

Howell's Prep School

Out of School Care Clubs

Breakfast Club, After School Care, Howell's Holiday Club and Before School Supervision

Academic Year 2019-2020

Statement of Purpose – Information for Parents

Howell's Prep School is delighted to offer its 'wrap around' care provision in the form of **Breakfast and After School Care Club** during term time for the 3-11 year olds, and **Howell's Holiday Club** – during the autumn half term, February half term, Easter, May half term and summer school holidays for 3-11 year olds. Care in these clubs is regulated by Care Inspectorate Wales (CIW) and is provided through the medium of English. Children are encouraged to use incidental Welsh when possible.

We also offer Before School Supervision, organised by the school, for those parents who wish to leave their children before the start of the school day.

Our Aims and Objectives

Our objective is to provide all children with activities and experiences to ensure they have an exciting, stimulating and relaxing time before and/or after the school day and in the holidays within the familiar surroundings of Howell's School.

We aim to:

- Provide a safe, stimulating and caring environment where physical, mental, creative and social skills can be developed
- Help to develop language and communication skills in an informal environment with staff that know the children well
- Provide high quality play and creative experiences appropriate to the age and development of the child
- Ensure a welcoming start and/or a warm and comforting end to the day for those who arrive early and stay later
- Provide an excellent out of term service in the holidays for our parents, with continuity for those children attending Howell's School
- Have plenty of fun!

Section 1 of this booklet contains more information about Breakfast and After School Care Clubs and Before School Supervision.

Section 2 contains more information about Howell's Holiday Club.

Section 3 contains our Policies and Procedures, Terms and Conditions, Booking details, and information about completing the Medical and Registration Form which form the agreement between parents and Howell's School.

SECTION 1

Breakfast and After School Care Clubs Before School Supervision

Breakfast Club and After School Care Managers



Breakfast Club: Mrs Judith Ashill



After School Care: Mrs Emma Williams

During term time, we offer **Breakfast Club and After School Care** for Nursery, Reception, Years 1, 2, 3, 4, 5 and 6.

Both **Breakfast Club** and **After School Care** are held daily within the school environment. They provide a safe, secure and enjoyable extension to the school day for Howell's girls and all are welcome to attend. The Clubs are run by Howell's School staff.

Breakfast Club has a maximum of 30 girls, with a staffing ratio of 1-8 for Infant girls and 1-10 for Junior girls. The Infant After School Care Club has a maximum of 40 girls with a staffing ratio of 1:8 and the Junior After School Care Club 30 girls with a staffing ratio of 1:10. Girls attending, whose classes are in Tŷ Hapus, will be escorted to the Club at the appropriate times.

Before School Supervision is organised by Howell's School under similar arrangements to those at break times and lunchtimes.

Hours, Venues and Registration

Before School Supervision from 7:45am

If you are unable to stay with your daughter until the start of the school day, you may leave her before 8:35am (Years 3-6) and 8:45am (Nursery, Reception, Years 1 and 2), with Prep School Staff in Hazelwood playground (Years 1-6) or the Prep School Hall (Nursery and Reception). She will then be able to play until school begins. Please see the member of staff on the playground to let them know that your daughter requires Before School Supervision and complete the register.

Breakfast Club – Nursery, Reception, Years 1 and 2: 7.45am - 8.45am, Years 3-6: 7.45am - 8.35am

Breakfast Club is held in the Prep School Hall for all girls who would like to eat breakfast. Please speak to a member of the Breakfast Club staff to book your child in. A maximum of 12 girls can eat breakfast at any one time. If, in the unlikely event of the places all being full, girls will be kept in Before School Supervision and registered into Breakfast Club as soon as a place is available. Once they have finished breakfast, Nursery and Reception girls will join Before School Supervision in the Hall. Girls in Years 1 – 6 will join Before School Supervision outside or in Hazelwood if the weather is bad.

After School Care – Prep School: 3.15pm - 6.00pm

The club for Nursery, Reception Years 1 and Years 2 is held in the Prep School Hall. Please collect your daughter from the Prep Hall side door entrance after ringing the bell.

