

Marine Park First School



Hand in hand we learn together

Extended School Care Information Pack for Parents and Carers

- Breakfast Club 8.00 – 8.50
- Wraparound 11.45 – 3.30
- Out of School Club 3.30 – 6.00



About our Extended School Care

We understand that for many parents extended school care is an important consideration and often a necessity. At Marine Park First School we aim to offer on-site care for our children from 8.00 am to 6.00 pm each day.

Our extended school provision is staffed by qualified, experienced and caring members of staff who manage the clubs and organise activities to enhance and promote the children's learning and enjoyment. Our Breakfast, Wraparound and Out of School Clubs offer peace of mind for working parents, with the knowledge that their child is being safely cared for until they are able to collect them at the end of the working day.

Our provision is 'governor led', which means that it was set up by the governing body rather than a private childcare provider. All staff are employed by the school and the provision works within the ethos and follows the same policies as the school.

Our Aims

- To provide 'Out of School Care' in a safe and secure environment for the children.
- To create a welcoming, warm, safe and secure environment in which children are valued and their happiness, enthusiasm and enjoyment is fostered.
- To develop the children's self-esteem and confidence and to encourage independence, teamwork, excellent behaviour and consideration for everyone.
- To provide play based sessions that offer a variety of experiences through active learning indoors and out.
- To promote equal opportunity for all offering a child centred environment which recognises that every child is unique and should be supported and extended as appropriate to his/her needs.
- To foster a close relationship between home, school and our extended care provision and to encourage parents to work with us to further their child's success.
- To ensure that our staff continue to work together as a part of a successful school team, creating a positive and safe environment for children, being well informed of current thinking, legislation and appropriate policies.



Our Provision

Our extended day care provision is open for children who are registered and attending Marine Park First School.

Breakfast Club 8.00 – 8.50:	Nursery to Y4 pupils
Wraparound 11.45 – 3.30:	Nursery pupils only
Out of School 3.30 – 6.00:	Nursery to Y4 pupils

About our Staff

Manager: Mrs Lindsey Proctor
Assistant Manager: Mrs Emma Brooks

Miss K Brydon
Mrs C Weatherly
Mrs T Anderson
Mrs R. Scott
Mrs L Winniffrith
Mrs S Rogers
Mrs G Foreman
Mrs R Bainbridge
Mrs G Welsh (supply)
Mrs A Longstaff (supply)
Mrs L Emptage (maternity leave)

All Breakfast Club, Wraparound and Out of School staff are employed directly by the school and are subject to a DBS and other recruitment checks. All hold suitable childcare/teaching assistant qualifications and have training in safeguarding. A number of qualified paediatric first aiders are on site at all times.

Please refer to the school's [Recruitment Policy](#)



Breakfast Club

Breakfast Club

Session Times: 8.00 – 8.50

Care charges: £4.00 per session

Children have the opportunity to enjoy a sociable session before the start of the school day, playing a variety of games alongside friends, take part in our active and popular 'wake and shake' activities or simply have some quiet time to read, chat to friends and staff or reflect on the day ahead.

A healthy breakfast may also be purchased. Breakfast is served between 8.00 – 8.30.

Breakfast charges: £1.00

Wholegrain cereal
Wholemeal bread/toast
Glass of milk

Nursery age children are taken by their key workers from Breakfast Club to Nursery at 8.45.

At 8.50 am all children from Reception to Y4 are accompanied to their classrooms by Breakfast Club staff for registration with their teacher.



Session Times: 11.45 – 3.30

Care charges: £15.00 per session

Wraparound key workers, Mrs Brooks and Mrs Anderson collect the children at the end of morning and escort them to our Out of School/Wraparound room.

Marine Park Wraparound is committed to delivering the Early Years Foundation Stage (EYFS) as set out in the *Statutory Framework for the Early Years Foundation Stage 2014*.

Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking. Children in Wraparound are offered a variety of opportunities to explore their world, both indoors and outdoors, through a mixture of structured and unstructured experiences, in which they can play, talk and think alongside adults and other children.

At Marine Park, the school Nursery is the primary EYFS provider. Wraparound staff therefore plan learning experiences which complement the curriculum the children enjoy in Nursery, supporting the children's physical, social, emotional and intellectual development.

We provide a mix of adult-led and child-initiated activities, always following play principles, allowing children to choose how they occupy their time, and never forcing them to participate in a given activity.

