



# **WINDMILL AFTER SCHOOL CLUB**

## **PARENT HANDBOOK**

**2020-2021 V2**

Windmill after School Club

# Windmill After School Club

Windmill Primary School

Margaret Road Headington Oxford OX3 8NG

07967631751 and 07817792244



OfSTED Registration number: EY277198

Email: [jlon1700@windmill.oxon.sch.uk](mailto:jlon1700@windmill.oxon.sch.uk) for places/fees etc.

Email Club: [management@windmillasc.co.uk](mailto:management@windmillasc.co.uk) for day to day notifications such as absence/illness

WEB SITE: [WWW.WINDMILLASC.CO.UK](http://WWW.WINDMILLASC.CO.UK)

## Introduction

The Windmill After School Care Club was set up in 2003 to provide high-quality, hassle-free childcare for working Windmill parents. However, although on the Windmill Primary School premises, the club remains independent of the school. We are a non-profit Club run by a volunteer management Committee of a minimum of five parents whose children attend the Club. Contact the Chair, Philip Taylor, via the Club pigeon hole in the school office, or email [committeechair@windmillasc.co.uk](mailto:committeechair@windmillasc.co.uk) if you would like to be involved in the management of the Club.

We have a constitution and the Committee is elected at our Annual General Meeting. The current Committee members' names are posted on the parent notice board in Club room 1 and at the end of this handbook. You will be informed of AGM meetings via an After School Club Newsletter, notices at the club or email. There are six Committee meetings per year, plus an AGM each October.

The WASC runs every day after school during term time for pupils in Reception to Year 6 from 3:05pm - 5:30pm. There are earlier start times on term-end days at Christmas, Easter and Summer breaks.

We have the use of the outdoor areas, gym and school hall.

Up to 100 children are insured on special occasions such as Christmas parties etc.

The Club accommodates religious and cultural requirements and children with special needs. We have wheelchair access and toilet facilities for children with physical difficulties just outside room 1. We support children with special dietary requirements.

The whole school site is designated non smoking.

### **Aims**

- To provide a safe and caring environment.
- To provide an environment in which children, parents and staff can feel relaxed and welcome at all times.
- To provide a high-quality, child-focused setting.
- To provide equipment and facilities that are age appropriate.
- To encourage healthy eating habits by providing nutritious snacks and information about good eating habits.
- To provide a clean environment.

### **For the Children**

- To encourage individual interests.
- To foster children's independence, self-help skills and self-esteem.
- To provide opportunities, experiences and activities where children can use self-expression.
- To help children appreciate and respect others and their differences.
- To develop and implement a mixed program that is stimulating, interesting, age appropriate and culturally diverse.
- To provide a place for children to play, study and socialise with friends and peers.

### **For the Parents and Carers**

- To provide for the needs of Windmill Primary School parents/carers who are working or studying, or who may have extenuating circumstances.
- To make all parents/carers feel welcome and valued regardless of culture, religion and gender.
- To keep all parents/carers informed of what is happening in the Club and changes from government departments.

- To involve parents/carers in the decision-making process for the Club through the Committee, valuing their input and feedback.
- To encourage and maintain positive relationships between parents/carers, staff and management.

### **For the Staff**

- To help develop mutual respect, courtesy and understanding for all.
- To create an enthusiastic and positive environment for all staff, encouraging personal initiative, training and development.
- To ensure all staff are aware of all expectations and duties.
- To empathise and meet the individual needs of the children in the Club.

### **Admissions**

In order to use the Club, registration forms must be completed for **each child** and the life membership registration fee of £10.00 per child paid if/when a place is offered and accepted. This will be included in the first invoice issued. The Club Treasurer in conjunction with the Committee; is responsible for allocating places. The Club operates a waiting list if a required place is unavailable. The waiting list is in order of date of application received, although priority may be given to those with siblings already attending the Club, and/or extenuating circumstances affecting the child's welfare or his/her family. Parents may apply for places up to one year in advance. The Club Treasurer will inform parents as and when places become available as soon as possible. The Treasurer will also inform waiting parents via invoicing of the state of the waiting list. Names will move up the list as places become available. At the point of registering you will be asked to supply emergency contact numbers for yourself, your child's other parent, if appropriate, and additional contact numbers. This should be someone who is able to pick up your child in an emergency situation if the Club is unable to contact you. If these contact numbers change at any time it is imperative you let us know immediately by telephoning 07967631751 and 07817792244 or email [management@windmillasc.co.uk](mailto:management@windmillasc.co.uk)

To put your child's name on the waiting list, download the complete application pack from the website: <https://www.windmillasc.co.uk>

To arrange a visit, telephone 07967631751 or 07817792244, or just pop in. Visitors are always welcome but sadly not during Covid-19 restrictions.

