



GAPS

ABINGTON COMMUNITY OUT OF SCHOOL CLUB

ESTABLISHED 1999

OFSTED Registration No. 221689

Charity No. 1075808

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INFORMATION BOOKET

GAPS aims to provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.

WELCOME TO GAPS

GAPS provides daily out of school play and mixed activities in a structured, secure and caring environment. There are a variety of activities for different age groups with a separate area for our older children to chill, chat or do homework.

Children using the club will be able to be with friends, make new friends, take part in a variety of activities, relax and have fun.

GAPS staff endeavour to project a 'homelike' environment for the children, where they can choose to do as they wish. The staff recognise it is important that the children are able to relax after a day at school.

WHO IS RESPONSIBLE?

GAPS club is run by a voluntary Management Committee with School, Preschool and Parent representatives who help to set the policies and appoint the staff. The committee operates an Equal Opportunities Policy and is responsible for Health and Safety issues. All policy documents are available to parents for inspection in the lobby.

The GAPS management committee are committed to providing good training and continued professional development opportunities for all staff, to enable them to perform their duties both efficiently and effectively. GAPS has a paid Manager and there are additional paid play workers, all of whom have appropriate training to work with children. GAPS also employ a Finance Manager to co-ordinate finances. GAPS is aware of correct staff/child ratios and works within Ofsted requirements. **All staff and committee are subject to an enhanced DBS check.**

PARTNERSHIP WITH PARENTS AND CARERS

Our club recognises that parents/carers play the fundamental role in a child's development and we acknowledge this as the basis for a partnership between the club and the parent/carer.

WHO CAN USE GAPS?

Any child who lives within the Abington Community or attends Great Abington Primary School, children who have previously attended GAPS and have moved on to Year 7 and children who attend Great Abington Pre-school can attend GAPS. We take children from 2½ to 12 years old.

WHERE TO FIND US

The GAPS building is situated at the far end of the school playground and is known as The Annexe. Access to GAPS is via the public footpath between the school and the Village Institute. In the summer and on fine days, outdoor activities are played on the school field, playground, hard court and recreation ground. We are also fortunate to have access to the tyre park and trim trail within the school grounds. We may, on occasions, take the children to the park on the recreation ground to the rear of the GAPS building.

OPENING TIMES

Before and after school on Mondays to Fridays inclusive in term time only and on school staff training days . **Opening times are 7.45am to 8.45am and 3pm to 6pm term time and 8am to 6pm on school staff training days.** If for any reason the club has to close, a half terms notice will be given.

HOW TO JOIN GAPS

If you wish your child to join GAPS, contact the Manager or Finance Manager for the relevant paperwork to book a place at the club. After a discussion with the Manager of your requirements you will be informed if a place is available, or given details of alternatives as soon as possible. New children will be given time to settle in at their own pace, to make them feel welcome, safe and confident in a new environment. You will be invited to the club with your child during session times as a settling in period, prior to your first booking date, if you wish. Any prospective parent is welcome to look around our premises during opening hours if they wish to. All early years children (from aged 2 ½ to the end of their reception year) will be appointed a keyworker in line with the Early Years Foundation Stage Statutory Requirements.

FEES

A Registration Form and Booking Form must be completed for each child attending GAPS, along with a Permissions Form. For details of current charges please refer to the Booking Form which can be obtained from the Manager or Finance Manager. A Registration Fee will be charged annually for new bookings and renewal of Registration Forms. This is reduced to be charged pro rata for bookings made further into the academic year. Registration Forms must be completed for each child at the beginning of each academic year, in accordance with Ofsted requirements.

HOW AND WHO DO I PAY?

Regular booking payments are made in advance, half-termly. Casual bookings will be invoiced at the end of each half term. The club's Finance Manager will send invoices to parents/carers and all payments are to be returned to the Finance Manager or paid on-line. We do accept some childcare vouchers, details of those accepted are available from the Finance Manager. **Payments can be made in the setting; a receipt should be obtained at the time of payment. All payment queries must be made through the Finance Manager.** Failure to make payment may result in your child being excluded from the Club. Failure to finalise payments will ultimately result in Small Claims Court. GAPS are a registered charity and totally depend on reliable and regular payments to enable the Club to run successfully.

WILL CHILDREN HAVE TO ATTEND EVERY DAY?