We have experienced and caring staff that are committed to creating a welcoming home from home atmosphere where children can play and relax.

Staff from both Nursery and Wraparound meet regularly to share information about the children's learning and development in order to best support their progress and wellbeing.



We recognise the four overarching principles of EYFS:

- **A Unique Child:** Every child is constantly learning and can be resilient, capable, confident and self assured. We use positive encouragement and praise to motivate the children in our care.
- **Positive Relationships:** Children learn to be strong and independent through positive relationships. We aim to develop caring, respectful, professional relationships with the children and their families.
- **Enabling Environments:** Children learn and develop well in environments in which their experiences respond to their individual needs and where there is a strong partnership between practitioners and parents/carers. We observe children in order to understand their current interests and development before planning appropriate play-based activities for them.
- **Children develop and learn in different ways and at different rates.** The EYFS framework covers the education and care of all children in Early Years provision, including children with special educational needs and disabilities. We tailor the experiences we offer the children in our care according to their individual needs and abilities.

Staff maintain a simple communication book and noticeboard with photographs and annotations, so that the parents can see the type of activities their child has been engaging in at Wraparound. Parents are welcome to view these at any time.

Parents are welcome and encouraged to chat and share news and information about their child at the end of any Wraparound session.

Wraparound Keyworkers

Your child's keyworker will be your main point of contact within the wraparound setting. They will help your child to become settled, happy and safe and will be responsible for your child's care, development and learning while at wraparound.



Wraparound Lunch

A healthy, well balanced cooked lunch is served between 11.45 -12.15.

All meals are freshly prepared in the main school kitchen every morning. Children can enjoy a choice of freshly cooked main courses accompanied by fresh salad or vegetables, bread and a tasty pudding.

North Tyneside Council offers a pre-selection, pre-payment online service. This means that parents and children can select and pay for the meals they like and are guaranteed their choice.

Children are also able to bring a healthy packed lunch with them. Marine Park School is a Healthy school and in line with the school food policy parents are requested not to include sweets, fizzy drinks or nuts. Each packed lunch must be in a named container and can be stored in the dining hall fridges or on the lunch box trolleys.

No child is forced to eat but they are encouraged to try the food either provided by the cook in school or in their lunch boxes.

From September 2016 a school meal cost will cost £2.10 per day, £10.50 per week. Each child has a unique code with Joinos. Joinos is the name of the communication and school meals payment website designed specifically for parents and carers of children in North Tyneside. Once registered, parents/carers can pre order and pay for school meals using a computer, tablet or smart phone. It is also possible to make a payment over the telephone using a debit / credit card. If you wish to do this please ring (0191) 643 2888.

It is the parent's responsibility to inform Wraparound staff of any dietary requirements or known allergies. If your child will be having school meals when they start Wraparound, it is also essential that you talk to the North Tyneside School Meals Service well in advance.

Catering Services

Telephone: (0191) 643 8355

Email: catering.services@northtyneside.gov.uk



Out of School Club

Session Times: 3.30 – 6.00

Care charges:

3.30 – 4.30	£4.00
4.30 – 5.30	£4.00
5.30 – 6.00	£2.00

Children enrolled for the Out of School Club session are picked up from their classrooms by a member of club staff and taken to the Out of School room.

Children take part in a variety of age appropriate activities both adult led and those children have chosen themselves. We have a range of activities for children to do, including art and crafts, games, puzzles, construction play, table football etc. We also have a 'let's pretend' area where children can dress up and engage in imaginative play.

We make good use of the school's excellent IT equipment and children enjoy going to the IT suite. We also aim to provide a relaxed atmosphere and if your child is tired during the evening session, he/she will have the opportunity relax on the sofa with a book or watch a DVD if they wish.

Children can also play outside weather permitting. We are able to make full use of the school grounds and sports facilities and resources.

We also offer a light snack during this session – fruit, vegetables, sandwiches, wraps etc. Water is always available to children.



Dropping off and Picking up

Our Breakfast Club opening time is 8.00am and we close our Out of School Club at 6.00pm. Children who are attending the breakfast club session should be brought by a parent/carer, directly to the Out of School room. The entrance is via the path leading down the side of the school carpark. Please ring the bell to gain entry.

All children must be signed in and out of club.

Parents are respectfully asked not to let anyone in who rings the door bell or hold the door open for another adult trying to enter club. A play worker must answer the door at all times. All parents are asked to make sure the door is closed behind them when they leave, for the safety of all of the children.

