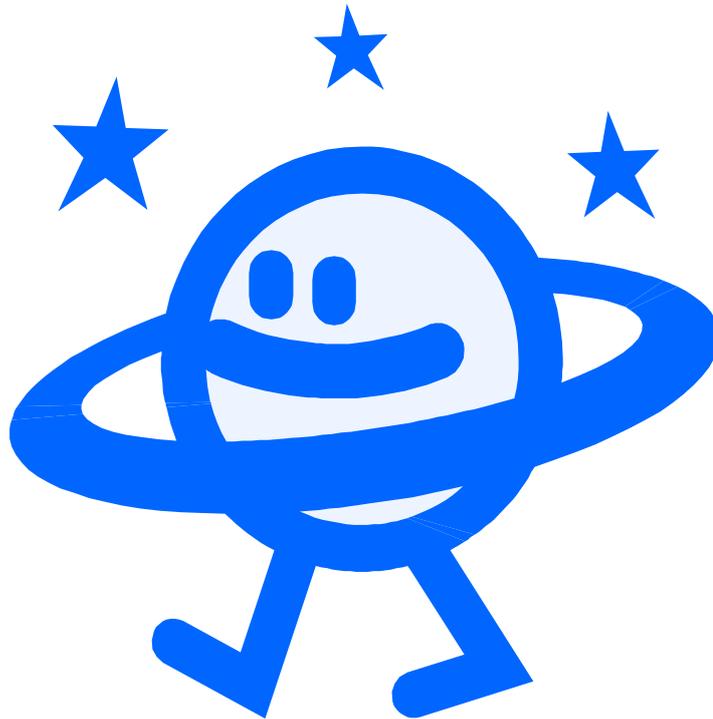


Harby C of E Primary School

# PLANET PLAY



## Before and After School Care

We hope you find the enclosed information helpful.

Should you require any further information please contact the school office in the first instance and we will be happy to help.

Telephone: 01949 860553  
e-mail [office.school@harby.leics.sch.uk](mailto:office.school@harby.leics.sch.uk)

Harby C of E Primary School, School Lane, Harby,  
Melton Mowbray, Leicestershire LE14 4BZ

## **What we aim to provide**

- A safe, friendly quality child care for children aged 4-11 years.
- A range of stimulating and fun activities.
- An atmosphere, which generates respect for others, themselves and the environment.
- A facility that develops children's ability to take responsibility for their own behaviour.
- A facility that will provide for child's welfare and development.

## **When is it open?**

Monday to Friday **term time only**

7.45am - school begins and after school - 6.00pm with different length of sessions available.

## **Where will it take place?**

In the purpose-built Planet Play room, extending into other classrooms, computer area and outdoor areas of the school grounds.

## **What type of activities will be provided?**

- Games
- Creative activities
- Construction activities
- Cooking
- Computer activities
- Relaxation time
- Videos
- Music
- Sports and physical activities
- Themed days and weeks

## **Introducing the staff**

Planet Play Coordinator Miss Sharon Taylor

Planet Play Assistant Mrs. Sue Steward

Planet Play Assistant Miss Maddie Jones

Headteacher - Mrs. Bridget Bye, Head teacher

Mr. Myles Ponsonby - Chair of the Governors

## **How much does it cost?**

### **Breakfast Club**

7.45am - until school starts    £5.00 (includes cereals, toast, crumpets, etc. and a drink)

**After School Club** - directly after school until the following times:

- 4:30pm pick up @ £6.00 (includes snack and a drink)
- 5:15pm pick up @ £9.00 (includes snack, light tea and drink)
- 6:00pm pick up @£12.00 (includes snack, light tea and drink)

## **Payment**

Fees can be paid via the online payment facility (ParentMail), using cash, cheque (made payable to LCC Harby CEPS) or childcare vouchers. Please ask office staff for further details regarding childcare vouchers.

Payment should be made within 2 weeks of the session being taken. Failure to do this may result in the withdrawal of future places.