Alternatively email our Treasurer [jlon1700@windmill.oxon.sch.uk](mailto:jlon1700@windmill.oxon.sch.uk) for further information and availability of places.

Details of the admissions policy can be found in the statement of our policies and procedures located in the Club room.

## **Behaviour**

Children are aware of our behaviour policy and they are reminded on a regular basis of behaviour expectations.

Children will be encouraged to use calming techniques, i.e. they may be asked to withdraw from an activity for a short period of time in order to calm down.

Unacceptable behaviour is always discussed with the child in order for them to understand why their behaviour is unacceptable.

Physical punishment or a threat of physical punishment will never be used. Staff will not use any form of physical intervention, i.e. holding, unless it is necessary to prevent personal injury or harm to the child, injury or harm to other children or adult or serious damage to property.

Children's pattern of behaviour can often change when under stress. Parents should inform the Club Manager of any change of circumstances that could affect a child's behaviour. This information will be in the strictest confidence.

It may sometimes be necessary to inform the child's parent/carer if unacceptable behaviour continues so that a joint approach can be used and the parent/carer will be asked to sign an incident sheet.

In exceptional circumstances a parent may be asked to remove their child from the Club because of unacceptable behaviour. This in turn may lead to permanent exclusion from the Club.

## **Child Protection/Safeguarding**

The welfare of the child remains paramount.

All children whatever their age, culture, disability, gender, language, racial origin and religious beliefs have the right to be protected from harm.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

All staff have a responsibility to report concerns to the Club Manager.

The Club recognises that children have the right to protection. Where staff have concerns about a child's welfare, they have a legal duty to contact the local child protection agency. The Oxford City Children and Families Team can be contacted on 01865 323048 (out of office hours 0800 833408). In most cases, parents will be informed of the intention to contact the Children and Families Team before a referral is made. The Team are experts in the field of child protection and will make a decision about how best to protect the child if this is the case or how best to support the family.

Guidance for child protection issues is in accordance with the "What to do if you are worried a Child is Being Abused" publication, available from Dept of Health Publications on 08706005522. The Club Manager is responsible for liaison with child protection agencies and with OfSTED.

Should a member of staff suspect that a child is being neglected or abused they will discuss it with the Club Manager. Staff will discuss concerns with the child, as appropriate to their age and understanding and may also discuss these concerns with their parents and seek their agreement to make a referral.

There may be occasions when a disclosure is made without first obtaining consent if it would be contrary to a child's welfare. Refer to "What to do if you Suspect a Child is Being Abused" publication appendix 1.

If after discussion there are still concerns, the Club Manager will make a referral. When a referral is made the Club Manager will agree with the Child Protection Agency what the child and parents will be told, by whom and when. If a referral is made by telephone, it should be confirmed in writing within 48 hours. The Children and Families Team should acknowledge a written referral within one working day of receipt. If the referral has not been acknowledged within three working days, the Club Manager will make contact again.

Staff will keep records of all discussions with and conversations about the child.

Confidentiality—in cases of child protection, information will only be shared on a need-to-know basis and with reference to data protection.

All staff have safeguarding training and attend regular refresher sessions in line with regulations.

### **Club Ethos**

We want everyone to have fun and require all children to abide by these rules which were written after discussion with all the children and staff and are reviewed each new academic year:

- Be kind, polite and helpful
- Use kind and polite words
- Share time on computers/games consoles
- Never fight or tease
- Follow instructions first time
- Take care of your own and other people's belongings
- Move about safely and quietly
- Not to bring any precious toys, money or sweets to the club
- Help to tidy up.

## **Collection**

Children should be collected no later than 5:30pm when the Club closes. Please ensure you inform the Club Manager if somebody else is collecting your child. If, due to unforeseen circumstances, you get held up and are going to be late collecting your child please telephone the staff on **07967631751** or **07817792244** as soon as possible. The Club runs a 'penalty' system for unnotified late pick up and call charges. The Club reserves the right to charge an additional £10 for every 15 minutes after the Club has closed to cover staffing costs, and to charge £1 for every telephone call made to remind parents that their child is waiting to be collected.

Parents will be billed for any late charges or telephone calls at the end of each term. This is to cover the additional staffing costs required for two members of staff to stay longer than their contractual hours.

