**Coppice and Langley Club**

**Before and After School Provision**



**Parent Information Booklet**

**Coppice and Langley Schools**

Trinity Road

Four Oaks

Sutton Coldfield

West Midlands

B75 6TJ

Coppice and Langley Club Booking Tel: 0121 516 9262

Coppiceandlangleyclub@coppice.bham.sch.uk

 December 2021

# Welcome to Coppice and Langley Club

Dear Parents / Carers

On behalf of the staff and schools we welcome you and your children to our club.

Coppice and Langley have been running before and after school activities for several years and these will continue as they have previously. Booking for these will by via School Money and in advance as they have been in the past.

We are pleased to be extending the provision that we offer and this will now be from 7.30am until the start of school, and after school until 6.00pm. Provision will be provided during term time only. There remains holiday provision on the site provided by JC Academy, as it is currently, and they have agreed to give Coppice and Langley parents advance notice to book.

Children attending the extended provision will receive breakfast in the morning, should they choose, whilst those in the afternoon will receive snacks and a drink. The times and prices for the provision are:-

Breakfast AM1– 7.30am – start of school

Breakfast AM2 – 8.00am – start of school

Afternoon PM1 – end of school – 5.00pm

Afternoon PM2 – end of school – 5.30pm

Afternoon PM3 – end of school – 6.00pm

All Advanced bookings

Breakfast AM1 £5.50

Breakfast AM2 £4.00

Afternoon PM1 £6.00

Afternoon PM2 £9.00

Afternoon PM3 £12.00

Ad hoc bookings (only available if space/staffing allows) As above plus £1

|  |  |
| --- | --- |
| Registration Fee (one off payment per child/family)  | £12.00  |
| Late Collection Fee (payable per child after 6.00pm)  | £12.00  |

(Please be onsite at 5.55pm to allow enough time to collect belongings and to sign your child out)

The system we operate is that you book sessions for your child in advance and payment will automatically be taken at the time of booking. Once sessions are booked and paid for your child’s place is guaranteed, we then ensure that adequate staffing levels are maintained within the club. Once sessions have been booked, refunds are not provided. We will be accepting Child Care Vouchers and will advise of the process that needs to be followed as required.

In order to book a session(s), parents/carers are asked to complete a registration form for each child and their details will then be entered onto the automated system. Parents/carers can then use the system, School Money, to book for half a term in advance.

Ad hoc bookings during the half term can be made only if there is space and sufficient staffing. To check availability and confirm any ad hoc bookings you will need to contact our booking administrator with a minimum of 2 working days notice.

Same day bookings may be possible and must be made by phone between 9.00am-12.00pm of that day - subject to availability and sufficient staffing levels.

All queries in the first instance should be directed to our bookings administrator, Rachel Emery. Her contact number is 0121 516 9262 and if she is unavailable, please leave a message and she will get back to you as soon as possible or by the end of the next working day. Alternatively, you can email coppiceandlangleyclub@coppice.bham.sch.uk.

We aim to make the club fun and enjoyable for everyone who attends and look forward to meeting you and your children.

Yours sincerely

Richard Green Denise Fountain

Headteacher Coppice Headteacher Langley

Rachel Emery

Administrator

**Mission Statement**

Coppice and Langley Club (Before and After School Provision) is a facility for the benefit of pupils at Coppice Primary and Langley school and their families. We are committed to upholding the values and ethos of the schools and to safeguarding the children within its care. Our mission is to provide quality care and play opportunities for children in our community within a safe, secure, warm and caring environment where children can play, learn and develop freely.

*Our club aims to:*

* *Provide a stimulating and safe environment for children to develop as individuals and to learn to cultivate their social skills.*
* *Treat each child as an individual, regardless of gender, ethnic origin, disability, religion or background.*
* *Give children a sense of responsibility towards the environment, themselves and others.*
* *Help children to become confident and have a positive attitude and to respect themselves and other people.*
* *Ensure that our services meet the needs of children, parents and carers at all levels.*
* *To provide a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.*
* *To undergo regular monitoring and evaluation of our services.*
* *To provide equal opportunities for all – where all children are welcome and included, regardless of their needs.*

**Who is our club for?**

The Club provides care for children between the ages of 4 and 11years, before and after school term time only. The facility is open to any child who attends Coppice or Langley; we will work with the child, their family and school to meet any EYFS, individual or inclusion needs.

## What we expect from children, staff and parents

* To be kind and helpful, gentle and honest.
* Politeness, consideration for others and good behaviour.
* Sharing games and toys provided and treating them with care.
* Kind language towards others.
* Kindness and respect shown towards everyone.

## Play

* Our aim is to provide a happy and safe environment; to help the children to learn through play and to develop freely. To learn to be responsible for themselves and their actions and to have fun.
* There are lots of things to do. Painting, crafts, puzzles, games, etc.
* When the weather is fine the children can play outside.
* Activities include: Art and Craft, Imaginative play, Construction, Table top games, Floor activities, Music, Cooking and a quiet area for children who wish to read.

