



DOVEDALE PRIMARY SCHOOL ONE Academy Trust

Dovedale Avenue, Long Eaton,
Nottingham. NG10 3HU
Telephone 0115 973 5984

Headteacher: Sarah Houseman

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Web site – www.dovedaleprimaryschool.co.uk



Aiming High Together

Dovedale Wrap Around Club

Aims

To ensure children are provided with a safe, secure and friendly environment in which they can enjoy a range of activities under the supervision of caring staff from 7.00am to 8.50am and 3.20pm to 6pm daily during term time and from 8.00am to 5.30pm during holiday periods. Children will be provided with breakfast, tea or a snack at appropriate times. We also offer morning and afternoon sessions during the holiday period. Inset days are from 7am.

Objectives

- To provide a welcoming, safe, secure environment for pupils before and after school
- To provide pupils with a healthy, nutritious meal in a relaxed atmosphere
- To ensure all children's needs and abilities are catered for through a range of activities
- To provide an affordable service to parents and carers.

Procedures

Bookings and waiting lists will be operated by Berni Yeomans, the club Manager. Please contact her directly to ascertain availability.

If you need to cancel any pre-booked slots, please note that 7 days notice is required, otherwise you will still be charged. If your bookings are dependent on shift patterns, please ensure you give Berni 1 months' notice of shifts.

All holiday club bookings must be made 1 month in advance. Do not rely on the club contacting you to ask if you wish to book your children in. Please speak to Berni for a holiday club booking sheet or download one from our website.

All attendance must be booked with Berni and agreed in advance. Sessions booked but not attended will be charged. However, absence due to long-term sickness (more than 5 days) will not be charged.

Please note the opening times must be adhered to and no child will be accepted earlier. The staff have preparations to make at the start of the day. Likewise, please ensure your child is collected on time at the end of the day. In the event that you will be late picking up, please ensure you contact

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Company Name: ONE Academy Trust

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Berni and explain. If your child is at the 4:30 club and is collected more than 5 minutes late, you will be charged a full after school club fee of £11. If your child is at the after school club and is collected after 6pm, you will be charged a £5 fee for every 5 minutes you are late. If you are late collecting on numerous occasions this can result in your place at Wrap club being ceased with immediate effect.

Failure to collect your child – if you have not informed the club that you will be late collecting your child and we cannot make contact with you by 10 minutes after your designated pickup time, the Manager will call Derbyshire Social Care. It will therefore become a safeguarding issue due to non-collection and the appropriate procedure will ensue.

Fees

There is a one off registration fee per family of £20.00 to register your commitment to the Dovedale Wrap Around Club. Please attach this fee in the form of cash at the time of returning your registration form.

Before School 7am – 9am including breakfast £7.00 per child

After school 3.20pm – 6pm £11.00 per child, including tea

After school only until 4.30pm £5.00 per child – NO TEA.

Holiday club 8.00am – 5.30pm £25.00 per day, bring own packed lunch

Holiday Club – half day 9am – 3pm - £15.00 (6 hour period) no lunch provided

One month's notice will be given for any proposed variation in fees chargeable.

Payments

Payment for the club is online using the Arbor system, same as for dinner money and trips.

The attendance is put onto the system the following week and you can either log in and pay directly or if you use childcare vouchers, you will receive a receipt once that payment is showing in our bank account.

Please note, we require all payments to be settled within 1 month of the end of the month in which they incur. We reserve the right to give notice to cancel a child's place at the club if monies are outstanding beyond this period. We have a waiting list and other parents are wanting to use these facilities

If you use childcare vouchers to settle part of your bills, we are registered with the following companies, but if you find that your company says we are not registered, then please contact the school office immediately. We are registered as Dovedale Primary School. Our OFSTED registered number is 141540

Our registration references are as follows:-

Edenred	P21196297
Computershare	0025637809
Kiddi Vouchers	N109467
Faircare	DOVE0418
Care 4	56540240
Fideliti	DOV019C

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Happy People Please contact them directly and advise all payments to come to us as Dovedale Primary School
Busy Bees Parents need to contact company and request payments to come to us as Dovedale Primary School

Staffing

The Manager of the club is Berni Yeomans, with Karen Dearing as the assistant Manager. Other regular staff members are Jane (the cook), Laz, Amy and Louise as assistants. All staff are DBS checked and undergo regular training and monitoring. There are additional day to day staff and relief staff to cover holiday / sickness absences.

Sickness

The club operates the same sickness policy as the school and if your child has been off due to sickness or diarrhoea then please ensure they are kept away for 48 hours from the last incident to prevent bugs spreading quickly through the rest of the children.

Behaviour

The club follows the same behaviour policy as the rest of the school and the same sanctions will apply. All children are expected to behave well, show respect, be polite, look after equipment and resources, be co-operative and courteous to staff and to each other.

Personal Property

Dovedale Primary School and Dovedale Wrap Around club accept no responsibility for loss or damage to phones, iPads or other personal property brought onto the premises. If children must bring these, and preferably they shouldn't, then they remain their responsibility entirely.

First Aid

The staff are qualified paediatric first aiders and all first aid will be provided in line with school procedures and parents notified if necessary.

Complaints

We hope that you never have cause to complain, but if you do, please follow the following procedure: -

- Firstly speak to Berni Yeomans, the club Manager
- If you are still not satisfied, please make an appointment to see The Headteacher
- If a satisfactory resolution has not been achieved, then please address a letter to the school Governors, following the school Complaints procedure Policy, available on our website.



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