The club for Years 3-6 is held in the Library above the Music Wing. Girls are registered on arrival. Parents should collect their daughter from the Prep School Hall using the above entrance. Girls will be brought down from the library to their parent. All girls must be signed out by the parent/carer upon collection and the time noted. You will be informed on collection of any accidents or notable issues that may have taken place during After School Care.

Parents should collect their daughter from the Prep School Hall using the above entrance. Girls will be brought down from the library to their parent. All girls must be signed out by the parent/carer upon collection and the time noted. You will be informed on collection of any accidents or notable issues that may have taken place during After School Care.

Admissions Policy

Places in all out of school care clubs are dependent on the child being a registered student of Howell's School Llandaff (GDST) and aged 3-11 or a sibling of a student in the case of holiday club only.

Howell's School Llandaff (GDST)'s full admissions policy is available online or on request.

Routines

In Breakfast Club, girls are registered when they sit down to eat. A healthy breakfast is available. When they have finished eating, girls are signed out and return to School Supervision.

Upon arrival in **After School Care**, the register is taken. The girls then have their tea or enjoy drinks and a healthy snack while sitting together and chatting with the staff. They can then select from a variety of activities until collected by their parents/carer.

Activities

To enhance the girls' enjoyment of the extended school day, various multicultural and play-based activities are provided by the staff to create a relaxed yet stimulating environment for holistic development.

For **Nursery, Reception, Years 1 and 2** these include: table top and floor games such as the pirate ship which develops the imagination and helps the girls to communicate with one another; creative activities such as making bookmarks and door hangers which help to develop their manipulative and design skills; role play opportunities such as dressing up and construction which enable them to re-enact familiar stories and practise their social and imaginative skills.

For **Years 3-6** these include: board games such as 'Monopoly', 'Snakes and Ladders' and 'Connect 4' which enable the girls to develop their understanding of number, tactics and cooperative play; socio-dramatic opportunities in which the girls select from an assortment of props to enhance their play and interaction with one another; and quiet areas where they can complete homework, read books or just rest. The girls also have access to the computer suite. A Wii is available for the Prep girls to use in the library.

Both groups of girls can play outside, weather permitting, and enjoy the school grounds.

We endeavour to meet the girls' individual needs and to promote their welfare and enjoyment through the opportunities provided.

As you are aware, we greatly value our links with parents, and the staff at all clubs are very pleased to discuss the activities chosen by your daughter, her interaction with others, her achievements and other relevant matters, with parents.

Food and Drink

Howell's School promotes healthy eating and we encourage the girls to eat regularly from a balanced menu. If your daughter has any specific dietary requirements, please let us know and we will endeavour to cater for them.

Breakfast Club – The breakfast menu, served from 8am, offers a choice of cereals, toast, waffles, crumpets and yoghurt with milk or water to drink. Your daughter can make her selection upon arrival.

After School Care – A healthy snack is provided for all those attending and the choice of food can include pitta bread and hummus, cheese and crackers, fresh vegetable sticks, toast, fruit, frubes, pancakes, raisin bread and rice cakes.

A more substantial tea is available and this includes a sandwich of your daughter's choice (such as ham, cheese, cucumber, tuna, salad etc), a piece of fruit and healthy dessert, and a drink. Parents should indicate by letter, or note in their daughter's Reading Record Book **before 9:30am** if she requires tea.

If parents would prefer to send in a healthy snack or tea, please feel free to do so but we do ask that no nuts or nut products are included. We do not encourage girls to share their food for health and safety reasons.

SECTION 2

Howell's Holiday Club

Howell's Holiday Club Manager



Mrs Emma Williams

Based in the Prep School, in the Prep School Hall or Nursery classrooms, and with the freedom to use the wider facilities of the School, the Howell's Holiday Club is run by Howell's School staff during the autumn and February half terms, Easter, May half term and summer school holidays. Different themes are followed and activities and events based around these include art, craft, cookery, dance, gardening and outdoor exploration.

The Club provides inclusive, exciting, high quality holiday care for girls of the school aged 3-11 years in the Nursery, Reception, Years 1-6 and also their siblings. Both boys and girls, within the age range, are welcome if there are places available.

The Howell's Holiday Club has a maximum of 40 children with a staffing ratio of at least 1:8 (3-7 years) and 1:10 (8-11 years).

