

Thoughtful. Explorers. Awesome. Motivated.



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Welcome to  
the Folly Hill Breakfast and After School Club

Your Welcome Pack is enclosed.

Please sign the relevant forms  
and return them to the school office  
as soon as possible.

Thank you.

Mrs Ali Stone  
Headteacher

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# Safeguarding

## SAFEGUARDING STATEMENT

At Folly Hill Infant School we strongly recognise the need for vigilant awareness of safeguarding issues. It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, pupils, parents and governors should feel confident that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff. This is supported by clear behaviour, anti bullying and child protection policies, careful risk assessment, appropriate induction and training, briefing and discussion of relevant issues and relevant learning through our Personal Social Health and Emotional (PSHE) curriculum.

We recognise that the key elements of safeguarding children are health, safety and ensuring achievement.

Designated Safeguarding lead for the Breakfast and Afterschool club – Mrs Stone (currently)  
Designated Safeguarding Lead (DSL) – Mrs A Stone  
Deputy DSLs – Mrs J Norbury, Mrs T Farr, Mrs E Mann  
DSL Governor and Looked After Child Governor – Mrs E Hardy

The Breakfast and Afterschool clubs follow the school policies including  
Safeguarding  
Health and safety  
Code of conduct for staff  
Acceptable use of IT  
Medicine  
Intimate care  
For a full list please speak to the school office

**Folly Hill out of school clubs provide high quality childcare for families of Folly Hill Infant School. Our aim is to create a welcoming, friendly social setting where children feel safe, valued and enjoy their time at the club.**

### **Breakfast Club**

Our Breakfast Club opens at 7.45am. Breakfast is included in the price and children can choose from a range of healthy cereals, wholemeal toast and fruit. We can accommodate 24 pupils at Breakfast Club (Monday to Thursday) and 16 pupils on a Friday.

Sessions must be booked in advance. The cost of a Breakfast Club session is £6.50 and booked sessions must be paid for in advance through our online system Scopay, via childcare vouchers, or by cash.

### **After School Club**

Children are picked up from their classrooms. Children can also be collected from external after school clubs held at Folly Hill. Children are offered a healthy snack on arrival before settling down to a range of play-based activities. We can accommodate up to 16 children after school (currently Monday to Thursday) and sessions must be booked in advance.

The cost of an after-school session is £7.50 for a half session until 4.30pm or £10.50 for a full session until 5.45pm. Booked sessions must be paid for in advance through our online system Scopay, using online childcare vouchers, or by cash.

### **Payment**

An invoice will be raised for the amount owed for the following half term. Payments should be made in advance and on-line wherever possible. There is a link from the school website to the Scopay log-in page : [www.folly-hill.surrey.sch.uk](http://www.folly-hill.surrey.sch.uk) > Parents Information > Online Payments.

Please note that because of how the online payments for Breakfast Club are set up, we cannot show individual payments due on your payment screen. Previous payments (date and amount) can be checked from the 'Payment History'.

If you are using Scopay for the first time please contact the school office and you will be given an activation code. Cash payments can be made to the school office. Cash payment should be in an envelope stating the name of the club and amount enclosed.

If you are using childcare vouchers through your company, please give them the school details so they can set up the account. If you require a code, contact the school office.

In the event that an invoice has not been raised prior to the child attending the club e.g. start of the September term, then the child can attend as agreed and payment made once the invoice has been generated.

Please contact the school office to enquire about ad hoc sessions for breakfast or after school club. Ad hoc sessions are charged at the same rate as other sessions and must be paid for in advance. Ad hoc sessions will only be offered if there is space available.