The Club Manager will call all the emergency contact numbers as detailed on the Membership Form, to arrange collection. In the unlikely event that a child has not been collected by 6:30pm, and staff have been unable to locate any of the emergency contacts, under the conditions of the Children's Act 1989 / Care Standards Act 2000, the Social Services Dept will be contacted for advice. Parents are responsible for any additional operational costs incurred because of late collection.

Children will only be permitted to leave at the end of the session with the person named for collection on the Application Form or who have the agreed passwords on record. Parents should inform the Club in writing of any changes to the named person(s), in order that our records are kept up to date and for security purposes.

Children can only leave the premises to walk home alone or with a friend if we have had written notification from his/her parent. Parents **MUST** request a

Club document to sign. This document will NOT be given to your child to bring home for signature.

## **Complaints**

The Windmill After School Club hopes that children, parents and staff can resolve any issues which they are unhappy about through discussion. Should parents wish to make a complaint, they should do so in writing to the Club Manager giving details about the complaint. The matter will be acknowledged and investigated within fourteen days. If there is a delay, the Club will inform the parent giving reasons for the delay. The response will be shared with staff members concerned, with recommendations for any action to be taken, and the matter reported to the management Committee. If the issue is not resolved, the complaint should be made in writing to the Chair Person of the Committee. The Chair Person will convene a meeting to discuss the issues and reply within four weeks. The decision of the management Committee is final.

OfSTED has responsibility for ensuring the Club meets the National Standards. Complaints about how the Club meets the standards can be referred to OfSTED on 0300 123 4666.

NEVER FEEL RELUCTANT TO EXPRESS CONCERNS OR SEEK CLARIFICATION. IF A PROBLEM IS IMPORTANT ENOUGH TO CONCERN YOU THEN IT CONCERNS US.

## **Daily Routine**

Reception, Years 1, 2 and 3 children are collected from their classrooms on their registered day/s by staff and escorted to the Club room.

Years 4, 5 and 6 children make their own way to their Club rooms for registration where their activities are set up.

In order to maximise safety and security when children attend the Club, a documented daily registration procedure is in use.

It is vital that parents inform the Club if their child is absent from school in advance. This will save unnecessary searching and worry for the staff. The

school does not pass on information. Leave a message on **07967631751** or **07817792244** at the same time you call the school. OR email

[management@windmillasc.co.uk](mailto:management@windmillasc.co.uk)

There have been many issues regarding WASC not being informed about any absences which include:

- school trips,



- play dates,
- illness,
- early collection by parent/carer from classrooms, events/trips,
- child sent home by school because of sickness or injury,
- parent/carer collecting their child directly from the alternate club they attend e.g. judo,
- cake sales.

This major safeguarding issue was discussed with Committee members and staff

### **Procedure for other after-school clubs/activities**

The other clubs take responsibility of the children negating the need for the children to sign in at WASC until AFTER their other club activity ends.

This relies on parents informing the club if their child is attending regular after school activities and where that activity is located e.g. judo/school hall.

The daily register will include alternate clubs but WASC will not check whether a missing child is in another club until the specified time they should be with WASC.

**To clarify, WASC will no longer accept responsibility for children attending other clubs and after school activities until the time that club ends.**

For instance, if your child attends judo every week on Tuesdays and it ends at 4pm WASC will expect your child to check in and register when they have finished judo by 4.05pm when they should be with WASC

If your child does not check in and WASC are expecting them, WASC will at that point follow WASC procedures to search for your child.

### **Responsibilities of Parents/Carers:**

- Inform WASC if your child will regularly attend a club, the day it's on and its location.
- Inform WASC if a club is cancelled.
- Inform WASC if your child is absent for any reason from school.
- Inform WASC if you/designated person is collecting your child directly from school or the other club on your usual WASC registered day and therefore not attending WASC.
- Confirm with the alternate activity provider that they will ensure your child is escorted to WASC for registration if in reception or KS1.

## **Responsibility of WASC:**

- The WASC registers will continue to indicate that a child is attending another club.
- The registers will be rechecked for children attending other clubs at that club's finishing time.
- Activate missing child procedure e.g. contact the other clubs to check if the child attended, start search of premises etc.
- Inform parent/carers if their child does not come to WASC at the end of the other club session via text message. If there is no response from parent/carer after 10 minutes WASC will telephone them and/or alternative numbers held on our database.

## **Emergency Procedures**

In the extreme case of an emergency situation arising at the Club, every effort will be made to contact parents/carers. Staff are trained to administer First Aid if appropriate and further medical assistance may be sought.