Hours, Venues and Registration

Howell's Holiday Club is open from 7.45am - 6.00pm

Howell's Holiday Club is based in the Prep School Hall, or the Nursery. Other facilities in the Prep School are used, including the Library, ICT Suite, the Swimming Pool and the playgrounds and garden. Trips and visitors are also arranged.

Dropping off will take place at the main hall doors, or the front door of the Nursery. Any useful information, specific requirements for that day or changes to arrangements can be discussed at this time. Children are registered on arrival and the time is noted.

Collection will take place from the Hall or the Nursery. Please let the staff know if you wish to collect your child before 4pm so that staff can ensure your child is ready. Parents or the authorised carer must sign their child out on the daily register.

If anyone other than the known parent or carer is to collect your child, or he/she will be going home with another child, please let the Howell's Holiday Club Manager know as soon as possible, preferably on arrival, and provide a name and contact number. We cannot release children to anyone other than the parent or a named carer without consent.

If, during the day, it becomes apparent that you are going to be late or expect to be delayed, please inform the Howell's Holiday Club Manager as early as possible by telephoning **07469 239962** (8am - 6pm).

Activities and Themes

The children will enjoy a variety of activities including art and craft, construction, cookery, swimming, outdoor play, gardening, dressing up, music, story, drama, yoga, computer games and much more. They can also enjoy playing with 'loose parts', a selection of materials, with which they can create their own games and let their imaginations run free. Weather permitting, we offer free flow with the children moving between the inside and outside to make the most of our lovely grounds and play areas, spending time in the fresh air and enjoying exercise with their friends.

A timetable of activities is available from 2 weeks before the start of the club. It will be emailed to parents and will be displayed on the OOSC noticeboard in the Prep School Hall.

Food and Drink

Breakfast of cereals, toast, yoghurt, fruit, waffles or crumpets and a drink will be available to all from 8.30am to 9.00am. Healthy snacks of seasonal and other fruits are served in the morning. Water is always available throughout the day.

Parents/carers are asked to provide children with a packed lunch in a suitable named container. We ask that no nuts or nut products are included. Drinks may be brought in but we ask that no carbonated drinks are provided. Please label any water or drinks containers.

A cooked, healthy snack tea will be provided for children staying after 4pm. If you would prefer your daughter not to eat tea, please let a member of staff know on arrival.

We endeavour to cater for specific diets. Do speak to a member of staff if your child has any special requirements.

Links with Other Clubs held at Howell's during the School Holidays

If your child is attending another club at Howell's during the school holidays and the start and finish times are difficult for you, it may be possible for your child to come to Howell's Holiday Club at the start and end of the day. The Howell's Holiday Club Manager will arrange for your child to have breakfast in Howell's Holiday Club. Your child will then be picked up by a member of the other club and dropped off by them when it finishes, spending the end of the day in Howell's Holiday Club with tea at 4pm if required. Please indicate your requirement at the time of booking, or speak to the Howell's Holiday Club Manager. A completed Registration and Medical form must be available for any child. Your child will be registered on arrival and signed out. **There is a £15 a day charge for this service. Please ask before booking if it is available.**

What to Bring

Your child will need:

- Comfortable clothes suitable for some wet and dirty play and trainers or hardwearing shoes
- Swimming kit and towel on Mondays and Fridays
- Waterproof Coat and Wellies
- A change of clothes in case of muddy, wet, paint or other accidents! These will be kept at school
- Sun cream and hat for sunny days
- Any medication that needs to be given (please refer to practices and procedures of the Clubs)

Please do not bring any expensive electronic toys or any jewellery and ensure everything is clearly labelled with your child's name.

SECTION 3

Policies and Procedures

Booking and Contact Information, Terms and Conditions

Fees for Breakfast Club, Before and After School Care

● Breakfast Club (charge for food)	£1.20 per day
● Before School Supervision (currently)	no charge
● After School Care	
Girls staying from 3.30pm until 4.30 pm (up to/any part of one hour)	£5
Girls staying from 3.30pm until 5.30pm (up to/any part of 2 hours)	£9
Girls staying from 3.30pm until 6pm	£12
Tea (optional)	£1.75

Parents/Guardians will be invoiced by the school each half term for Breakfast Club and After School Care. Payment is required for only those sessions that your daughter attends, with no cancellation charge for unattended sessions. Invoices should be paid within 14 days.