**Folly Hill Infant School Breakfast and After School Club Policies**  
Breakfast Club suite

**Signed** *Helen Bond*      **Chair of Governors**

**Signed** *Ali Stone*      **Headteacher**

**Date:**                                      **March 2020**

Review Date:                              March 2021

**ADMISSIONS POLICY**

**All children attending Folly Hill Infant School will have access to Breakfast and After school Club through open, fair and clear communicated procedures.**

- **All children who attend Folly Hill Infant School are eligible to attend Breakfast and/or After school Club.**
- **Places should be booked on a half termly basis through the school office.**
- **Priority will be given to children who will be using the club on a regular basis and children who are already members of the club.**
- **There is provision for 24 children in Breakfast club and 16 in After school club with a ratio of 8 children to each member of staff. (Monday to Thursday) Breakfast club only on Friday maximum of 16 Children.**  
**If any spaces remain, these can be booked on an ad hoc basis the week before.**
- **If spaces available, Breakfast Club/After school club may be used by older siblings or any child who has a viable connection with the school at the discretion of Breakfast Club staff, governors and head teacher**
- **Parents will only be able to take up the offered place if they have signed the terms and conditions document and have paid half term in an advance or week in advance in case of ad hoc agreement.**
- **The supervisor of Breakfast Club/After School Club and head teacher can refuse to offer a place if they have good reasons for doing so.**
- **If the Breakfast Club/After School Club is full a waiting list will come into operation based on first come first served.**

## **SETTLING IN**

**We will ensure that all the children in Breakfast After School Club feel safe, secure and comfortable with their surroundings and staff. Consideration will be given to every child's individual needs and their parent's wishes.**

- Parents will be provided with a welcome pack of information from the school before their child starts. More information will be provided at the new parent's induction meeting.
- Opportunities will be provided for parents to visit Breakfast/After School Club by appointment only.
- Parents will sign a Terms and Conditions document before their child starts Breakfast/After School Club.
- Breakfast/After School Club supervisor play worker and head teacher will ask parents and children for regular feedback on Breakfast/After School Club provision.
- Staff will report to parents on any problem's children have in settling into Breakfast/After School Club and discuss the way forward with parents and children.
- Breakfast Club Parents will be encouraged to say goodbye to their child at the door and allow staff to settle the child into the session.

## **REGISTRATION SYSTEM for CHILDREN and STAFF**

The register will be taken as each child enters the Club.

Any change to end of the day arrangements should be communicated to the playworker. They will make a note of this and write this in the diary in the school office after breakfast club has finished. Registers will be placed in a locked drawer in the school office at the end of the session.

Children's details will be in the register file along with parents signed copy of Breakfast/After school Club terms and conditions.

In case of emergency, the register should be taken by the Breakfast/After School Club supervisor to the assembly point and there checked to make sure all children and staff have left the premises.

There will be NO VISITORS to Breakfast/After School Club unless they have made an appointment with the head teacher and follow school visitor policy.

## **COMPLAINTS PROCEDURE**

**We aim to provide a high quality, safe, stimulating and consistent provision for all your children and yourselves. If you have a complaint, please go through the following procedures as detailed in the Breakfast/After School Club welcome pack.**

- Discuss complaint with Breakfast/After School Club staff. They will consider the complaint and discuss next steps with you. They should organise a follow up appointment with you to discuss if the problem has been resolved.
- Staff should record the complaint in a complaints book (records should be kept for 10 years.)
- Staff may request to have the complaint put in writing.
- The complaint should be dealt with immediately and action should be seen to be taken and effective within 28 days.
- If parents are still not happy the complaint has been adequately dealt with then they should make an appointment to discuss the issue with the head teacher who will follow the school's complaints procedures and if necessary, Child protection procedures.

- Any further action should be directed through the school's Chair of Governors or Surrey Safeguarding Children board.

Useful resources

See Surrey Complaints procedure

Advisory, conciliation and arbitration service (ACAS) - [www.acas.org.uk](http://www.acas.org.uk) 08457 474747

Surrey Children's information service- 08456011777

## **CHILDREN'S ACTIVITIES**

Folly Hill Infant School Breakfast and After school Clubs are committed to providing quality play experiences for children aged 4-7 years.

