

Kidz Biz

St Botolph's Out of School Club

Information Booklet

September 2018



Kidz Biz Telephone No. 07544 594973

Email address: kidzbiz@st-botolphs.peterborough.sch.uk

Kidz Biz

St Botolph's Church of England (C) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Aims of Kidz Biz

- Kidz Biz operates to fulfil the need for high quality out of school care at St Botolph's Church of England Primary School.
- We aim to provide a high quality facility of personalised care, with a variety of activities from dedicated, trained staff for the children of the school.
- Primarily, this service is to give both working and non-working parents and carers, or those wishing to return to work, a safe, happy environment in which to leave their children. If vacancies allow, we can offer the provision to those children who are not pupils of the school, so long as they fit into our age range (this is at the discretion of the committee).
- We aim to provide an environment where children can practice and develop their social skills, within a safe and supporting setting.
- Kidz Biz strives to constantly develop its activities and facilities with children in mind.

Kidz Biz Management

Staff : Manager – Mrs C Cox

Deputy Manager – Mrs B Bull

Assistants:

Mrs M Forcellati
Mrs D Mattera

Mrs S Robson

Mrs K Coupland

Mrs T Papworth

Committee: Ms Jackii Crockett
Headteacher
St Botolph's Church of England (C) Primary School

Chair of Governors Mr Kevin Saunders

Kidz Biz

Opening Hours

The club is open every day during term time from:

Morning session **7.45am to 8.40am** (Breakfast served 7.45am-8.15am)

After school session **3.00pm to 5.45pm**

Fees

Contracted Users

Morning Session - £4.50 per session or part thereof.

After school session - £8.50 per session or part thereof.

Casual Users

Morning Session - £5.00 per session or part thereof

After school session - £9.00 per session or part thereof

Fees for the academic year are due in 11 equal monthly instalments which must be paid on/by the 1st of the month September to July.

Days that are booked will be payable whether your child/children attends or not.

Failure to make payment by the 1st of the month will result in the following procedure being enforced.

- If payment has not been received by 8th of the month a late payment charge of £25-00 will be applied to your account
- If payment is still not received by 15th of the month – your child's place will be lost, all fees to this date will be due and Kidz Biz will start proceedings through the small claims court to recover the debt.

If payment is received late 3 times in a term your place will be lost with one week's notice and you will be asked to find alternative childcare.

Payments can be made online at www.parentpay.com 24/7/365 . Account activation codes are issued by the school when your child/children first starts school.

Childcare vouchers

We also take Childcare vouchers. We are registered with several providers – please request details. If your employer uses a provider we are not currently registered with, please provide us with details and we will be happy to look into registering with them.

Absence

If your child/children are unable to attend due to illness or any other reason please advise Kidz Biz on **Telephone no. 07544 594973.**

Behaviour

Kidz Biz use effective behaviour management strategies to ensure the welfare and enjoyment of children attending the out of school club. Working closely with parents/carers we aim to manage behaviour using clear, consistent and positive strategies.

Behaviour that consistently follows an unacceptable pattern during club will be recorded in our behaviour book and after 3 entries the child/parents will meet with the Head teacher to discuss further action.

Registration Form

All children attending **MUST** have a registration form filled in and signed by a parent/carer before they start. The emergency contact numbers should be different to your home number just in case you cannot be contacted.

If you state on your form that your child has a condition that requires medication, ie asthma, you must ensure that the medication is held in the club and is in date.

Re-registration

We request Parent/Carers to re-register on an annual basis to establish requirements for each September. Re-registration forms are sent out to all registered children in May to be returned by a set date in June. Current year sessions are guaranteed provided the form is returned by the required date and the account payments are up to date. Any additional requirements will be dealt with through the waiting list. Failure to return your re-registration form may result in your loss of place from September.

Illness

If your child/children are ill please leave a message on the answer phone as well as contacting the school. If you do not contact us your child/children's place will only be held for two weeks, then the place will be offered to a child who is on the waiting list, places booked will still be charged.

If your child/children are well enough to be in the club but the doctor has prescribed medicine, we are able to administer this on your behalf only if it has been prescribed 3 times a day. A form will need to be completed to give authorisation for this (please note, a Kidz Biz member of staff will administer the medicine once during club time for medicine prescribed 3 times a day. If it has been prescribed 4 times a day, it will be passed on to the school office to enable a member of your child's class to administer an additional dose during the school day).

Lateness

If you are going to be late collecting your child/children please telephone the club because after 5.45pm an extra charge of £15.00 per 15 minutes will be added to your fees, and after 6.15pm if every possible way has been tried to contact you, alternative arrangements through social services will have to be made.

