



Frosties Booklet

Welcome to Frosties

Friezland's Before and After School Club

SEPTEMBER 2023



Before and After School Club (BASC)

Welcome to Frosties, our Before and After School Club (BASC) provision, where we aim to provide:

- a safe, happy, stimulating and well-equipped environment in which children can play and socialise;
- a wide range of activities for all ages and abilities and
- a supportive environment in which children are encouraged to participate and their individual needs met.

The Friezland Before and After School Club (Frosties) was established to provide a service for Friezland's families. As such, Frosties is an extension of school and therefore school expectations, policies and procedures are followed.

Frosties is monitored by the Friezland Governing Board through the Resource & Environment Committee.

We are a small team but combined, our staff have many years' experience working with and looking after children in a variety of different settings. Some of our staff work in other roles at the school and therefore, we get to know your child really well.

| | |
|---------------|---|
| Mrs R Moores | Frosties Manager N.V.Q.3 in Children's Care: Learning & Education Higher Level Teaching Assistant Deputy Safeguarding Lead Emergency First Aid at Work |
| Mrs J Hopkins | Frosties Assistant |
| Mrs L Beech | Frosties Assistant Emergency First Aid at Work |
| Mrs M Hudson | Frosties Assistant Emergency First Aid at Work |

The Early Years Foundation Stage is a very important time for children, therefore as the children start school in Reception and come into Frosties, they will each be assigned a Key Person. The Key Person has the responsibility to ensure each child has their individual needs met, make sure they feel safe, has reassurance to explore new things and is helped to form new relationships.

Frosties is a pay in advance service, therefore please ensure that your child's account is in credit, prior to attending.

Opening Times and Fees:

Breakfast Club:

Session: 7.30 - 8.45 a.m. **£4.70** (includes breakfast)

No child can be admitted before 7.30 a.m.

After School Club:

Part Session: 3.20 - 4.30 p.m. **£4.30** (includes a snack)

Full session: 3.20 - 5.45 p.m. **£7.80**

If your child attends an extra-curricular club prior to attending Frosties, you will be charged for the part session only.

Late fee: £5 per child for every 10 minutes they remain uncollected after 5:45pm.

Non-cancellation fee: £2.50 will also be charged for children who are regularly booked into Frosties but then do not attend. These payments are charged as your child is holding a place that could have been offered to another, and staffing levels are arranged in advance, in accordance with the number of children booked into the service.

Place not pre-booked (after-school care): £2.50 for children placed in Frosties who haven't been booked in, in advance. Where this happens, staff will try to contact a parent/carer.

Individual circumstances are always considered.

Our school procedures for uncollected children are available on request.

To Register your child:

All children must be registered before they can use the club.

- Registration forms are completed electronically via a Google form. The link is available from the school office.
- An **annual registration fee of £5** is charged on your child's first attendance at Frosties.

Booking your Child into Frosties:

Your Child needs to be booked into Frosties to ensure we provide adequate staffing to fulfil staff-to-pupil ratios and to ensure they are collected from their classroom and taken into Frosties when attending after-school care.

- Booking-in forms are emailed home every half term. They can also be found on the school website or obtained from a member of the Frosties team when dropping or collecting your child. Once completed, they can be emailed back to school or printed off and handed to a member of the Frosties team.
- All sessions must be booked in advance.

- In an unexpected event where you are not able to collect your child from school at the end of the day, please ring school **before 3pm** to book your child into Frosties.

Payment:

- **Payment is to be made in advance**, weekly, monthly or half termly via your school Eduspot account.
- Childcare voucher payments are also accepted. Please email the school office to tell us when these payments have been made info@friezland.oldham.sch.uk so we can allocate the amount to your account. Please be aware that it can take up to 10 working days for vouchers to show up in our school account.
- We understand that sometimes parents do not know in advance, exactly how many sessions they need so, if extra sessions are taken at short notice, payments must be made as soon as possible.
- By completing the registration form, parents/carers are agreeing to our terms and conditions.

Dropping off Children in Breakfast Club:

- Please bring your children to the main entrance and ring the Frosties bell. A member of staff will come and collect your child and sign them into the club.
- They will take your child to the hall for breakfast and time to play.

Collection of Children in After-School Club:

- Please ring the Frosties bell at the main entrance. A member of staff will then bring your child to you and confirm the time of signing out with you. If the children are playing outside, your child will be handed over at the school gate.
- If you arrange for someone different to collect your child, please let us know beforehand by telephoning school on 01457 872601. Please ensure the person collecting your child knows the two-word password you provided to school.

Refreshments:

Breakfast is provided during the morning session and consists of a choice of: cereal, toast, apple juice, orange juice, milk or water.

During the evening session, a variety of snacks are available along with drinks of water.

Allergies and Dietary Requirements:

If your child has any allergies or dietary requirements, please provide this information on their school registration form and discuss it in more detail with the supervisor, if necessary.

Activities:

A wide range of activities are offered and include:

- outdoor games including football, skipping, tennis, scooters & climbing frames
- art and craft activities
- construction including Lego, Knex, Meccano
- board games including Chess, Monopoly, Connect 4
- computer games and iPads (turns taken and times monitored)
- role play and dressing up
- festival celebration days for example Chinese New Year & Divali
- reading a book, listening to music or chatting with friends.

We do like to play outside as much as possible, therefore in colder months it may be necessary to send your child with additional clothes to ensure they stay warm.