It is possible to attend each day or one hour a week, whichever suits your requirements. You may book your child into GAPS on a 'Regular' booking, by completing a Booking Form and paying a half-term in advance. Booking may be changed prior to the end of each half term, before the close of term, by informing the Finance Manager by e mail at least two weeks before the end of the half term. Any mid-term changes to bookings, where hours are reduced, will still be charged. You may, however, book extra 'casual' hours if required, subject to space being available. These bookings are taken on a 'first come, first served' basis. We can be very busy so if casual hours are required it is always best to give as much notice as possible - we try to be flexible with our bookings but it is not always possible.

CASUAL BOOKINGS

Alternatively, you may wish to use the Club on different days during a term, or just for one day during the term. This is possible by using a 'Casual' booking. These can be booked at short notice, but are subject to availability. However, on occasions, the club is fully booked and therefore we would not be able to take your child. Please do not hesitate to ring GAPS on 07851 933451 to leave a message or 01223 894246 if you are held up and cannot pick up your child at the agreed time. The mobile phone is checked before the start of each session. The landline number is manned from 7.45am to 6pm Monday to Friday. **We would respectfully request that bookings or changes to bookings are made direct with GAPS as we are independent and not connected to the school apart from being on school premises. If your child is not attending when a 'Regular' booking is in place, please contact us to inform us of this on the GAPS mobile number or by e mail.**

We ask that you enquire about charges, they do alter yearly with inflation. It is cheaper to have a 'regular' booking if you intend to use it on a regular basis, and more cost effective to use 'casual' bookings if not. If you place a 'Regular' booking which you do not use, this will still be charged. Siblings are charged at a reduced rate on 'regular' and 'casual' bookings. The Manager is happy to discuss any bookings with parents.

ARRIVAL AND DEPARTURE ARRANGEMENTS

GAPS club operates careful child security arrangements. We have the highest regard for the safety of the children on our care from the moment they enter the building to the moment that they leave.

- Parents of Preschool and Key Stage 1 children must accompany them to GAPS in the morning and sign them in
- Key Stage 2 children may come to GAPS alone in the morning but should inform a member of staff as soon as they arrive, we require written permission in advance if you wish your child to do this. Please ensure the appropriate box on the registration form is signed.
- **GAPS staff appreciate prompt collection of children**

- Children must not leave *GAPS* without a named collector unless by prior arrangement with the Manager. Any changes to this should be notified in writing.
- **Your child must be signed out and the time of collection accurately recorded on the register, this is an Ofsted requirement.**
- The Manager must be notified if any child is to be collected by any person other than stated on the registration form.
- Failure to notify change of collection directly to *GAPS* results in the necessary contact of the Co-ordinator to parents for confirmation.
- A password arrangement may be required to persons unknown to staff and ID should be shown.
- Parents who are not living together will be asked to sign a 'Parent Release' form.
- If you know you are unable to collect your child at the given time, please call *GAPS*. The Manager needs to know and so does your child.
- For security the main door will be kept locked. Please ring the bell for entry.
- There is a buzzer system on the gate to the playground. This will be kept locked from 3.15 - 4.45, please press the *GAPS* button to gain entry. On the way out, please press the *GAPS* button again and we will release the gate for you to leave the playground.
- If your child is attending *GAPS* from a school other than Great Abington Primary School ie Linton Village College, you will be asked to complete a separate form giving details of your child's arrival. Wherever possible, we would ask that you provide us with a mobile phone number that the child will be carrying to contact them directly if required.
- If you need to make changes with your booking, make a casual booking or notify the club that your child will be absent, please notify the club by speaking to a member of staff at the club, e mailing or telephoning *GAPS*. **Giving messages to staff out of working hours is not acceptable.** The phone will be checked before children are collected from school.
- Please notify *GAPS* if your child will be absent for any reason. **Notification to the school does not apply to *GAPS*; communication is completely separate so please do not assume that we will get a message left in school.**

ILLNESS

Parents should notify the Manager if their child is ill and will not be attending GAPS. We ask that you do not send your child to GAPS knowing they are ill. No refund will be given on 'regular' bookings for sickness, except in exceptional circumstances. **As with school, children should not return to GAPS until 48 hours after the last episode of vomiting or diarrhoea. Children who are absent from school because of illness may not attend GAPS.** If your child becomes ill or has an accident at GAPS we will notify you immediately.

In the event of an emergency, GAPS advise that parents always ensure that arrangements are tentatively made for your child to be collected if you are at least one hours driving distance away. GAPS can administer prescription medicines only before and after school. Parents will be asked to complete a medication form in advance.

ABSENCES AND REGULAR FEES

Payment due for children who are sick and consequently miss more than 5 consecutive days booked into GAPS will be credited for all the time they have been absent.

Payment for children absent for less than 5 GAPS days will be charged.