Parents are asked to always inform club if someone other than themselves are going to pick their child/children up. We need the name, approximate time and a password, this will be recorded in our diary. Staff working on the desk and door check the diary on a daily basis for any changes to pick up arrangements.

Bookings

It is our intention to ensure that parents are well aware of the admission criteria, booking system, the charges for child care and how parents will be expected to pay the fees.

A Registration and Booking Form must be completed before your child can attend club. Forms can be obtained directly from Wraparound/Club, at the school office or on the website. Enquiries should first be made by telephoning Mrs Proctor or Mrs Brooks on 0191 2008614. Bookings for your child should be made well in advance, so that staffing ratios can be arranged ready for the new term. Places are limited, subject to availability and are allocated in accordance with our Admissions Criteria. Please refer to our Childcare Admission's Policy at the end of this booklet.

Charging Procedures

Invoices are issued on a Monday for the previous week. They will be in club for your collection from Monday afternoon until Tuesday morning – please ask at the desk. If invoices are not collected, they will go out via your child's book bag from their class.

Invoices must be paid by the Friday of the same week either at the school office or the Out of School Club.

We currently accept payment by cash, cheque or childcare vouchers. Cheques should be made payable to Marine Park First School ASC. All payments must be made to the school office or handed to the Out of School/Wraparound Manager in a named envelope. We are also planning to introduce payment by bank transfer later this year.

Where a family has outstanding fees, we reserve the right to withdraw the childcare provision.



Cancellations/Termination of contract

Please note that all sessions which are booked will be charged for, unless your child is ill and absent from school. A charge for the first 48 hours will still apply. (£4.00 Breakfast/OSC; £15 Wraparound per session)

Children attending an extra curricular club which takes place after 3.30 such as art, cookery, football etc. will still be charged for their OSC Club place in order that the place can be held and also that our staff can be available for pick ups etc.

Parents/Carers should give one week's written notice if they wish to terminate their contract.

Late Collection

In the event of a child being left at the Out of School Club due to unforeseen circumstances the following procedure will be followed:

- The Manager or Deputy will attempt to contact the parents/carer or emergency contact to ascertain why no one has arrived to collect the child. Should contact not be established within half an hour of the closure time of the club Mrs Morris or Mr Easton will be informed.
- We will continue to try to contact the parent/guardian and all emergency telephone numbers we have on file.
- If we fail to get any response by 7pm we will contact the Front Door Service as the first point of contact for concerns about the safety or welfare of a child in North Tyneside. The Front Door Service is the access point to the MASCT (Multi Agency Screening and Co-ordination Team) which has a duty team who offer safeguarding information, support and services and will respond to concerns.
- Two members of staff will remain with the child/children at all times.
- Staff will record any late or non- collection of a child.
- There will be a charge for any children who are not collected by 6pm. The charges are made to offset costs incurred as follows:
 - £7.00 per half hour
 - Any additional late pick ups within a 4 week rolling period will be charged at £10.00 per half hour.
- If the problem is persistent, staff will work in partnership with parents and carers to address the issue, however the ultimate consequence of late/non collection is the forfeit of the club place.



Positive Behaviour

The school policy for positive behaviour is followed for all children attending Breakfast, Wraparound and Out of School.

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community. Values are built on mutual trust and respect for all. Our behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The school has a number of school rules, but the aim of the behaviour policy is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way.

School Rules:

Do be gentle	Do not hurt anybody
Do be kind and helpful	Do not hurt people's feelings
Do work hard	Do not waste your or other people's time
Do look after property	Do not waste or damage things
Do listen to people	Do not interrupt
Do be honest	Do not cover up the truth

The school expects every member of the school community to behave in a considerate way towards others. We treat all children fairly and apply this behaviour policy in a consistent way. This policy aims to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

We have a simple system of rewards and sanctions within our policy.

Parents will be informed if a child's behaviour is a cause for concern or if they seem to be displaying behaviour normally out of character, so any support can be put in place. In exceptional cases, and with due consideration to the quality of experience for all of the children, we may need to meet with parents to review the viability of the provision for their child.

For more information, please refer to the school's [Positive Behaviour Policy and Anti Bullying Policy](#)



Equality

Our Breakfast Club, Wraparound and Out of School Club is committed to provide and achieve equal opportunities for the children in their care and their families. Positive images of all groups will be reflected through our ethos and the resources and activities we provide. We will maintain a non-discriminatory approach at all times.