Invoice sent each half term ▶ Invoice to be settled within 14 days ▶ A reminder letter will be sent

If payment is not received within 10 days following the reminder, your daughter will be unable to attend After School Care until all outstanding amounts are fully settled.

Fees for Howell's Holiday Club

- £200 per child per 5 day week Mon - Fri
- £160 per child per 4 day week (Easter bank holiday weeks)
- £45 per day payable by on line payment (Evolve), by card in Prep School Office or Childcare Vouchers
- £15 per child for drop off and pick up at another Howell's club with breakfast

This includes breakfast, one fruit snack, one snack at tea time, all trips and activities run by visitors. A packed lunch is needed.

Staffing

The Breakfast Club, After School Care and Howell's Holiday Club staff are employed by Howell's School and have a great deal of experience working with young children. All hold appropriate child care and playwork qualifications and most hold either paediatric first aid or first aid at work certificates and food hygiene certificates.

The majority of staff in our Out of School Care Clubs work full or part time or on supply during school terms in the Prep School. They know the children well and bring this knowledge to the Clubs ensuring familiarity and continuity for your child. Details of specific staff qualifications are available on request from the Club Managers.

Our staffing ratios meet with the recommended standards and are 1 adult to 8 girls for 3-7 year olds and 1 adult to 10 girls for 8-11 year olds.

Equal Opportunities

The Out of School Care Clubs promote equal opportunities at all times. Our policy is available from the Club Managers. We follow the principles in the GDST Howell's School policy which is available on the school website or from the Prep School Secretary in the school office. We endeavour to meet any additional needs of the individuals in our care.

Positive Behaviour Policy

The Out of School Care Clubs promote a Positive Behaviour Policy which follows the ethos and principles described in the GDST Howell's School policy. The environment and atmosphere in the clubs encourage polite and courteous behaviour and the staff manage the children respecting their individual levels of understanding and maturity. There is continuity and consistency between the procedures used in the clubs and by the Prep School. Physical intervention is not used unless it is necessary to prevent personal injury or serious damage to property. A copy of our policy is available from Club Managers.

If there are any incidents, they are dealt with immediately by our well trained staff, recorded on our daily record and you will be informed of the incident and its resolution either by telephone or when you collect your child. It is also helpful if you pass on any observations and concerns you may have to the staff, in order that we can work together for your child's benefit.

Any issues or problems that cannot be resolved within the club will be passed on to the Head of the Prep School and subsequent procedures will follow the GDST Howell's School Positive Behavior Policy. This is available on the school website or from the Prep School Secretary.

Medical Matters

It is vital that we are aware of any medical conditions or allergies that your child may have, in order to provide the best possible care.

If you would like your child to attend any of the clubs, you must have completed the online Prep School and Out of School Care Clubs Registration Form. This confirms your permission for all relevant details including medical issues to be shared with the Club Managers using our online systems.

You will be informed by telephone or upon collection of any accidents or if your child has been unwell during the day. All accidents are recorded and a code is noted on the register to confirm you have been informed.

It is not our policy to administer prescribed medicines during the Breakfast, After School Care and Howell's Holiday Clubs unless there are exceptional circumstances. Should your child require the administration of a prescribed medicine, you will be asked to complete a separate form with all the necessary details. You will receive confirmation of the administration on collection. Any special training for staff will be provided. Please discuss any issues with the Club managers.

Where a condition is considered infectious, the school's policy on ill and infectious diseases will apply and may involve exclusion. Please see the information sheet in Section 3.

The Out of School Care Club policies are available from the Club Managers and are in direct accordance with the GDST Howell's School policies which are available on the School website or from the Prep School Secretary.

Late Collection Procedures

If any girl has not been collected by 6pm, the After School Care/Howell's Holiday Club staff will remain in the Prep Hall/Howell's Holiday Club rooms near the telephone and ring the contact numbers on the registration form at 10 minute intervals to ascertain if the parent/designated carer is en route.