Payment for children who are absent through school organised residential visits will be waived.

Payment for holidays booked in term times will be charged.

Any other requests for waiver of fees due to other circumstances will be considered on an individual basis.

FOOD

GAPS provides healthy, nutritious and tasty food and drinks in accordance with the Government Food Guidelines for children during the sessions. Weekly menus can be viewed on the notice board in the foyer. The Manager and staff 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. A mix of hot and cold meals are provided during the after school sessions, except in the summer term when a balanced variety of cold teas are provided. On Closure Days at about 4.15, a snack tea is provided. The children are consulted when creating our menus. In the afternoons we provide a rolling snack of fruit which we

invite the children to partake in. This is available for the whole session. Drinks are also available throughout the session. We are inspected by Environmental Health and hold a 5-star rating for our kitchen. All staff are trained in the Safer Food Better Business Safe Methods for the preparation and storage of food as well as Food Hygiene training.

DISCIPLINE

All club members are encouraged to play and work together in an atmosphere of consideration, tolerance and mutual respect. We do expect children to show good manners towards staff and each other. However, if a child misbehaves the following steps will be taken by the Manager:

- The child will be given a warning by the Manager. The child and the Manager will try to resolve the problem by talking about it. In extreme circumstances it may be suggested that the child takes some 'time out' to calm down.
- Parents will be informed verbally on the day of incident, wherever possible
- If there are repeated incidences of challenging behaviour, we may, with the parent's permission, keep a behaviour log to try to find patterns in behaviour and to support the child with any difficulties they may be experiencing socially.
- If the misbehaviour continues, the Manager may, in extreme circumstances, exclude the child for a discretionary period, according to our Suspensions and Exclusions Policy.

GAPS recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

WHAT WILL THE CHILDREN DO?

The programme of activities and the atmosphere of our club aims to encourage confidence, independence and enjoyment. Our work has, as its core, the aim of enabling children to develop emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative. The club provides children with a range of equipment and resources appropriate to their age, abilities and interests. Children are offered access to outdoor play every day, subject to weather conditions. No child will ever be left unsupervised during activities at the club. All

our activities are planned with the Early Years Foundation Stage in mind and are offered to all children, however if they choose other activities that is fine - we run a free choice, child-led and play based setting.

HOMEWORK

We are happy for children to complete their homework whilst at GAPS, if they choose to do so. We will provide a place for them to do this and support them if they need it. We are not able, however, to run a 'Homework Club' as we are primarily a play setting. If you have any questions about this, please speak to the Manager.

DVDS AND VIDEOS

Sometimes after school the children just want to chill and watch a film. At GAPS we have a selection of children's films for them to choose from. Some of these may be PG certificated. We take seriously the issues surrounding appropriate viewing material for children but sometimes even animated Disney films have this certificate! If you have any concerns around this, please speak to the Manager.

We do have 2 'no technology' days each week to encourage children to move away from the screen and explore other play options.

FIRE SAFETY

GAPS understands the importance of vigilance to fire safety hazards. The club has an up-to-date fire certificate and notices explaining the fire procedures are positioned next to every fire exit. All staff and children are aware of the fire safety procedures and regular evacuations are practised regularly and recorded.

EQUAL OPPORTUNITIES

GAPS is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community. The club promotes tolerance and fairness towards all members of staff, students, volunteers, children and parents/carers. We fully and wholeheartedly adhere to both the spirit and detail of the Equalities Act 2010 (which makes illegal any

discrimination against anyone on grounds of race, colour, nationality or ethnicity). **We welcome all children to our club.**

ADDITIONAL AND SPECIAL EDUCATIONAL NEEDS

GAPS is aware that some children have needs that require particular support and assistance. We are committed to taking necessary action within a reasonable amount of time, to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare and development. It is therefore vital that parents discuss any special requirements for their child before they join the club.

BULLYING

The club provides an environment for children that is secure, welcoming and free from bullying. Bullying in any form is as unacceptable at GAPS as it is anywhere else, whether the instigator is a child or an adult. **GAPS works closely with Great Abington Primary School on any bullying issues.**

CHILDREN'S MEETINGS

We hold regular children's meetings which are minuted and the minutes kept at the setting. At these we discuss issues relating to the running of the club such as menus, computer rotas etc. We have a suggestions box which we encourage children to contribute to, these suggestions are also discussed at the meetings. These meetings give the children a sense of ownership of the club and all that goes on and makes them feel that they have a say in what we do, they help us to know what the children are thinking and feeling about what we do. This enables us to provide what the children want. The children's views feed into everything that we do.