The school has clear equality objectives which are available on the school website as part of its Equality Scheme.

Please refer to the school's [Equality Scheme and Policy](#)

Health and Safety

Ensuring all our children are safe is of paramount importance and every effort is made to ensure a safe environment is maintained at all times.

All of our policies and procedures are available for parents to see at anytime. Many are available on the school website: www.marineparkfirst.co.uk

Please note some basic information which will help us keep our children safe:

- All areas of our school and grounds are a No Smoking areas.
- No dogs are allowed on the school grounds.
- Please ensure all doors are closed behind you when entering or leaving the Out of School room.
- Mobile phones should not be used when the children are present in our Out of School room.

Please refer to the school's [Health and Safety Policy](#)

Parking

In addition to the public car park opposite school, there are two parking bays at the front of the school site which may be used by parents or visitors. Please use these when picking up your child. Please do make sure that your child stays on the pavement and does not wander into the staff carpark when they leave the OSC building.

Please do not park in the disabled bays unless you have a need to do so. Please do not park in the staff carpark.

We hope that you agree that it is important that you are a good role model to your children.



Emergency Evacuation

The school undertakes regular practice emergency evacuation procedures. We have two assembly points: one at the front of the school main entrance and another on the school astro-turfed area. Please refer to the Emergency Evacuation Procedure and Policy

Accident or Illness

If your child has a minor accident while they are at Out of School club or Wraparound, they will be cared for by a staff member. Parents will also be notified by a member of staff and asked to sign our accident log book. A copy is given to parents.

Should your child become ill or have an accident whereby they need to go home/hospital you will be contacted immediately. Please ensure that we have upto date emergency contact details at all times.

Please refer to the school's First Aid Policy

Medication

We are committed to supporting the wellbeing of all our children. Should your child have a medical condition that requires the administration of medication please discuss this with Ms Ramsay in the school office.

If your child needs to take prescribed medicine for a short period of time Wraparound/Out of School staff will administer if an "Administering Medication" form has been completed. These are available at the Main Office.

Please refer to the school's Medicines Policy



Outdoor Play/Safe in the Sun

As we will be going outside, both in Wraparound and Out of School, please make sure that your child always has appropriate clothing e.g. coat, hat and gloves in cold weather and sensible and suitable footwear. In warm weather you may want to consider applying sunscreen and providing your child with a sunhat.

Child Protection

The health, safety and well-being of every child is our paramount concern. We listen to our pupils and take seriously what they tell us. We are vigilant to indicators of possible abuse and will act quickly and responsibly when dealing with any allegations. The school has a responsibility to have arrangements in place to safeguard and promote the welfare of children. These responsibilities are highlighted in 'Working Together to Safeguard Children 2015' and 'Keeping Children Safe in Education 2016'.

We want to work in partnership with parents/carers to help children to achieve their full potential and make a positive contribution. We always seek to maintain open communication with parents and carers, whilst recognising our primary responsibility for ensuring the safety of each individual child. On rare occasions our concern about a child may mean that we have to consult other agencies even before we contact parents/carers. There may be some instances when information received or given is needed to be kept confidential. The procedures, which we follow, have been laid down by the North Tyneside Local Safeguarding Children Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures or the policy, please speak to the Headteacher.

All school staff are subject to DBS, medical and reference checks prior to taking up employment. All staff have recent and relevant child protection training. Any safeguarding concerns reported by Breakfast, Wraparound or Out of School Club staff will be reported to Club's Designated Person and following liaison with the school's designated person for safeguarding, the school's Child Protection Policy will be implemented. (Please refer to the school's Child Protection/Safeguarding Policies)

The Designated Person for Breakfast, Wraparound and Out of School Club is:

- Mrs L Proctor, Headteacher

The Designated Person for school is:

- Mr S Easton - Headteacher

The Deputy Safeguarding staff for school are:

- Mrs K Morris - Deputy Headteacher
- Mr C Harrison - KS2 Coordinator
- Mrs J Palmer - KS1 Coordinator
- Mrs S Armstrong – Inclusion Coordinator



Toilet Training

Staff aim to encourage young children to become independent at toilet time. However, this is a learning process and staff members will always respond positively, to give practical and emotional support to children, to develop their self-help skills towards independence and toilet training.

If your child is not completely toilet trained when they begin attending our Wraparound you will be asked to supply some spare clean clothing and wipes for staff to use. If your child has an accident and comes home in spare school clothing we would ask you to please wash and return items to us as soon as possible.