## **Help with child care costs**

A percentage of your child care costs can be claimed depending on your circumstances. See <https://www.gov.uk/help-with-childcare-costs> for further details.

To claim you will need LCC Harby CE Primary School Ofsted Registration Number which is 120132

## **Planet Play and school continuity**

In the morning children should be brought to the Planet Play entrance and after the session they will transfer directly into class being taken by a staff member.

At the end of the school day children at Harby C of E Primary School will be escorted to Planet Play. Children taking part in after school activities like football or choir will register first with Planet Play and then they will be taken to the activity. When the after-school activity is completed they will be escorted back to Planet Play.

## **Extra-Curricular Clubs**

Please note the start time for Planet Play After School Club is directly after school. Children going to an after-school activity until 4.15pm and then going onto Planet Play will be expected to pay After School Club fees from directly after school to ensure their place is kept.

## **Food and Drink**

Breakfast is included in the cost of a morning place

A snack and drink will be provided during the session directly after school - 4.30pm

A light tea, such as toast or soup, will be provided during the session 4.30 -5.15pm

Fresh drinking water / juice is readily available

## **Collection Details**

Children must be collected at the Planet Play entrance by the cross. Children will only be handed over to the person/s named on the registration form / school records. Children will not be released unless clarification can be established from the parent/ carer. Parents must make every effort to notify staff of any alterations to the person collecting the child in writing, if possible. A signature is required to confirm collection and time of collection for our register, this may be completed for you by Planet Play staff during times of social distancing.

## **Late Collection**

Emergency contact numbers provided by the parents will be contacted if parent/carers are over ten minutes late and if contact can not be made by 6.30pm Social Services or the police will be contacted.

## **Late Collection Charge**

Collection ten minutes after the agreed collection time but before the next session will be charged at the rate of an additional session. Collection after 6pm prompt will result in an extra charge of £10 per child. In the event of 3 late collections, your child/children's Planet Place may be withdrawn.

## **Policies and Procedures for your Information**

### **Behaviour**

A behaviour code of conduct will be established in the early weeks of Planet Play by the children and staff and follow the school code of conduct and school policies.

In cases of unacceptable behaviour, the following strategies will be applied

- Individual discussion having fully established the facts with constructive ideas for solutions
- Explanations of why their behaviour is unacceptable.
- Use of a calming period where children are upset before investigation.
- Withdrawal from an activity
- Distraction and redirecting children
- Group discussion with peers suggesting the way in which the person might have behaved and how they feel about that person's behaviour
- Incidents to be reported to parent/carers
- Recognise that children are learning to deal with emotions.
- Those whose behaviour is such that they are a danger to themselves or others or to the achievement of Planet Play aims may not be able to use the service. Parent/carers may be called and asked to collect children
- Help the children to find solutions to conflict.

### **Sick children**

When a child is considered too ill to remain at Planet Play

- Parent/carers will be contacted (or other contact numbers if unavailable).
- The child will be made as comfortable as possible.
- Further medical advice may be sought in extreme cases following guidance from our First Aid qualified staff
- In the case of infectious diseases Planet Play will follow the advice issued by Public Health concerning confinement and children will not be allowed to attend until the advised period is complete.

### **Asthma and other known medical conditions**

Planet Play welcomes pupils with asthma and will encourage them in all aspects of the club.

The staff recognise that asthma is a condition affecting many children. Parents are asked to complete the asthma pro-forma so that medication needs are shared.

Pupils with other known conditions, such as diabetes or epilepsy, will also be supported in line with their individual school care plans. This will also extend to specific needs related to diet, allergies and intolerances, and additional or special educational needs in line with school support plans.

## **Inclusion and Equality Statement**

Inclusion is an approach and attitude that will help to give all children opportunities for success and development at school, both academically and socially, and will ensure they are valued as part of the school community. We strive to ensure that pupils' unique needs, differing learning styles and requirements are recognised, valued and supported. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We try to have systems in place for early identification of barriers to their learning and participation so that all pupils can engage in school activities with others. We acknowledge the need for high expectations and suitable targets for all children. We actively seek to encourage equity and equality through our teaching. No gender, race, ethnicity, social and economic background, Special Educational Need or Disability will be discriminated against. The school's Disability Equality Scheme will be followed and the use of stereotypes will always be challenged.

