider basket and get a total value for your order.**
2. **Go to your voucher provider and make the payment, taking a screenshot of the final confirmation/reference. It is vital that your screen shot shows the monetary amount and the payment reference number or voucher number.**
3. **In School Spider, on the main menu click your name in the bottom left-hand corner and go to My Vouchers.**
4. **Click Upload Voucher and select the file/photo of the confirmation screenshot you took earlier.**
5. **Enter a name for the voucher. We suggest your surname and the scheme. For example, SMITH SODEXO**
6. **In the reference box, enter the payment reference given by your provider. It is vital that you enter this reference to enable us to reconcile your payment against your bookings when the funds arrive.**
7. **Press Upload.**
8. **Back in your School Spider basket, expand each time slot and you will now see an add voucher button next to each child. Clicking this button will give you the option add the voucher you just uploaded in the previous step. The amount will be deducted from the total, up to the value of the voucher.**
9. **Press Checkout to complete the transaction and get your confirmation e-receipt. If there is any top-up payment due beyond the value of the voucher, you will be prompted to pay by card or School Spider account balance.**

With this way of administering vouchers, if it is more convenient, you can pay a larger amount via your provider and then keep this uploaded in your School Spider account to use over several transactions. For example, you could pay a sum of £50 or £100 (or any other amount) via your provider, upload the confirmation screenshot voucher to School Spider and then this can be used over several smaller transactions until it runs out. You can continue to pay the exact amount due each time if you prefer - the system is flexible.

14. Cancellation

Cancellation for anything other than illness must be made at least 24 hours in advance to avoid being charged. Our preferred method for this is via email to funfactory@ashchurch.gloucs.sch.uk or text or phone call to the club phone on **07496 259366**. Where this is not possible, during term time, please call the school office on **01684 292376**.

15. Late Collection

Fun Factory finishes at 5.30pm. If you are running late, please call the emergency number 07496 259366 to let us know. Collection times will be monitored through the signing-out log. Following two occasions of late collection, we reserve the right to apply a late collection charge. This charge will be £5.00 per child per 15-minute block after the expected collection time, until the child is collected.

Up to 15 minutes late = £5, 16-30 minutes late = £10, 31-45 minutes late =£15, 46-60 minutes late = £20 and so on.

16. Missing / Uncollected children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed
- Club leader will search the inside of the building and delegate an outside search to another adult in school.
- If the child is not found, the emergency services will be contacted.
- Parents/carers will be informed

If a child is not collected by their expected pickup time, parent/carers/contacts will be contacted in the first instance by telephone, in the order indicated by the parents/carers on their annual data collection form. In the event that all contacts are unreachable, approximately one hour after the expected collection time the club leader will inform the school's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead who will, in turn, contact the police and the Children & Families Services Emergency Duty Team for advice and support.

17. Security

For security and safeguarding purposes, if any person other than a parent is collecting a child, the parent must notify club staff. Our preferred method for this is via email to funfactory@ashchurch.gloucs.sch.uk or text or phone call to the club mobile phone on **07496 259366**. Where this is not possible, during term time, please call the school office on **01684 292376**.

When booking, parents are asked to set a PIN number or password for their child. We will not release a child to anyone other than a parent unless we have been told and the person collecting has the password/PIN. If we are unsure, we will always keep the child in the Fun Factory room and contact a parent to check.

Adults collecting children must sign their children out, writing the time of departure in the club log.

18. Sickness

If your child has been ill during the school day and they cannot attend the booked after-school club session, credit will be carried forward.

If a child is showing signs of being unwell whilst they are in the morning or after-school club, staff will notify the parent/carer and ask them to collect their child. If a child needs to be collected early, the full booked session will be charged for.

Club staff cannot administer any form of medication unless the parent/carer has filled in a medication consent form available on the school website or from the school office. The usual school policy for administering medicines applies and this can be found on the school website.

19. Accidents and First Aid

Sensible precaution is taken to ensure the safety of children. If your child has a minor injury whilst in our care, first aid will be carried out within the club. An accident form will be filled in by the adult who dealt with the incident and you will be informed when you collect your child. Our staff are all trained in First Aid and a First Aid kit is kept on the premises.

20. Absences

If your child is absent from school and they have been booked into Fun Factory, please could you make the office aware when reporting the absence that your child will not be attending the club.

If you do cancel your booking, the charge will be removed and your child will have a credit for future use in the club. If the session is not cancelled you will be charged.

21. Valuables

We ask that children keep special items of interest to them i.e., toys and books in their school bags when they are attending the club.

Inside the Fun Factory room we have a large range of toys and books and sometimes personal items can get lost within these.

22. Behaviour

Fun Factory staff encourage the children to respect themselves and others in a relaxed, friendly environment with clear expectations and boundaries. We use the school's core values to underpin our behaviour policy.

Fun Factory will implement the same consequences and reward systems that are used within the main school.

23. Refreshments

Fun Factory is a nut-free club.

Whilst we do not provide food during any session, children are welcome to bring a healthy snack with them.

Fresh fruit and drinking water are always available both morning and afternoon.

During school holiday sessions, all children staying for the full day are required to bring a packed lunch with them.

24. Parental Conduct

To ensure the best outcomes for our children, everybody needs to respect the professional relationships required in schools. Our staff work to the highest expectations of professional conduct and are held to account should their behaviour fall short of our expectations. We therefore ask that all parents frame questions and concerns in a calm and respectful manner to prevent parental behaviour becoming an issue in itself. Violence and verbal abuse towards staff members will not be tolerated and may mean your child will not be able to use our clubs.

25. Parent/carer/pupil Feedback

Ashchurch Primary School values the opinions of its pupils and parents. Systems will be in place, and communicated to parents/carers and pupils, to facilitate feedback.

26. Fire Procedure

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit. They will congregate at the assembly point which is against the fence leading onto the field. The club register should be taken outside and all names checked. There will be a fire practice once per term.

SUMMARY OF MORNING CLUB AND AFTER SCHOOL CLUB TERMS AND CONDITIONS

- Bookings are via School Spider
- Each half term there is an 'early bird cut-off date'. Bookings made on/before this day are charged at a reduced rate.
- There are limited spaces available due to staffing ratios. Places are allocated on a first-come, first-served basis.
- Correct payment must be received for a booking to be accepted.
- It is the responsibility of parents and carers to give 24 hrs notice to the school of all cancellation.
- All payments should be made on School Spider.
- No money should be handed to the staff at the club.
- Incorrect payments or non-payments of fees may affect future bookings.
- Cancellations must be made 24 hrs in advance, or there will be a charge for the booking, unless it is illness related (to the child).
- Cancellations due to a child's absence from school will not be charged but the office must be informed that a child will no longer be attending clubs.
- Parents/carers need to accompany their child into the morning club, signing them in with the correct time. Children cannot arrive at the morning club any earlier than 7.45am. Staff may be present but this is to allow adequate time for setting up prior to the club opening.
- Children must not turn up to the morning club without a booking.
- We must be notified if a parent is unable to pick their child up on time or if another person other than a parent/carer will be collecting a child.
A password/PIN system is in place.
- Parents are asked to respect and trust the decisions made by staff and behave in an appropriate manner to all staff.

Fun Factory is part of Ashchurch Primary School, governed by the school's local governing body. Please be aware that we reserve the right to refuse access to this facility for any parent or carer who refuses to abide by the procedures and protocols in place to ensure the safety and welfare of our children.

Please be aware that we reserve the right to refuse access to this facility for any child who persistently misbehaves or behaves in a manner that puts themselves, others or property at risk of harm or damage.