



Lawn
Primary
School

Tree House Club

Information

2023/24

Norbury Close, Allestree, Derby DE22 2QR

Telephone: (01332) 550178

Email: admin@lawn.derby.sch.uk

Website: www.lawn.derby.sch.uk



PROUD TO BE A
MUSIC MARK
SCHOOL
2022 - 2023



Our Pledge to you

We value our relationship with parents, carers and families, and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

- Be consistent and reliable, to enable you to plan with confidence and peace of mind
- Listen to your views and concerns to ensure that we continue to meet your needs
- Keeping your child safe in line with all School Policies

Opening Hours

Our breakfast club operates from 7.00am until 8.45am when the children go into school. Our After-School club operates from 3.30pm until 6.00pm. Both clubs will run from Monday to Friday.

Admission

At present we can take up to **60** children per session. There is no minimum number of sessions you can book each week.

Please note: you will only be placed on the waiting list when you have paid the registration fees.

Fees - Schools Cash Office

It is essential that all parents that use the club are registered on SCO (Schools Cash Office)

Payments: At the beginning of each month a statement with your outstanding balance on will be emailed to you by the Admin team. You can choose to pay this via SCOPay or childcare vouchers. If you are using the **Government's Tax-Free Childcare Voucher** scheme – the registration number for Tree House Club is: **50030301440**. Please email treehouseclub@lawn.derby.sch.uk every time you make a transaction with a note of the date, transaction number and amount. This will ensure we can match your payments to the correct account.

Failure to pay outstanding balances may result in your child being unable to attend Tree House Club. As a last resort we may contact legal to help resolve any outstanding amounts.

A late charge of £20 will be added to your account for any children not collected at the end of each session by 6:00pm.

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Fees

For each child, you will be asked to pay a registration fee of **£5.00** to cover administration expenses.

Fees for each session are as follows:

Breakfast club (7am-8:45am) including breakfast: £6.50

Part-breakfast Club (8:15am-8:45am) not including breakfast: £3.50
(A charge for the full session will be made if dropping before 8:10am)

After School Club (3:30pm-6:00pm) including a light tea: £10.50

There is a **'sibling discount'** for those with 2 or more children attending Tree House on the same day. You will pay full price for one child attending the session, and a subsidized price for any others.

Sibling prices are as follows:

SIBLING DISCOUNT Breakfast club (7am-8:45am) including breakfast: £5.85

SIBLING DISCOUNT Part-breakfast Club (8:15am-8:45am) not including breakfast: £3.15

SIBLING DISCOUNT After School Club (3:30pm-6:00pm) including a light tea: £10.00

Booking, Changing and Cancelling Sessions

You are able to book, swap, and cancel sessions online (via SCOPay) for your child up until the evening before the session in question. If it is a same day cancellation you will need to call the main school office on 01332 550178.

If your child is ill / absent from school you will not be charged for the missed session

If your session is cancelled with less than 24 hours' notice you will be billed for the session, missed sessions without cancellation will also still be charged.

Please be aware that sessions get booked up very quickly – so if you may need to change a session, please do this as far in advance as possible.

Collection at end of sessions

Please collect your child by 6.00pm. If you are late picking your child up at the end of a session on more than one occasion, a £20.00 penalty will be added to your online account. If late collection becomes frequent, the Before and After School Supervisor will have an informed chat with you to resolve the problem. If this fails, the matter will be referred to the Senior Leadership Team. As a final resort, parents will be asked to withdraw their child from the club.

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Record Keeping

A registration form must be completed for each child before they attend their first session. All information given on this form is confidential. Parents must inform the Treehouse Manager of any changes of circumstances, especially change of contact numbers or address.

Sickness

Sickness guidelines will be in line with the current school policy. Therefore, if your child is sick, they will not be able to attend Tree House Club for 48 hours after the last time they were sick. You will not be charged for sessions if your child is ill.

Administration of Medicines

All administration of medicines will be in line with the current school policy. If medicine is needed to be administered during Tree House Club hours, as well as filling in the administration of medicine form for the school, please let Treehouse know of this.

Jewellery/Accessories

The ONLY items of Jewellery allowed in school are watches and small stud earrings, or items of a religious significance. All other items of Jewellery are considered unsuitable for the club on the grounds of health and safety.

If you are considering having your child's ear pierced, please arrange for this to be undertaken at the beginning of the 6-week summer holidays.

Make-up, including nail varnish and adhesive tattoos should not be worn to the club. Hairstyles should be appropriate for school, e.g. hair should not be dyed a bright colour or be shaved in a style that incorporates patterns.

First Aid

All staff are qualified in administering basic first aid. If they consider it necessary, they will contact you to take your child to the doctor or hospital. If it is impossible to get hold of you, or your named contact, and the staff believe it is necessary for your child to go to hospital, they will call 999 for an ambulance. All accidents however minor are recorded in the accident book.

Head Lice

If we find head lice in your child's hair, you will be informed and asked to treat your child before he/she returns, in line with school procedures. Infestation is no reflection on personal hygiene, so please do not feel embarrassed.

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Safeguarding

We make strenuous efforts to ensure that all the children in our care prosper in a safe and protected environment.

All our staff are trained in Safeguarding procedures, and all employees, every volunteer helper and each of our Governors are subject to DBS checks before they are allowed to have our access to our pupils. Staff and Governors are trained in Safer Recruitment procedures to ensure that our interview and appointed process is rigorous, thorough and safe.

Please refer to our Safeguarding policy which is available on our website, from the School office or Out of Hours Supervisor.

Our Designated Safeguarding Leader is Mrs. Karen Hambleton – Headteacher

In Mrs. Hambleton's absence, Mr. Walters or Mr. Molineux – Assistant Headteachers

Our Safeguarding Governor is Mrs. Amanda Clarke

If you wish to speak to Mrs. Hambleton or Mrs. Clarke please contact the school office.

Site Security & Health & Safety

Our grounds are secure. Access to the site during club hours is only possible through the key stage 2 gate, leading down to the Davies Hall. This is operated by a buzzer system which enables staff to see who they are letting in.

We have well-established systems for Health and Safety in all aspects of the life of the school. There are detailed risk assessments for all activities. Each year we are subject to an independent Health and Safety audit carried out by the Local Authority and the Governors monitor our procedures very closely throughout the school year.

Equal Opportunities

Lawn Primary School is an equal opportunities employer, and operates an equal opportunities policy towards parents and children also. All are regarded as individuals regardless of sex, race, colour, gender, religion and culture, ethnic origin or any form of disability or sexual orientation.

Behaviour Management

All Behaviour management systems will be in line with school policies. If your child displays concerning negative behavior we may ask your child to be removed from the club as a last resort.

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Fair Processing Notice for Parents/Carers

Fair processing of data and privacy notice for pupils can be found on our school website.

Complaints

We hope that an ongoing dialogue between parents and the staff of The Tree House Club should be sufficient to resolve the majority of concerns or worries. However, occasionally appointments will need to be made to discuss more issues more formally with the Headteacher.

It is expected that the majority of questions and anxieties can be dealt with in these ways. However, if complaints cannot be resolved, then a formal procedure involving Governors can be invoked, a copy of the Complaints policy is available from the school office.

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