Friezland Expectations:

Frosties thrives in an atmosphere of mutual respect where, in line with our Behaviour Policy and Friezland Expectations, appropriate behaviour is positively reinforced.

It is our belief that if children are motivated, occupied and happy, inappropriate behaviour is discouraged. Staff are experienced in using a range of strategies to diffuse inappropriate behaviour, but if this is persistent it may result in the loss of a place.



Illness and Medication:

- Parents or guardians will be notified immediately on the emergency contact numbers, if a child is unwell or has a serious accident. It is therefore very important to inform us of any change to these numbers/details.
- Our 'Administration of Medicines Policy' includes details of procedures to be followed if your child needs to take prescribed medication. Members of staff may only administer essential medication.
- Frosties staff have undergone training in emergency first aid and are well equipped to deal with minor injuries, should they arise.

Contact Details:

School Phone Number: 01457 872601 / 0161 770 3700

School Email address: info@friezland.oldham.sch.uk

Policies:

A number of policies guide us in our implementation of various practices and procedures. All our policies are available to read upon request.

Equal Opportunities:

We acknowledge that all users of Frosties have individual requirements, and as such, as Equal Opportunity providers, we aim to ensure that these requirements are met.

Safeguarding and Child Protection:

Frosties Safeguarding and Child Protection Policy, contributes to the personal safety of all children using its facilities, through actively promoting an awareness of procedures and good practice. Supervisors of the Frostie Club have responsibility for the implementation of this policy. The Frosties Manager is a Designated Safeguarding Lead for the school.

Complaints Procedure:

We hope you will have no need to use the complaints procedure, however, if you do:

- Please speak to the Frosties Supervisor in the first instance.
- If the matter is not resolved, the Headteacher should be contacted.
- If the matter remains unresolved, please complete the School Complaints Procedure Form & send to Chair of Governors, via Business Support, Rock St. Centre, Rock St, Oldham, OL1 3UJ.
- The Chair of Governors will acknowledge receipt & explain what action will be taken.
- You may also contact OFSTED with any compliments, complaints or concerns. A leaflet 'Guidance for Parents' is available on the OFSTED website: www.ofsted.gov.uk

Grievances may be addressed to: *Early Years, OFSTED, 3rd Floor, Royal Exchange Building, St. Anne's Square, Manchester. M2 7LA, quoting our reference number – 105666.*

Data Protection:

All information we collect from you will be handled in accordance with the school's Data Protection Policy.

| Data Audit for Frosties | | | | | |
|-----------------------------|--|--|---------------------------------|---|---|
| What? | Probable Content | Why? | Who? | Where? | When? |
| Pupil and carer information | Name D.O.B. Carer phone numbers Home address Email address Medical information Sibling information (if attend this school) | In case of emergency Well-Being of Your Child To support fees and administration | All Staff (as necessary) | Paper / electronic copies filed securely Email and phone numbers on School Money and locked in the school office | Held on File and renewed annually Data is deleted / shredded annually or as a child leaves the school. |

As such, our assessment is that this information handling:

| Has Few / No Data Compliance Requirements | Has A Moderate Level of Data Compliance Requirements | Has a High Level of Data Compliance Requirements |
|---|--|--|
| | ✓ | |

Sample Booking Form:

| BASC: Frosties Booking Form: Autumn Term 1 2023 | | | | | |
|--|--------|---------|---|----------|--------|
| Child's Name(s): | | | Year group: | | |
| Week Beginning | Monday | Tuesday | Wednesday | Thursday | Friday |
| EXAMPLE | B & A2 | - | A1 | - | B & A2 |
| 04.09.23 | CLOSED | | | | |
| 11.09.23 | | | | | |
| 18.09.23 | | | | | |
| 25.09.23 | | | | | |
| 02.10.23 | | | | | |
| 9.10.23 | | | | | |
| 16.10.23 | | | | | CLOSED |
| B = Breakfast Club 7:30-8:45am: £4.70 | | | | | |
| A1 = After school 1 session 3:20- 4:30 pm OR following an extra-curricular club: £4.30 | | | A2 = After school 2 sessions 3:20- 5:45 pm: £7.80 | | |
| Once complete, please return the form to school via your child or by e-mailing it to info@friezland.oldham.sch.uk I CONFIRM I WILL CREDIT MY EDUSPOT ACCOUNT PRIOR TO ATTENDANCE OF EACH SESSION | | | | | |





FROSTIES Parent / Carer Fire Evacuation Procedure

As we carry out regular fire drills in Frosties, we would like to bring to your attention our safety procedures for evacuating the school, should you be dropping your child(ren) off for breakfast club or collecting from Frosties after school care, at that time.

Parents/Carers do not usually enter the school building as you are requested to drop/collect your child(ren) from the main entrance.

- If you hear the alarm when you are approaching the building / grounds, do not attempt to enter the building. Please keep yourself (and your child if en-route to breakfast club) safe and wait beyond the school grounds for further instructions.
- If you are on the school grounds, make your way to the assembly point which is located on the pathway next to the field. You will see white markers on the wall. Please line up next to the 'V' visitor marker.
- If you are in the school building when the alarm sounds, please make your way to the nearest exit. These are at the 4 corners of the building. Make your way to the assembly point which is located on the pathway next to the field. You will see white markers on the wall. Please line up next to the 'V' visitor marker. Your child(ren) should line up in their year group line e.g. 1 for Year 1.
- At the assembly point the supervisor or lead person will take the register. Please do not take your child away until this has been completed.

Thank you for your co-operation with ensuring we are all kept safe.

The Frosties Team.