## **How to register and book child care**

Remember, even if you only intend to use Planet Play infrequently it will save time if you register in advance.

- Complete the booking form on ParentMail one week in advance. If you have any difficulty please ask for assistance at the school office and we will be happy to help.
- Bookings that are on the day, or with less notice, can still be made but must be done via the office to ensure there is appropriate staffing and space available
- Ad-hoc on the day booking fee of £1 per session extra charge
- Complete the Terms and Conditions form (annually)
- Complete the asthma form if you need to (annually and then if there are changes)

NB. Payment must be within 14 days of the sessions being taken.

## **Refunds**

Fees will not be returned if your child is ill and does not attend the club. As you can appreciate, staff have to be employed on the basis that your child is attending. Cancellations with less than 7 days notice must still be paid for as they will be planned for

## **Closure due to unforeseen circumstances**

In the event of school/Planet Play closure a notice will be put outside school and parents will be contacted via text / phone and email. If Planet Play is closed then payment is not expected.

## **Admissions policy**

The inclusive child care facility is for children aged 4-11. Places are allocated on first come first served basis with a capacity based on staff numbers to ensure appropriate ratios. Children attending other schools will be admitted if places are not required by Harby C of E School children. One months notice will be given to parents of children from other schools if their place is required by a Harby C of E School pupil. Alternative sessions will be provided if available.

## **Complaints procedure**

If you have a complaint please speak to the Planet Play Coordinator in the first instance. We hope that things can be resolved through discussion and communication but we do have a school complaint policy and procedure that we can share with you upon request.

## Harby CE Primary School Planet Play Before and After School Club

### Terms and conditions

I agree:

- To inform Planet Play of any absences.
- To pay the charging tariff.
- To arrange for the collection of my child by at least 6.00pm prompt.
- That if collection is ten minutes after the agreed pick up time I agree to pay for a further session or an additional charge if after 6pm prompt. I understand that Social Services or the police will be contacted at 6.30pm if contact has not been made with yourself or any of the emergency numbers provided.
- To all emergency numbers held by the school being used to make contact.
- For any health and additional needs data being held by the school to be shared with Planet Play staff to support your child.
- To update the staff and school office of any change in contact numbers or health issues of your child.
- To arrange for collection of my child should they be ill.
- That should my child's behaviour be such as to endanger him/her or others or that his/her behaviour is such that it is detrimental to the provision of child care I will be invited to discuss this with the Headteacher and Planet Play Coordinator. Their future inclusion will be at the discretion of the Headteacher, in line with school policy with due regard for individual circumstances and support that can be offered.

Your child's welfare is our first concern and there may be times when we consult other agencies even before we consult you. We want to assure you that we will follow the procedures and protocols laid down by the Leicestershire Children's Safeguarding Board and act in the child's best interest at all times. Planet Play staff have access to a trained designated lead in Child Protection and Safeguarding at all times. These are Bridget Bye and Rebecca Lewis.

Signed the person with responsibility for the child \_\_\_\_\_

Parent's name: \_\_\_\_\_

Child's name: \_\_\_\_\_

Date: \_\_\_\_\_

Harby CE Primary School Planet Play Before and After School Club

**Asthma Record**

**My child has been diagnosed with asthma**

Name of child: \_\_\_\_\_

Regular treatment: \_\_\_\_\_

Name of medication and how to be taken \_\_\_\_\_

Dose and when to be taken \_\_\_\_\_

Should medication be taken before exercise? \_\_\_\_\_

Signed the person with parental responsibility for the above child:

\_\_\_\_\_

Date:

\_\_\_\_\_

Any additional information that you would like us to be aware of (health / needs / likes dislikes)