## Behaviour

* We concentrate on good behaviour.
* We always praise the children and we always recognise the importance of positive and effective behaviour management.
* Each child knows what is expected of them.
* We are aiming towards children having self-respect and high self-esteem which in turn will get mutual respect and encouragement.
* Where deemed necessary the parent or carer will be advised.
* If behaviours are not as expected, a meeting with the parent or carer is requested.
* We reserve the right to exclude any child for persistent poor behaviour.

## Registration/Booking System

A registration form must be completed for every child that attends (a one-off registration fee per child/family applies). Once you have registered with us, you are asked each half term to book the sessions you require your child/ren to attend each week for the next half term.

The cut off to book sessions and pay at the Advanced Rate will be the Friday of the second to last week of the previous term. For example to book sessions for the first Spring half term you will need to login to School Money and pay by the second to last week of the Autumn Term (penultimate Friday before term ends). *NB - for the Spring 2022 term this cut off will be extended to allow for system set up.*

## Current Times and Charges

Breakfast AM 1– 7.30am – start of school

Breakfast AM2 – 8.00am – start of school

Afternoon PM1 – end of school – 5.00pm

Afternoon PM2 – end of school – 5.30pm

Afternoon PM3 – end of school – 6.00pm

All Advanced bookings charges

Breakfast AM1 £5.50

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| Registration Fee (one off payment per child/family)  | £12.00  |
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(Please be onsite at 5.55pm to allow enough time to collect belongings and to sign your child out)

Once sessions have been booked, they **must** be paid for in advance. Refunds are not provided for sessions no longer required however a credit may be carried over if your child is required to attend a school related event or if they have had a positive COVID test and isolating.

We do accept Childcare Vouchers as payment and these should be sent as soon as bookings have been made; we are registered with most of the usual providers. We will advise you of the process you need to follow to book and pay for sessions using Childcare Vouchers

Ad hoc bookings can be made by phone or email, as long as a payment is made/sent immediately once set up on School Money. These bookings are subject to availability and pricing as detailed in the Charges section. Please telephone 0121 516 9262 during 9.00am – 3.00pm to contact the booking administrator. If no one is available to take your call please leave a message. Alternatively you could email: coppiceandlangleyclub@coppice.bham.sch.uk with your request. *Sessions will only be reserved for your child/ren when confirmation and payment are received. Please give a minimum of 2 working days notice.*

Same day bookings may be possible and must be made by phone between 9.00am-12.00pm of that day - subject to availability and adequate staffing.

No cancellations or alterations will be accepted for advanced bookings. We require 2 working days notice in the event of cancellation of ad hoc bookings where we will refund session fee minus the additional £1 ad hoc fee for the additional administration undertaken.

***Please Note -*** *Session charges will be reviewed periodically throughout the school year and parents notified of any changes in line with school Charges and Remissions Policy.*

## Conditions and routines

**Morning**: Parents should bring their child to the club and notify a member of staff of their arrival. Your child must be signed into the club for the morning session and the time recorded. This will be checked by a member of staff.

Breakfast is available for all children from 7.30am until 8.30am. We offer a choice of cereals, fruit, yoghurts, and toast in line with our Healthy Eating Policy. At the end of the morning session KS1 children are taken to their classrooms by staff; KS2 children are allowed to make their own way to the classrooms.

**Afternoon**: At the end of school, your child will be escorted/make their way into the club from their classroom and a register is taken. A drink and snack will be available at this time and again when the second afternoon session starts. Any missing children are investigated as per our Lost or Missing Child Procedure.

Non-attendance for any reason should be advised in advance, preferably in writing. **Please inform the Manager if you are taking your child home from school early and they are not attending in the evening for any reason as we only have 10 minutes to investigate and action a missing child. (Contact number to be provided once registered)**

If anyone other than the child’s parent or carer (or those listed as an Emergency Contact on the school’s data base) is to collect your child, we must be informed in advance in writing.

**Collection**: In the evening, all children collected will need to be signed out and the time recorded, this will be checked by a member of staff.

When you collect your child, you should come with time to spare to sign your child out before the end of their booked session.

A register is taken at 5.00pm and 6.00pm, children remaining in the club at this time will run into the next time session and will be charged the ad hoc session cost or late collection charge accordingly.

Children will only be allowed to leave with a named person as per the ‘Emergency Contact’ details held on the school’s database, or as per written notification given in advance by the parent.

Year 5/6 children are allowed to walk home during daylight hours only if written permission is received in advance.

**Emergency**: If you are held up for any reasons, please telephone the Club (number to be provided once registered) to inform us so that we can reassure your child. You may leave a message if no one answers, this will be picked up by staff during the session.

## Uncollected children

Our Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they leave.

It is essential that parents/carers telephone if they are unavoidably delayed. At the end of every session, the Club will ensure that all children are collected by a parent, carer or designated adult.

## Compliments, comments and complaints

We welcome your ideas and feedback and our comment book is always available in the club, please feel free to add to it at any time. Good or Bad!! We will look at this regularly and consider your ideas and comments.

All complaints are dealt with in line with Club procedure and/or School Complaints Policy.

The children also have regular opportunity to have their say, either through our termly assessments or in their own comment book.

## Policies and Procedures

All policies and procedures are kept in the Club and are available on request. If you have any comments or questions, please speak to a member of the team. Our policies and procedures are regularly updated.