A Fire Drill will be carried out a minimum of once every term, for the benefit of children and staff. In the case of fire, the alarm will be raised and all children, staff and visitors will be evacuated. The daily register will be checked and the building will only be re-entered once the all clear has been given by the Caretaker, Fire Marshals, Manager or fire services in the event of them being called on site.

If the Club is unable to re enter the building, parents will be contacted to collect their children. If staff are unable to contact parents, children will be escorted to a safe area to await collection.

## **Equipment**

The Manager will ensure that sufficient, suitable equipment and materials are available to provide stimulating activities and play for the children. The equipment will reflect positive images of people, both male and female from a range of ethnic and cultural groups with and without disabilities.

Furniture, toys and equipment will be in good repair and where appropriate conform to BS EN safety standards or the toys (Safety) Regulations 1995 act.

All children attending the Club have an active involvement in the decision making of purchasing new equipment and toys.

## **First Aid**

At least one member of staff will hold a current Accredited Paediatric First Aid Certificate in first aid for infants and young children. We aim to have all staff First Aid certified.

The Club has a designated person who is responsible for maintaining the First Aid Box in accordance with the Health and Safety Regulations 1981.

The First Aid Boxes will be kept on view and within reach of children

Parents are requested to give written consent to allow staff to seek medical advice or treatment in an emergency.

Any accidents will be recorded in the Accident Incident Book and parents will be asked to sign the entry relating to their child. The Accident Incident Book will be used to record any details of existing illness or injuries the child has when they arrive at the club. A record will still be made of injury/incident where there is no visible sign of a wound.

OfSTED will be informed of any serious injury to or death of any child in the care of the club or adult on the premises in accordance with OfSTED regulations.

## **Fees and Invoicing**

The current cost per session is £8.75 per child. This cost is subject to an annual review.

Parents are invoiced via email each term. Our invoice sets out the day/s registered and total fees for the term. Payment must be made on receipt of an invoice **either in full or monthly in advance**.

Payment can be by cash or cheque payable to **Windmill After School Club** in an envelope with your child's name on for the attention of the Treasurer. BACS payments are now our preferred method of payment (details on your invoice). We ask that you email the Treasurer when you make a transfer and use your child's name in the details. [jlon1700@windmill.oxon.sch.uk](mailto:jlon1700@windmill.oxon.sch.uk)

Vouchers are accepted from various companies including Kiddivouchers, Edenred, Fidelity, Care-4 and Computer Share. Contact the Treasurer for our account numbers and details.

*Please note: holidays, sick days and days off must still be paid for if they fall on your confirmed registered day/s (see Terms and Conditions).*

***One month's written notice is required when a place is no longer needed. Notice via email is accepted.***

## **Food and Drink**

Our Club is committed to providing healthy, nutritious and tasty snacks (not a meal!) and drinks for children during their sessions. Staff will make every effort to ensure that food and drink is safely prepared and sensitive to the dietary, religious and cultural requirements of all the children.

When preparing food and drink, staff will take into consideration the hygiene policy to ensure that the safety of all staff and children is paramount. In addition to this, staff will be careful to ensure the safety of both staff and children when using sharp or dangerous objects in food and drink preparation.

Staff are aware of their responsibilities under the Food Safety Act 1990. The club is registered with the local authority to provide food. All staff who either handle or prepare food have a Food Hygiene Certificate and are trained in food storage, preparation, cooking and food safety.

We are proud to have been awarded a Food Hygiene Rating of 5, the highest rate that can be given.

The Club requires parents/carers to complete a registration form which includes information about any special dietary requirements or allergies that the children have. Staff will make sure that any food or drink offered to children takes into account this information to safeguard the children's health and as far as possible their preferences.

*No child will ever be forced to eat or drink something against their will and the withholding or granting of food or drink will never be used as either punishment or reward.*

The club recognises the importance of healthy eating and a balanced and nutritious diet. Because of this the club will endeavour to make a variety of foods available including meat, vegetarian and vegan options. Low-fat and low-sugar foods will be available as much as possible.

The club will not regularly provide sweets for the children and will avoid excess amounts of fatty or sugary foods where possible. The club will provide a choice of non-sugary drinks and make sure that fresh drinking water is available at all times.

## **Inclusion**

The Club is committed to fairness and equal opportunity for all. It also values the contribution that individuals have to offer and will promote diversity. Policy reviews will be made to ensure that policies adhere to current legislation. Staff will plan activities taking into account the needs of disabled children or those with specific needs to enable them to take part in activities. Staff will value and acknowledge children's individuality and seek to build children's self-esteem and independence through activities.

