

# Howell's Prep School



## Before School Care, After School Care and Howell's Holiday Club

Academic Year 2021-2022

### Statement of Purpose – Information for Parents

Howell's Prep School is delighted to offer its 'wrap around' care provision in the form of **Before School Care and After School Care** during term time for 3-11 year olds, and **Howell's Holiday Club** – during the autumn half term, February half term, Easter, May half term and summer holidays for 3-16 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.

#### 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 Before School Care and After School Care Clubs.**

**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

# Before School Care and After School Care

## Before School Care and After School Care Managers



**Before School Care: Mrs Helen Maitland-Evans**



**After School Care: Mrs Emma Williams**

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

Both **Before School Care** and **After School Care** are both 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.

Before School Care has a maximum of 40 girls, with a staffing ratio of 1-8 for infants and 1-10 for juniors. The Infant After School Care has a maximum of 40 girls with a staffing ratio of 1:8 and the Junior After School Care 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.

## Hours, Venues and Registration

### **Before School Care from 7:45am - 8:15am**

If you are unable to stay with your daughter until the start of the school day, you may leave her in Before School Care. At 8.15am the girls can play in Tŷ Hapus or Hazelwood until school begins.

### **Before School Care (BSC)**

Before School Care is held in the Prep School Hall for the girls who have places booked. Parents must book places for their daughters by the previous Thursday. BSC is available for Nursery - Year 6. A maximum of 40 girls can attend BSC. Once girls have finished eating, structured activities will take place.

### **Dropping off for BSC**

Parents will drop off at the drop off zone near the Music Wing gate. At 7:45am and 8am BSC staff will meet the girls and take them to the Prep School Hall. The girls will wash their hands before entering the hall.

BSC finishes at 8.15am when girls in Year 1 and Year 2 are taken to Ty Hapus and Years 3 - 6 go to the Hazelwood playground. On wet weather days they will go to the classrooms where they will be supervised.

### **After School Care: 3:15pm - 5:45pm**

After School Care begins at 3:15pm and booking is essential. Nursery, Reception and Key Stage 1 girls who are booked in will be supervised and brought to the Prep School Hall. Girls will wash their hands before entering the hall.

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 Prep School Hall. Girls are registered on arrival. Parents should collect their daughter from the Prep School Hall using the above entrance.

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 our Before School Care and After School Care are dependent on the child being a registered student of Howell's School, Llandaff (GDST).

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

## Routines

In Before School Care, girls are registered when they sit down to eat. A healthy breakfast is available. When they have finished eating, they have activities until they return to School Supervision at 8.15am.

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 computers.

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. 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.

**Before School Care** – The breakfast menu, served from 7:45am, 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 a choice of fruit. 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 which days their daughter will be requiring a sandwich and their sandwich choice on the booking form. 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 Hall or Nursery classrooms, but 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 holidays. Different themes are followed and activities and events based around these include art, craft, cookery, dance, gardening and outdoor exploration.

Senior School students in Holiday Club will have age appropriate activities and not cause disruption or interfere with the level of care provided to the younger children. The Senior School students will be given their own space.

The Club provides inclusive, exciting, high quality holiday care for girls of the school aged 3-16 years in the Nursery, Reception, Years 1-11 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 30 children with a staffing ratio of at least 1:8 (3-7 years) and 1:10 (8-16 years).

# Hours, Venues and Registration

## Howell's Holiday Club is open from 8:30am - 5:00pm

Howell's Holiday Club is based in the Prep School Hall, or the Nursery. Other facilities across the 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 **029 2026 1811** (8am - 5pm).

## 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 2 weeks before the start of the club. It will be on our Crocodile Club page on Firefly and will be displayed on the Crocodile Club noticeboard in the Prep School Hall. It can be emailed on request.

## Food and Drink

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.

## 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. 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. Please indicate your requirement at the time of booking,

or speak to the Howell's Holiday Club Manager. 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 ensure that everything is clearly labelled with your child's name.**

**Children must not bring or wear any jewellery.**

**Please do not bring any expensive electronic toys or gadgets, as we cannot be held responsible for any loss or damage.**

## SECTION 3

# Policies and Procedures

## Booking and Contact Information, Terms and Conditions

### Fees for Before School Care and After School Care

● <b>Before School Care</b>	<b>£3</b>
● <b>After School Care</b>	
First hour (minimum charge)	<b>£5.50</b>
Per 1/2 hour	<b>£2.75</b>
Tea	<b>£1.75</b>
Late fee	<b>£20 per 15 minutes after 5.45pm</b>

Invoices should be paid within 14 days.

### Fees for Howell's Holiday Club

Daily Fee	<b>£46</b>
Club wraparound	<b>£15</b>
Late fee	<b>£20 per 15 minutes after 5.00pm</b>

Fee includes all activities run by visitors.

### Payment

Invoices are raised by the school's finance office and sent to parents by email

- BSC & ASC charges are invoiced at the end of each month.
- Holiday Club charges are invoiced in advance, once the booking window is closed.

Invoices should be settled within 14 days. Payment can be made in the following ways:

- Evolve (our secure online payment facility);
- BACS payment to the school account;
- Card payment at Reception; or
- Childcare vouchers

### Staffing

Before School Care, 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 Crocodile Club 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 8-16 year olds.