If no contact can be made, a member of the senior management team will be called at 6:15pm and staff will wait with the child until the parent/ designated carer arrives. After one hour without any contact being made, **following CIW guidelines, the school will contact the Social Services (MASH) Emergency Duty Team on 029 2078 8570 or the Police to assist with the situation.**

CIW will also be informed. A more detailed policy is available from the Club Managers.
There is a late collection fee of £10 per 15 minutes or part thereof payable after 6pm.

School Closure

In the event of the school having to close at short notice, E.G. snow, heating or water failure or any other emergency, parents will be contacted on the numbers they provide. If necessary a message will be left to contact the OOSC Club Manager. Children will be supervised in safe conditions until such time as they are collected.

Lost Child Procedures On and Off Site

In the event of a lost child on or off site the Club Manager will instigate and follow the Lost Child Procedure.

If on a school/Howell's Holiday Club trip, the Manager will contact the management or appropriate contact on the site to help with the search. Where possible two members of staff will remain with the children while other staff and adults carry out a search.

A member of the Howell's School leadership team will be contacted.

If the child is not found within 10 minutes on school premises and 5 minutes off site, the Manager will inform the police and parents/designated carers. Once the child has been found, a full report will be written and signed by all staff present and the parents/designated carers. The Manager will inform the Responsible Individuals and CIW, and the report will be submitted to the Head of Prep School/Member of the Senior Management Team who will review all policies, procedures and safety issues with the RIs in order to prevent similar incidents reoccurring.

Child Protection

The health and safety of all our girls is of paramount importance to us at all times. A Safeguarding and Child Protection Policy in place. This is available on request from the Club Managers. All staff receive full training in Safeguarding in Education and Prevent and are fully aware of the necessary procedures.

The Out of School Policy is directly linked to the GDST Howell's School Safeguarding and Child Protection Policy and all incidents will be passed to the Designated School Lead. A copy of this policy is available on the school website or from the Prep School Secretary.

Complaints Procedure

In the case of a complaint, please inform the staff at the clubs to enable them to address the issue promptly and appropriately. We will inform you in writing within 14 days of the outcome of the investigation after receipt of complaint. This can be extended by a further 14 days with the agreement.

In the event that the Manager or RIs fail to resolve the issue to your satisfaction, the complaint will be passed to the Head of Howell's Prep School and Howell's School Principal and follow the GDST Howell's School Complaints Policy.

We hope that we can resolve any matters as soon as possible but, in the unlikely event that you are not satisfied with our response, please contact **CIW (Care Inspectorate Wales), National Office, Welsh Government, Rhydycar, Merthyr Tydfil, CF48 1UZ**, email CIW@gov.wales or telephone **0300 7900 126**.

Quality of Care

The Breakfast Club, Before and After School Care and Howell's Holiday Club provision will be reviewed at least annually by obtaining the views of relevant children, their parents and the staff involved. We are always grateful for feedback on any aspect of our 'wrap around' care provision. An annual report including the findings from the questionnaire, an evaluation of the year and future plans will be published annually.

Pets

OOSC occasionally uses rooms which have fish, newts, chicks or insects in secure tanks or incubators. There are also two school dogs. These are not usually present in OOSC clubs but are on the school site. Please notify the Club Manager if you wish your child to avoid these animals.

Promotion, Publicity and Recording

Occasionally we would like to be able to show pictures and items made in our clubs or show photographs of activities to the rest of the school and wider audience. This would be through newsletters, the school website, Twitter and press information. Please complete the photographic consent on the Medical/Registration Form on Firefly if you are willing for us to include your child's photograph.

Booking and Cancellation Policy

Bookings for forthcoming Howell's Holiday Club weeks can be made by emailing s.hatcher@how.gdst.net with the dates you require or by contacting the secretary on **029 2056 2019**. Payment of the full fee for each booking will be due two weeks before the last day of term or half term.

Cancellation can be made up to a fortnight before the Howell's Holiday Club week/s. Cancellations made up to one week before Howell's Holiday Club week/s will be subject to an administration fee of 10% of the cost of the booking. Unfortunately, we are unable to refund the fee for any cancellations made the week before Howell's Holiday Club.