Where extra staffing may be needed the Committee will seek extra funding.

Parents may need to give more detailed personal information to staff to enable them to give the child a positive experience at the Club. This is especially important when the child first joins the Club and will be kept confidential.

The Club is committed to questioning and counteracting all forms of discrimination and prejudice and will positively intervene should an incident occur.

## **Lost Child**

If a child fails to arrive at the Club within twenty minutes of the school day ending, the Manager will first contact the child's class teacher to find out if the child has been absent or is in an after school activity. The Manager will then contact the child's parents/carers to find out why the child has not attended the Club. If the child has been at school and should be at the Club but is not traceable by 3:45pm, or if there is any doubt as to where the child might be and the parents/carer of the child cannot be contacted, the Manager will text the contact numbers again and phone ten minutes later if there has been no response. If there is still no response, the Management will then decide on when informing the police and the social services is appropriate.

If a child is reported lost, staff will make a thorough search of the premises. If the child is not found, parents will be contacted immediately. If there is a delay in contacting parents and the Club Manager feels it appropriate, the police will be informed.

Should a child indicate they wish to leave the premises and not respond to staffs' efforts to encourage them to stay in the Club, parents will be contacted to arrange collection.

## **Medicines**

Medicines are not administered unless they have been prescribed for a particular child by his/her doctor. Written consent to administer any medication must be given by the parent. (Ask the Club Manager for consent forms.)

The Committee will enable staff to seek individual training from a qualified health professional to administer prescription medicines which require technical/medical knowledge to administer. Training will be specific only to the individual child concerned.

## **Personnel**

Staff are employed by the Committee taking into consideration OfSTED requirements and equal opportunities.

Our Club employs highly qualified, experienced play workers who are there to join in the fun and to make sure every child is happy and well looked after. Club staff are always available to chat to or raise concerns with.

Club Manager: Stuart Horrobin

Club Deputy: Adam Gibbs

Room Leaders:

Jayne Spence and Sarah Davies

Senior Play Worker:

Karulin Syeda

Playworkers:

Feraz Akhtar, Joshua Gormley, Peter Herklots, Seren Jones, Diane Naylor, Sheldon Smith and Paula Smith

Club Treasurer/Administrator: Joyce Long

All staff are known to the children by their first names.

All staff are DBS checked and we aim to have all staff First Aid qualified.

Stuart Horrobin is our dedicated Pupil Safeguarding Officer

Stuart Horrobin, Adam Gibbs and Sheldon Smith are our registered Fire Marshals.

Adam Gibbs is our Designated First Aider.

On occasion, or in an emergency, cover staff are called in.

Ideally, cover staff will be DBS checked but, if not, a member of staff will always work along side them. We are lucky enough to have regular DBS checked support staff to call upon.

We are committed to staff training as well as personal and professional development.

### **Physical Environment**

The Club premises will be kept clean and secure.

Children will be expected to inform staff if they are leaving a particular room/area e.g. to go to the toilet.

The Club rooms will be laid out to provide different activities such as tabletop activities, energetic play and an eating area etc.

### **Safeguarding**

See Child Protection.

### **Sickness/Ill Health**

In the case of ill health whilst in the Club, every attempt will be made to contact the parents/carers. If this is not possible the emergency contact named on the registration form will be contacted. The child will be expected to be removed from the Club as soon as possible. If your child vomits or has diarrhoea whilst at the Club staff will isolate him/her from others to prevent cross infection. You, or the emergency contact, will be asked to pick up your child. The child must then be free of sickness or diarrhoea for 24 hours before returning to the Club. This is in place to prevent cross/further infection. Head lice are a common occurrence with children and are easily spread. If staff at the Club notice head lice on your child, or persistent scratching, you will be informed as you pick up your child and asked to treat them. A notice to inform parents that 'a child' in the club has head lice will be displayed.

In the unlikely event of staff sickness forcing club closure, the Treasurer will activate the Club Email List to inform parents as soon as possible that the club will be closed. OfSTED require us to adhere to strict child/staff ratio so it is imperative all email, contact numbers and addresses are up to date.

[Link to COVID-19 Policy](#)

## **DVD Viewing**

We sometimes show DVDs at the club. If you prefer your child not to watch TV or DVDs, please tell a member of staff. If you know certain things seen on TV may upset or frighten your child please tell a member of staff.