Please refer to the school's Intimate Care Policy

Comments and Complaints

We hope that you will be very happy with the service you receive from the Breakfast Club, Wraparound and our Out of School Club.

At Marine Park First School we are always seeking to improve. If you have any comments or suggestions for improvements, we would like to hear about them. If you are dissatisfied with any aspect of service we provide, please do not hesitate to speak with the Club Manager. All comments/complaints will be recorded, acknowledged and attended to where appropriate.

If you feel that it is not appropriate to speak to the Club Manager please make an appointment to speak to Mrs Kath Morris - Deputy Headteacher or the Headteacher Mr Stephen Easton.

You may want to put your complaint in writing to the Governing Body. All formal complaints will be dealt with according to the School's Complaints Procedure, a copy of which can be obtained from the school office or on the website.

As a final course of action a parent may make a complaint directly to Ofsted:

Ofsted
Piccadilly Gate
Store Street
Manchester
M12WD



Childcare Admission's Policy

CONTEXT:

Wrap-around, before and after school childcare provision is a valued service for families. Marine Park is one the largest governor led childcare facilities in North Tyneside. In recent years demand has increased steadily. We have been able to meet this demand for places through the careful integration of requirements. The 2016-17 admission year saw demand reach unprecedented levels requiring us to formalise the oversubscription criteria used when evaluating each, unique application. This criteria will be made explicitly available to parents, at the time of application, in future years.

PURPOSE

To provide an effective framework to allocate childcare places, meet EYFS childcare requirements and operate a safe, high quality provision to all those that attend wrap around and out of school club (OSC).

UNDERPINNING PRINCIPLES

The underpinning principles of this policy will:

- ensure a fair and equitable allocation of childcare places.
- ensure that all children with additional support needs will be provided with suitable childcare places.
- ensure that all childcare places will be allocated using the same criteria.
- maximise occupancy to meet the needs of as many children and families as possible.
- meet EYFS childcare requirements and operate a safe, sufficiently supervised, high quality provision to all those that attend wrap around and out of school club (OSC).

Applications for childcare places should be made directly to the school. Offers of place will be made as soon as possible after the welcome meetings and the requirements of existing club users are established. We operate an inclusion and equality policy and ensure that children have access to childcare places and services irrespective of their gender, race, disability, religion or belief.

PRIMARY OVERSUBSCRIPTION CRITERIA:

1. Children with a Statement of Special Educational Needs.
2. Looked after children in the care of a local authority or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
3. Children whose application form is supported by the appropriate interagency documentation, including children subject to a child protection plan and those with additional support needs.
4. Pupils already attending club requiring additional childcare.
5. Sibling link (an older brother or sister) to include adoptive siblings, half siblings, step siblings and long term fostered children residing at the same address and who will be attending the club.

SECONDARY OVERSUBSCRIPTION CRITERIA:

In the event of oversubscription after these criteria, we prioritise applications based on secondary criteria which seeks to maximise occupancy and meet the needs of as many families as possible. Specifically we prioritise:

1. Integration of applications with other pupils already enrolled at club (thereby maximising occupancy)
2. Pupils requiring the greatest quantity of childcare (thereby maximising occupancy)
3. Integrating two new applications (thereby maximising occupancy)
4. Pupils requiring regular, consistent use of childcare (thereby maximising occupancy)
5. Those requiring ad-hoc use of childcare. Where it is not possible to meet the requirements of the applicant, we will seek to offer some childcare based on the preferences outlined in the application and what is still available. By doing so, a child that takes this would then be attending the club so would be prioritised under the primary admission criteria above for extra provision once it becomes available.

WAITING LISTS

Where parents are not offered some or all of their requirements, the club will keep a waiting list of the names of applicants. Children are placed on the waiting list according to the oversubscription criteria regardless of when their application was received. This means a child who is on the waiting list will move down the list if a later application is received that falls within a higher priority under the oversubscription criteria. If a place becomes available it will be offered to the child at the top of the waiting list.

APPEALS/COMPLAINTS

There is no appeal procedure for parents refused a place in club but if parents feel that they have been unfairly treated then they can go through the Schools Complaints procedure through the Governing Body.



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Email: marinepark.first@northtyneside.gov.uk
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Headteacher

Mr Stephen Easton

Email: stephen.easton@ntlp.org.uk