How to Book

Please read this booklet carefully, complete the Medical/Registration Form which can be found on the website, signing to confirm that you agree to abide by the Policies and Procedures and Terms and Conditions in Section 3 of this booklet.

Breakfast Club – If you would like your daughter to attend Breakfast Club, please bring her to the Prep School Hall and speak to a member of the Breakfast Club staff who will book her in.

After School Care – If you would like your daughter to attend After School Care, please inform the class teacher either verbally or in writing and indicate whether she requires tea. In the event of a last minute emergency, please book After School Care by telephoning the Prep School Secretary on **029 2056 2019**. Parents of Nursery or Reception children should specify snack or sandwich on booking. Years 1-6 will be asked at school registration.

Howell's Holiday Club – Information about the Howell's Holiday Club dates can be found on Mrs Ashill's weekly newsletters, by school comms messages, on information posters and leaflets sent home and at the Prep School Reception. You can also email s.hatcher@how.gdst.net for information or to request a Booking Form. Please complete the Booking Form and return to s.hatcher@how.gdst.net ensuring that you have filled in the Medical/Registration Form. This can be found on the parent's SIMs App. Parents will also be required to complete a Howell's Holiday Club trip form for any trips out of school. A copy of the Statement of Purpose Booklet can also be found on the school website. Payment can be made by on line payment (Evolve), by card at Prep School Office or by Childcare voucher. No cash can be taken.

Incubation and Exclusion Periods of Common Infectious Diseases			
Disease	Usual incubation period (days)	Interval between onset of illness and appearance of rash (days)	Minimum period of exclusion provided child appears well
Diarrhoea and Vomiting	1-10		48 hours from last episode of diarrhoea or vomiting
Chickenpox	10-21	0-2	Until all vesicles have crusted over
Conjunctivitis			None
German Measles (Rubella)	14-21	0-2	Until clinical recovery – 4 days from onset of rash
Head Lice			None
Impetigo			Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment
*Measles	7-21	3-5	Until clinical recovery 4 days from onset of rash
*Meningococcal meningitis/ septicaemia			Until recovered
*Meningitis (viral) (bacterial)	2-10 few hours	Rash not always present but can appear within a few hours	Until recovered
*Mumps	14-21		Until disappearance of swelling or 5 days after swelling appears
*Scarlet Fever	2-5		Until clinical recovery – 24 hours after starting appropriate course of antibiotics
Threadworms			None
*Whooping Cough	5-14		Until clinical recovery. 48 hours after start of antibiotics. If not taking antibiotics – 21 days

Family contacts: There is no routine exclusion of contacts of any infectious diseases but individual children may be excluded on the advice of a GP.

*Denotes notifiable diseases under the Public Health (control of disease) Act 1984.

Contact details for Parents Howell's Prep School GDST Breakfast Club, After School Care, Howell's Holiday Club and Before School Supervision

Breakfast Club and After School Care

During the school terms, for information or in the event of an emergency, please email:
e.williams@how.gdst.net

Telephone: After School Care Manager on **029 2026 1811** (after 3pm)

or

Telephone: Prep School Secretary on **029 2056 2019** or **029 2026 1828**

Howell's Holiday Club

For information or to make a booking, please email s.hatcher@how.gdst.net or contact the secretary in Prep School Office on **029 2056 2019** or **029 2026 1828**

During the holiday weeks, to notify us of absence or in the case of an emergency, please email:
e.williams@how.gdst.net

Telephone: Howell's Holiday Club Manager on **029 2026 1811** (8am - 6pm)

or

Telephone: Senior School Reception on **029 2056 2019** or **029 2026 1828**

Before School Supervision

Please see Mrs Ashill or the member of staff on duty in Hazelwood playground so that they can complete the register before you leave your daughter.

During the school terms, for information or in the event of an emergency, please email:
S.Hatcher@how.gdst.net

or

Telephone: Prep School Secretary on or **029 2056 2019** or **029 2026 1828**

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HOWELL'S PREP SCHOOL
Llandaff

GDST
GIRLS' DAY SCHOOL TRUST

N U R T U R I N G E X C E L L E N C E