## **Visitors**

A record will be kept of all visitors to the Club.

## **What the Club Expects from Parents and Carers**

Parents and carers can help the smooth running of the club by following the requirements below:

- NOT using mobile phones whilst anywhere on the premises (Safeguarding directive) unless agreed by the Manager.
- Collecting children on time and being off the premises by 5:30pm. The Club is not insured for childcare outside opening hours and we also have to vacate the school premises promptly at 6pm.
- Making every effort to follow the Club's procedures and contacting the Club at the earliest opportunity in the event of any problems.
- Following the procedures for registration, booking and payment for places.
- Keeping children at home in the event of illness as described in this handbook.
- Signing their children 'out' of the Club.
- Where you require the staff to administer prescribed medicines, ensuring the requirements of this handbook are adhered to.
- Observing the strict No Smoking Policy across the school site.
- Letting their child's teacher know which days they will be using the Club.
- Notifying the Club immediately of any changes to contact numbers.
- Notifying the Club in writing of any change of persons authorised to collect their children including any agreed passwords.
- Notifying the Club as soon as possible if your child will be absent.
- Treating all staff, children and visitors with respect and understanding



- Giving a minimum of one month's written notice to cancel your child's place.

## **Working in Partnership with Parents and Carers**

The Club recognises the importance of working in partnership with parents and carers. Parents will be given information about the running of the Club and about accessing policies and procedures. Staff welcome contact from parents. There will usually be an informal exchange of information at the end of the session. However, if parents wish to discuss issues in more depth, they should contact the Club Manager who will arrange a suitable time.

If you wish to share any talents or interests with the children, please speak to the Club Manager.

Information given to staff about children will be in the strictest confidence, except in circumstances where staff feel the need to protect the child. A record of the name, address and date of birth of each registered child and the name, address and telephone number of each parent/carer as well as emergency contact details and health issues will be kept on file.

## **What Goes On In The Club?**

We believe that the Club provides the children with time to relax and enjoy each other's company. In keeping with this philosophy, the children have a free choice of activities set up which they may choose from each day. These include drawing, colouring, puzzles, reading, dressing up, games, construction sets, computer corner etc. Or maybe just chilling out and watching TV for a while. We also plan activities such as arts and crafts, clay modelling, cooking etc. We also invite specialists such as a sculptor to teach the children new skills.

With any planned activity, the children's interests, developmental levels, ideas and energy levels are taken into consideration. Outdoor time occurs most days (less seldom during dark, winter months), and takes place either on the middle playground or playing field, playing organised games or using the outdoor play equipment and apparatus.

The children enjoy a light snack and drink together at around 4pm. Children may bring their own snack if they wish to have at the beginning of the session to boost their energy levels, then join the others at snack time later. If your child does bring his/her own snack we ask that they do not share with other Club

members and the snack does not contain nuts. Although sharing is usually encouraged!

Windmill after School Club children are encouraged to be independent and respectful of others and to treat all games and equipment with care. We therefore ask the children to pack away any game or activity, help wash up after having a snack if they wish, help clean up after an art/messy activity and return all equipment to its proper place.

The children are consulted on equipment purchasing and actively choose items from educational catalogues and play equipment brochures etc.

Our provision includes:

- OfSTED registered and approved with OUTSTANDING status care, when inspected on 4/7/19
- Friendly, experienced, caring staff
- A 'key worker' for Early Years children (ask our Manager for more information)
- Reception, Years 1, 2 and 3 children collected from their classroom and escorted to the Club room
- Snacks, fruit and drinks provided in keeping with the healthy eating policy and food hygiene policy
- Art and craft activities
- Table football and shuffle board
- Air hockey table
- Pool table
- Board games
- Book corner
- Construction games
- Outdoor play
- Use of school hall and gym
- Computers and Ipads with securely monitored internet access
- Video games

A comprehensive set of Club policies is available in the Club room. This handbook and information about activities and snacks available will be given to all new parents.

Current voluntary parent Committee members are:

Philip Taylor, Chair

Jo Craig, Secretary

Helen Jackson

Sue Halliwell

Cecilia Poli

Rosie Hayden

Milena Mastroianni

Laura Atkinson, WPS Governor Representative

If you feel you could volunteer as a parent Committee member, please chat to Phil Taylor, any named person above or Stuart Horrobin, Club Manager.

**THANK YOU TO OUR PARENT VOLUNTEERS, WE ARE UNABLE TO RUN WITHOUT YOU!!!**

Windmill after School Club