Collecting Children

If your child/children are attending school clubs/functions and you require us to collect them please ensure it is on their registration form, if any changes occur do not delay informing the staff so your child/children's details can be amended.

Staff

All staff will have enhanced DBS checks. We are registered to accept up to 48 children per session with a staff ratio of 1-8.

Waiting List

We do have a waiting list which operates on the basis of needs of the family and availability, or who is next on the list.

Food

Before school we provide a choice of breakfast and after school light snacks. We ensure these provide a balanced, healthy and nutritious diet, which takes into account ethnic, cultural and dietary requirements, including food allergies. These are included in the fees you pay. If your child/children has any dietary needs please make sure you put down the details on the registration form regardless of how unimportant you may feel it is.

Admissions Policy

In the event of a waiting list situation, the Management Committee of Kidz Biz will admit children into the club using the following priorities :-

1. Children of St Botolph's CofE (C) Primary School and children of staff.
2. Kidz Biz waiting list
3. Siblings of children currently attending Kidz Biz.
4. Consideration given to children of working parents/carers studying or looking to work or study. (evidence required)
5. Date of application.

Statement of Equal Opportunities

Kidz Biz aims to ensure that the club reflects and meets the needs of our local community and to incorporate equal opportunities into all areas of our work. If your child/children has additional needs then their attendance will be assessed on a individual basis.

We aim:

- To establish good links with organisations or groups of people facing discrimination.
- To ensure that the premises are accessible for all members of the community. This may mean adaptations or conversion work.
- To increase awareness within the club of the needs of those who face discrimination and the effects of discrimination in society in general.
- To consider establishing specific projects to promote equality of opportunities.

Our Equal Opportunities Policy is available on request.

Complaints Procedure

A complaints log book is kept in Kidz Biz for parents/carers and children to use.

- 1 Initial complaints from parent/carer or child should be made to the Manager within 24 hours of the incident. A verbal response must be given within 48 hours of the incident.
- 2 If the complaint is about the Manager, then contact should be made verbally to a member of the Management Committee.
- 3 The member of the Committee will discuss the complaint at the next Management Committee meeting, or sooner if felt necessary.
- 4 If the incident is unresolved verbally to the child's satisfaction, written reports from the Manager, parents/carers and child involved in the incident should be given to the Chairman of the Management Committee within 1 week of the incident.
- 5 If the child is too young to make a written report they should be assisted and represented by an independent party e.g. teacher.
- 6 The Management Committee will undertake to resolve the incident within 2 weeks of the complaint being reported. This will be achieved by calling a meeting of all parties involved.
- 7 Should the matter be unresolved by the Management Committee then please refer to Ofsted – Telephone number 0845 6404040.

Letters should be addressed to the Headteacher of St Botolph's School.

Contract Terms

GENERAL INFORMATION

St Botolph's Out of School Club provides after school activity for children aged 4 to 11 years of age in a safe, secure and happy environment, supervised by professional, experienced staff.

Kidz Biz provides a varied programme which includes arts/crafts, sports, recreational and educational activities. A quiet area is set aside where children can read, rest or complete homework.

Children are supervised by club staff at all times during club hours, until they are collected by their parent (or named substitute).

When the child/children are collected at the agreed time, they will be marked out and the day's attendance form initialled and the time noted by the parent/carer.

If a parent/carer is unable to collect their child/children, they must inform the club as to which named person on the child/children's Registration Form will be collecting the child/children. All persons named on the Registration Form as authorised to collect a child/children must be aged 18 years or over.

Under no circumstances must a child/children be allowed to leave with anyone other than those named on the Registration Form, unless the parent/carer has given express instructions. If there are queries regarding this, the Manager will contact the parent/carer to discuss the situation with them.

As we are responsible for your child/children from leaving their classroom until you collect them, we would be most grateful if you could advise us in advance, where possible, if they are to be absent e.g. going to a party, sickness or going home with a friend. This will save us waiting for children who are not going to be present at the session. This can be done by informing a member of staff or by telephoning the club (messages can be left out of club hours).

The morning session starts at 7.45am to 8.40am (breakfast served 7.45 – 8.15am). The after school session starts at 3.00pm and finishes at 5.45pm

Places can be booked for regular use on one or more days per week, OR (subject to available places) occasional/one-off bookings may be made.

Additional sessions to your booked ones, or additional occasional sessions will only be considered if your account is up to date.

Two weeks' notice must be given on either side to terminate/amend the contract with the exception of notice given for default on payment (see payment terms and conditions). Notice must be given in writing.

