

Castle Newnham

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY



Care Club
2024-25

The aim of Castle Newnham Care Club is to provide a safe, well-supervised, friendly, homely place where children can learn to interact, play, socialise, and be happy. We strive to meet the needs of all families and children alike.

Opening times:

Drop off / Pick up: Please use the York Street (nursery) gate when dropping off and picking up at all times. For the safety of our pupils, parents are asked to leave their child at the gate with a member of the care club team.

Before School- Care Club opens at **7.30am until 8.45am**

After School- Care Club is open in the afternoon from **3.30pm until 5.45pm**

Introduction to Care Club:

We open at 7.30am and cannot accept responsibility for children before that time. All children must arrive at Care Club accompanied by a responsible person.

Children in Reception to Year 4 are escorted to Care Club from each school building at 3.30 p.m. and are then registered. Children attending Care Club in Years 5 & 6 walk independently to the South Site at 3.20pm and are registered on arrival. If any children booked in to attend have not arrived by 3.45pm, we will contact parents immediately.

Care Club will only run when the school itself is open to the children. For example, it will not be open during the school holidays, on teacher training days, or if the school is closed due to an emergency.

Unfortunately, due to staffing ratios, we are unable to accept children in the care club unless they are toilet trained.

Collection of children:

Care Club closes promptly at 5.45pm and all children must be collected by this time. Our staff finish work at 6pm and therefore need time to clean and organise ready for the morning.

Parents will be fined £10 standing charge for any child collected later 5.45pm, plus £1 per minute after 6pm.

No child may leave without being accompanied by a nominated person. If you have arranged for someone else to collect your child(ren) then you must speak to a Care Cub member of staff. If this is not done, we will not allow your child to leave unless we have spoken to you and sought permission.

If for any reason you are delayed then please telephone us so that we are aware you are going to be a few minutes late on **01234 303403 extension 230**.



Castle Newnham School

We ask that all parents ensure they have another option for collection should they become delayed due to unforeseen circumstances. Care Club staff finish work at 6pm and therefore it is imperative that all children can be collected.

Should a child need to be collected from school near the end of the school day for an external appointment, and would not ordinarily return to school for the end of the day, they cannot be brought back to school to attend care club.

Only nominated persons will be allowed to collect children from Care Club, and they must be aged 16 years or over.

At the end of an evening session, if a responsible adult fails to turn up and we are unable to contact any of the named persons on the registration form, we will follow the school procedures for a “left child” (if there is no contact with responsible person within ½ hour, Children’s Services will be contacted).

Persistent late collection of children will result in possible exclusion after discussion with the Headteacher who have a responsibility for Care Club.

Bookings:

Care Club sessions can be booked via ParentMail which allows you to select the days over half a term that you will require. Please contact the care club leader to check the availability of any last minute emergency bookings. If the session is full, we will be unable to book your child in due to the space we have available and pupil:adult ratios for the safety of all our children.

Payments are required half a term in advance—failure to comply may result in your account being placed on hold.

Please note: When you book a session for ‘Care Club’, you are entering into a contract and so are liable for **all** the costs of the hours you have booked. Sessions can be cancelled via ParentMail **5 days** in advance without penalty. Thereafter, full costs will be incurred.

Up to 3 days of refunds will be given for days children are absent from school due to illness.

Methods of payment:

Payment via ParentMail is the schools preferred option. Tax Free Childcare & vouchers can also be used. No cash or cheques.

Terms of Membership:

Castle Newnham Care Club provides before and after School care for children in years Reception to Year 6. **However, Year 5 & 6 children will need to walk to the South site from the North site at the end of the school day independently.**

We cannot guarantee a place for a child, but we do strive to meet the needs of all parents and children alike.

We will endeavour to meet the requirements of children with complex additional needs. It will be dependant upon the child's particular needs and level of staffing available if we are able to offer a place.

We advise that if you apply for working family tax credits, you may be entitled to help with child care costs.

All snacks are included in the above costs

Session	Cost
Morning 7.30am to 8.45am	£6.60
Afternoon 3.30pm to 5pm	£7.70
Evening 5:00pm to 5:45pm	£4.00

Available activities

Sport

We offer various outdoor activities, including football, skipping, tennis, parachute games and team games. This is obviously subject to weather conditions however, as the playground is flood-lit, we are able to use it when it becomes dark in the winter.

Lounge area

We have a homely, comfortable seating area where children can sit quietly on the sofa and watch one of the large selection of videos and DVD's that we have.

Arts corner

We have lots of different art equipment – paint, chalks, stamps etc. Along with sewing - at Easter we made Easter Bunnies!

Other areas

Other areas and activities that are available include a home corner, dressing up corner and castle play house. We also have Lego, K-nex, play people, toy animals, puppets, fisher price toys, cars, Magnetix, lots of board games and many more things!

The children will be supervised at all times during Care Club hours.



Breakfast and Tea

These meals are available to children who attend Care Club and are included in the cost. These consist of a selection of cereals, seasonal fresh fruit, yoghurts and toast/crumpets served with butter and jam. Crackers, cheese and veg sticks are available in the afternoon.

We will aim to meet the needs of special dietary requirements within our capabilities.

Behaviour Policy

In Care Club we aim to have a happy, caring atmosphere in which children are treated with respect by staff. We follow the key principles of the school behaviour policy which can be found on the website. We do not use the Track-it lights system for recording behaviour but follow the same 'journey' of sanctions.

Sanctions policy:

1. A reminder of the school rules and apology to anyone harmed by poor behaviour
2. 'Time out' (length of time based on age of child and behaviour shown)
3. The child will stay with a member of Care Club staff until collected and behaviour discussed with the parent/carer
4. If repeated poor behaviour is witnessed, the Care Club lead and/or the Headteacher will discuss the behaviour with the parent/carer
5. If these measures do not result in improved behaviour then the child will be excluded from Care Club for a specified period of time
7. Upon return, should poor behaviour continue, a permanent exclusion from Care Club will be considered by the Headteacher
8. There may be occasions when an instant exclusion could be implemented if it is felt that the child has become a danger to themselves or others. This would be at the discretion of the Headteacher in line with the school behaviour policy.

Children need the sense of security which comes from a well controlled environment and the certainty that inappropriate behaviour is unacceptable. Whilst the staff are the main influence on the behaviour of the children, and appropriate activities are prepared, there will be some children in the best managed environment whose behaviour will cause concern. While in an ideal world children will be getting the same message at home as they are at school, it is recognised that for some children the nature of acceptable behaviour will differ between home and Care Club. Occasionally staff will need to maintain their control by the use of sanctions such as 'time out', informal discussions with parent's/guardians or more formal arrangements. This will always involve the head teacher and parents/guardians.

N.B: With regards to informal discussions of a child's behaviour, if a responsible adult is placed in charge of collecting a child (in loco parentis), that adult will be informed of the behaviour, and it is therefore the responsibility of that adult to pass the information onto the child's parent/carer.

Care Club receives Ofsted inspection as part of the whole-school inspection.



Castle Newnham

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Community
Opportunity
Respect
Excellence

South Site
Reception to Year 4
Goldington Road
MK40 3EP

North Site
Year 5 to 11
Polhill Avenue
MK41 9DT



01234 303403



/CastleNewnhamSchool



www.castlenewnham.school



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