The club will endeavour to create a stimulating environment for children that will foster their independence and self-esteem, whilst supporting the key components of Every Child Matters:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic well being

As staff members we will support and facilitate child's play by incorporating the Play work Principles into the club's ethos. Activities will take into account the children's choices and preferences- they should have input into planning of activities through discussion with Breakfast Club and After School staff.

### **Building positive relationships and developing self-esteem**

- Develop confidence and independence by providing a warm and secure environment where staff are friendly and approachable, positive and respectful of children of all backgrounds and abilities.
- Staff give reassurance, encouragement and appropriate praise, and value each child and what they have to offer.
- Staff encourage children to try new activities in a safe and supportive environment.
- Wider society is reflected as far as possible with regard to race and gender.
- Children's individual preferences are valued.
- Staff will ensure they have time to talk to children particularly over a healthy breakfast.
- Staff and parents will endeavour to achieve positive, supportive relationships.
- Staff will provide communication to parents about Breakfast/After School Club in order that they feel informed about what is going on.

### **Learning right from wrong**

- Help children learn right from wrong by reassuring them that strong feelings are acceptable especially when children do not have the language to express how they feel.
- Staff will set fair and consistent boundaries, appropriate to the child's level of understanding, to help them become aware of the effect of what they do and say on others.
- Staff will help children respect the feelings of others by setting a good example and showing them how to respect and co-operate with others.

### **Learning and play opportunities**

- Staff will plan a range of free play and directed activities for children taking the child's interests into account.
- The club regularly carries out observations to reflect on practice, and to help children extend their play.

### **Imagination and creativity**

- Children are encouraged to express their imagination and creativity through activities such as listening to music, acting out stories, moving to music, responding through their senses and painting, drawing and modelling with a variety of media.

### **Organising resources**

- When organising resources, staff are aware of children's access to materials so that they can make choices and use their initiative.
- Please note the children should not bring in their own toys
- Weekly plans are displayed in Starlight

We support the professional development of our staff and encourage them to develop their knowledge of play work.

### **Physical Environment**

The clubs are committed to providing children with a stimulating and safe environment. We will do all we can to make our premises welcoming and friendly to children, their parents/carers and any other visitors.

The Club's premises are safe, secure and adequately spacious for its purpose. The environment and atmosphere of the Club is welcoming to children and offers access to the necessary facilities for a broad and varied programme of activities.

The Club is committed to taking every possible step to ensure that all children have equal access to facilities, activities and play opportunities; including children with special educational needs and/or disabilities.

The Club's premises comply with all the requirements of the Equality Act 2010 and all other relevant regulations and guidance.

Our Supervisor is responsible for ensuring that the Club's premises are clean, well lit, adequately ventilated and maintained at the right temperature. Daily risk assessments are carried out, in accordance with the Risk Assessment Policy, to ensure that the facilities are maintained in a suitable state of repair and decoration.

During the opening hours, Starlight is used by, and solely available to the Club, its staff and the children, as far as this is possible.

The Club will do all it can to maintain an open room layout, allowing children to choose from a variety of play opportunities. All children will have adequate space to play and interact freely (a minimum of 2.3 square meters' space per child).

There is adequate space for storing the Club's equipment safely and securely.

Members of staff will have access to a telephone on the Club's premises at all times.

**Outdoor play:**

Any outdoor play will take place in safe, secure and well supervised spaces. Before any outdoor activities commence, a thorough safety check and risk assessment will take place.

Outdoor play areas will be well maintained and free from holes, bumps or uneven surface areas. Drains, pools or any unnatural water will be made safe and inaccessible to children.

In the event of snow or ice on external walkways, staff will ensure that this is regularly cleared and kept safe.

Staff will ensure that there is a regular supply of water available to children at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun, according to the provisions set out in the sun policy.

**Food**

Food will be provided at both clubs.

Breakfast item such as cereal, toast, fruit, croissants, pastries, fruit juice.

After school snack items, fresh crudité, fruit, wraps, beans on toast.

If your child has specific dietary requirement – please inform the school office and fill out the form in the school welcome pack.