REWARDS

We have a rewards system in place for all the children which involves them earning pegs by helping out or doing something out of the ordinary for someone at the club. These pegs can be given out by any member of staff or by a nomination from another child. When the children have collectively gained 50 pegs the whole club earns a reward which is discussed with and chosen by the children. Recent rewards have included a puddings week and chocolate week, including a chocolate fountain! We

ensure that the reward goes on for a week to ensure that all children attending have a chance to benefit as some may only attend on one or two days.

AFTER SCHOOL CLUBS

Some of the children at GAPS attend clubs organised by the school or Abington Annexe Sports. We work in tandem with these providers who give us lists of children attending these clubs. Children who are booked in on a regular booking are asked to hold this booking as some clubs finish at 3.45pm and are sometimes cancelled at short notice. GAPS could not therefore then guarantee a place for your child if this happened. **Parents are asked to recognise that a great deal of staff time is taken by checking your child is attending their stated club and collecting them.**

CHILD TAX CREDIT

This is for people who are responsible for at least one child or qualifying young person. Child Tax Credit is paid directly to the person who is mainly responsible for the care of your child. If you are a lone parent you will receive the payment.

Working Tax Credit is a tax credit for people who are in paid work. The childcare element of the Working Tax Credit is worth up to 70% of childcare costs for families using formal childcare, up to a set. This help is available to parent who are both working at least sixteen hours a week or to a lone parent working at least sixteen hours a week. The childcare element of Working Tax Credit is always paid alongside Child Tax Credit, directly to the person who is mainly responsible for the care of the child. For further information contact Childcare Information Services for Cambridgeshire on 0345 04 54 014 or www.inlandrevenue.gov.uk/taxcredits Please contact the Finance Manager to complete the necessary details.

EMPLOYER SUPPORTED CHILDCARE

Does your employer support you to meet your childcare needs and costs by operating an employer supported childcare scheme? This tax saving is possible for both parents and you can save on tax and national insurance. If your employer operate an employer supported childcare scheme, you

are eligible as you are using registered childcare. Please speak to the GAPS Finance Manager who will be able to advise you.

THE STAFF

The staff at GAPS offer a warm welcome to all children and their parents. We offer parents the chance to balance work and family life and take advantage of employment opportunities. We value our relationship with parents and are committed to working in partnership with them.

The GAPS staff and committee work closely with the staff at Great Abington Primary School and Abington Preschool, but GAPS remains a totally independent organisation. GAPS continues to be a major asset to the school and the local community. The support of the Head teacher, the teachers, the Preschool Leader and PTFA is vital to the success of GAPS.

The GAPS Management Committee recognises that the staff are the clubs most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. They are therefore committed to providing good training and continued professional development opportunities for all the staff so that they are able to perform their roles both efficiently and effectively. GAPS has a paid Manager and there are additional paid play workers, all of whom have appropriate training and experience to work with children. The club is always aware of correct staff/child ratios and works within Ofsted requirements. All staff are responsible for health and safety issues and security. GAPS takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance.

All of the staff are familiarised with the provision contained within our Health & Safety policy as part of their induction and act in accordance at all times. Training is updated when required. All staff and committee are subject to an enhanced DBS check and previous references are fully checked. **There is always at least one member of staff with a Paediatric First Aid certificate on the premises as well as at least one Level 3 Playworker.**

COMPLAINTS PROCEDURE

The club always aims to provide high quality services for everyone. If you have any issues, please speak to the Manager or the club Chairperson. If you wish to contact Ofsted, their details are available on request.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

At **Abington Community Out Of School Club (GAPS)** we respect the privacy of the children attending the setting and the privacy of their parents or carers. The personal data that we collect about you and your child is only used and stored to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal data relating to you and your child is so that we can fulfill our contract with you.

Any personal data that you provide is kept secure. Data that is no longer required is erased after your child has ceased attending our setting.

All our use and storage of personal data complies with General Data Protection Regulations (GDPR).

CLOSURE DAYS

We are also open every School Staff Training Day from 8 - 6, these are days when the school is closed for teacher training. These days are only open to GAPS registered children. Advance booking for these days is required. Please contact the Finance Manager or Manager to book.

HOLIDAY CLUB

Abington Annexe Sports runs a holiday club on the site through every holiday except Christmas. For further details please contact Louise Davison or Amy Sellers via the Annexe on 01223 894246.

If you have any questions which are still unanswered please call us on 07851 933451 or 01223 894246 or come and see us in the Annexe at Great Abington Primary School any Monday to Friday from 3pm to 6pm.