### Equal Opportunities

The Crocodile Club promotes 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. We endeavour to meet any additional needs of the individuals in our care.

### Positive Behaviour Policy

The Crocodile Club promotes 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 Behaviour Policy. This is available on the school website or from the School Office.

### 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 Crocodile Club 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 Before School Care, After School Care and Howell's Holiday Club 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 Crocodile 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 School Office.

## Late Collection Procedures

If any child has not been collected by 5:45pm, for After School Care or 5.00pm for 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 6pm for After School Care or 5.15pm for Holiday Club, 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 £20 per 15 minutes or (part thereof payable) after 5.45pm for After School Care and 5pm for Holiday Club.**

## 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 Crocodile 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 Crocodile Club 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 School Office.

## 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](mailto:CIW@gov.wales) or telephone **0300 7900 126**.

## Quality of Care

Before School Care, 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. A report including the findings from the questionnaire, an evaluation of the year and future plans will be published annually.

## Pets

The Crocodile Club 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 the Crocodile Club 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 if you are willing for us to include your child's photograph.

## Terms, Conditions and Cancellation Policy

We aim to ensure that all parents/carers who need access to our wraparound care provisions can do so. The number of places we can offer in Before School Care and After School Care are limited, so it is vitally important that the weekly booking form is completed accurately with the dates that the services are required.

Bookings for our Before School Care provision are made and charged on a 'per session' basis. The charge includes supervision, any activities and a choice of healthy breakfast for your daughter.

Our After School Care service is booked by notifying us of the days a place is required. Parents are charged for the time their daughter spends in ASC, rounded up to the next 30 minute period. The minimum charge for this service is 1 hour. Girls who attend an after school club and join ASC before or after the club are charged for time spent in ASC in 30 minute intervals, subject to the minimum charge of 1 hour. Arrival and departure times are included on the daily attendance register, which will be signed by the parent to confirm both collection of their daughter and the time this took place.

To cancel a booking without charge, please notify us:

- BSC: email [H.Maitland-Evans@how.gdst.net](mailto:H.Maitland-Evans@how.gdst.net) by 2pm the previous day
- ASC: email [E.Williams@how.gdst.net](mailto:E.Williams@how.gdst.net) by 11am that day.

When a space is booked but not attended, a charge for the minimum time period will be made.

Invoices for BSC and ASC are issued at the end of each month and must be paid within 14 days. Failure to pay within these terms (in the absence of any query) may exclude your daughter from attending any of the services provided until settled. Outstanding invoices will be followed up under the school's debt recovery procedures and deducted from the deposit held.

Holiday Club is charged on a daily session basis, regardless of the time that your child is dropped off or collected. The earliest drop-off is 8:30am and collection must be by 5:00pm. Holiday Club places must be paid in advance. Invoices covering booked sessions are sent once the booking deadline has passed, requesting payment 10 days prior to the end of term. Reminders may be sent by the school where payment remains outstanding towards the end of term. Where payment is not received by 9am on the last day of term, then all places booked will be lost.

To cancel a booking for Holiday Club without charge, please email [E.Williams@how.gdst.net](mailto:E.Williams@how.gdst.net) at least 2 weeks before the start of that holiday week. Cancellations made up to a week before are subject to a 20% cancellation

charge. Any cancellations made with less than a week's notice are non-refundable and full charge will be made.

Late collection fees are applied where a child has not been collected from After School Care by 5:45pm, or Holiday Club by 5:00pm. The fee (see fees section) is charged per 15-minute period.

### 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.

**Before School Care** – If you would like your daughter to attend Before School Care, please book using the link that is sent out a week in advance. Please bring her to the Music Wing entrance at 7:45am or 8am.

**After School Care** – If you would like your daughter to attend After School Care, please book using the link that is sent out a week in advance. In the event of a last minute emergency, please book After School Care by telephoning **029 20562019**.

**Howell's Holiday Club** – Bookings for forthcoming Howell's Holiday Club weeks can be made by using the online booking system indicating the dates you require. Payment of the full fee for each booking will be due two weeks before the last day of term or half term. Information about the Howell's Holiday Club dates can be found in the School's weekly newsletters, by school comms messages, on information posters and at the School Office. You can also email **E.Williams@how.gdst.net** for information. A copy of the Statement of Purpose Booklet can also be found on the school website. Our booking form is sent out and closes two weeks before Holiday Club starts. Email **E.Williams@how.gdst.net** if you need to make a last minute booking request.

### 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

### Before School Care, After School Care

### and Howell's Holiday Club

#### Before School Care

Please see Mrs Maitland-Evans or the member of staff on duty.

During the school terms, for information or in the event of an emergency, please email:

**Helen.Maitland-Evans@how.gdst.net**

#### 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 **07528 484849**

#### Howell's Holiday Club

For information or to make a booking, please email **E.Williams@how.gdst.net**

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**

#### Notes

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HOWELL'S PREP SCHOOL  
Llandaff

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**G D S T**  
GIRLS' DAY SCHOOL TRUST

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