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EMERGENCY PROCEDURE FOR UNCOLLECTED CHILD(REN)

If a child/children are not collected from the club and the parent/carer cannot be contacted, nor any other of the contact names listed on the child/children's Registration Form, the Manager will telephone the Social Services Duty Officer, or Out of Hours Duty Point.

Arrangements will then be made for the child/children to be removed to an appropriate place of protection agreed by the Social Services Department.

It remains the responsibility of the Social Services Department in conjunction with the Police to contact the parents/carers and, if appropriate, to inform them of the child/children's whereabouts.

SICKNESS, ACCIDENT, FIRST AID AND EMERGENCIES

If a child becomes ill during a club session, every attempt will be made to contact one of the people listed on the registration form, to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered.

In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/carer to advise or discuss with him/her the course of action to be taken.

PLEASE NOTE:

The Registration form contains an **AUTHORISATION** giving the Club Manager permission to act '*in loco parentis*'. **IF THE PARENT/CARER CANNOT BE CONTACTED IN TIME**, the Club Manager will invoke that authority to take action to gain appropriate medical treatment for the child. **IF YOU DO NOT WISH TO GIVE SUCH AUTHORISATION PLEASE INDICATE ON THE REGISTRATION FORM.**

All accidents and emergencies are entered in the Accident/Incident Log.

KIDZ BIZ CANNOT ACCEPT ANY CHILD/CHILDREN TO ATTEND A CLUB SESSION, UNLESS A COMPLETED SIGNED REGISTRATION FORM IS SUBMITTED BY THE PARENT/CARER.

Privacy Notice

In compliance with the Data Protection Act 1998 and GDPR regulations (May 2018) St Botolph's CE Primary school collects, holds and processes personal information relating to our pupils. We may also receive information about them from their previous schools, local authority and/or the Department for Education (DfE).

Why we collect pupil data

We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing.

The data we collect and hold

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any exclusions)
- Behavioural information
- Assessment information (statutory and non-statutory)
- Medical and Special Educational Needs or Disability information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

If you want to receive a copy of the information about your son/daughter that we hold, please send you request in writing to **Ms J Crockett, Headteacher**. Please allow 20 days for processing.

The lawful basis on which we use this information

We collect and use pupil information under the Education Act 1996 and Articles 6 (Lawfulness of Processing) and 9 (Processing of special categories of personal data) of the EU-General Data Processing Regulation 2018. For example: to fulfil our obligation regarding the DfE school census data collections. For further information refer to <https://www.privacy-regulation.eu/en/article-6-lawfulness-of-processing-GDPR.htm>

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

Storing pupil data

We hold pupil data for up to seven years whilst pupils are on roll. Once a pupil has left our school **all** electronic and paper records are forwarded to their new setting.

We routinely share pupil information with:

- Our MIS provider
- Online school services providers (for example Parentmail X, Parent Pay, Net Media, Tapestry)
- The Diocese of Ely Multi Academy Trust
- Medical services including Child Health and Special Needs professionals
- Schools that the pupil's attend after leaving us
- Local authorities and their data collection partners
- Police and Child Protection professionals
- National Government departments including the Department for Education (DfE), NCA Tools and the Standards and Testing Authority.

Collecting pupil information

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.peterborough.gov.uk/council/council-data/data-protection-privacy-notice/>
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 and regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Kidz Biz is registered by Ofsted as an Out of School childcare facility providing sessional supervised activities for school children aged 4 - 11, for a period of 2 or more hours per day. Further details about Ofsted Registration can be given if required. A copy of the Registration Certificate is displayed at all club sessions. All staff are vetted by the Disclosure and Barring Service.

Kidz Biz operates to the Child Protection guidelines of the Peterborough Safeguarding Children's Board Committee and thus has a legal obligation to report anything which it deems to be of a child protection nature to the Social Services Department.

To contact the Club Manager to advise any change in arrangements (e.g. child/children's absence from the club, likely delay over collection of a child/children) or for any other reason, please ring the following number:

Kidz Biz Telephone number: 07544 594973

Kidz Biz Email Address: kidzbiz@st-botolphs.peterborough.sch.uk

Correspondence can be sent to the Club Manager at the following address:

St Botolph's CofE (C) Primary School
Oundle Road
Orton Longueville
Peterborough
PE2 7EA

Telephone Numbers:(Kidz Biz) 07544 594973
(School Phone-available 8.40am-3.40pm) 01733 231313

Ofsted Number 8743076
Ofsted Early Years, Royal Exchange Building, 3rd Floor,
St. Anne's Square, Manchester, M2 7LA

