

# **Welcome Booklet**



**Treehouse Club (After School)**

**&**

**8 o'clock Club (Before School)**

## **HILTINGBURY SCHOOLS TREEHOUSE CLUB**

Hiltingbury Infant School  
Hiltingbury Road  
Chandlers Ford  
Hants  
SO53 5NP  
Tel. 02380 265414

**After 4.00pm please ring  
Mobile No. 0751 6697152**

Email:  
[treehouse.club@hiltingburyjuniorschool.co.uk](mailto:treehouse.club@hiltingburyjuniorschool.co.uk)

Hiltingbury Junior School  
Hiltingbury Road  
Chandlers Ford  
Hants  
SO53 5NP  
Tel. 02380 261808

**After 4.30pm please ring  
Mobile No. 07852 920263**

Email:  
[treehouse.club@hiltingburyjuniorschool.co.uk](mailto:treehouse.club@hiltingburyjuniorschool.co.uk)

The Before School Club (also known as the 8 o'clock Club) is held in the Infant School hall every school day. The After School Clubs (also known as Treehouse Clubs) are held in both schools.

All staff have been police checked and have suitable qualifications or experience in play work/childcare; for key staff members this includes First Aid and Food Hygiene.

Any differences between the Infant and Junior School Clubs in the following information are indicated in *italics*.

### **Booking a place at the Clubs**

The Before School Club runs as a 'drop in' session so it is not necessary to book a place for your child. *You do, however, need to book a place in the Infant After School Club and bookings and enquiries are taken in the school office or via the Club Leaders. Please note we have a limit of 50 Infant places available and we cannot guarantee a place.*

### **Cancelling a Place at the Infant Club**

*To maintain the correct level of support for infant age children we limit our numbers to 50 and do have a waiting list. We therefore need advance notification, 5 working days prior to cancellation, if you no longer require the place, otherwise you will be charged one hour. However, if your child is ill then we will, of course, accept cancellation on the day.*

### **Aims**

It is the Clubs aim to provide a happy, stimulating, safe and comfortable environment, which would offer each child security and the freedom to develop self expression and confidence in play.

Children will always be given respect and choice to encourage them to reach their full potential by learning and gaining experience through play opportunities.

Most importantly, we want all children and staff to have happy memories and to provide parents/carers with an excellent service.

### **Opening Times**

The Before School Club is open daily during term time from 8 o'clock. The After School Club is open until 6.00 pm daily. (Children may not leave the school premises, i.e. to go to the park, and then

return to After School Club – this only applies to the Junior School children attending after school netball, football etc.)

## **Fees**

Currently child care fees are £3.00 per session for the Before School Club. For the After School Club the minimum payment is £4.00 for one hour and £2.00 half hourly thereafter. This is regardless of what time your child starts at the Club – i.e. if they go to Football Club until 4.30pm and then to after school club from 4.30pm until 5pm the charge will be £4.00. All parents who pay by cash or cheque (payable to HCC) are expected to clear their outstanding balance **weekly**. Payments can be sent to either school office or given to the Club Leaders.

Parents paying by Childcare Vouchers or via on-line payments should make **at least one payment per month** and this should clear the outstanding balance. It is very easy to pay on-line and this is done via the Junior School Scopay system. (If you are not registered and wish to do so please contact either School Office who can provide you with a letter and code to register). Please note we do not routinely issue Statements but if you require one please do not hesitate to contact the Club.

If individual accounts are not settled within a maximum of four weeks or if they go above £200 we reserve the right to ask you to make alternative childcare arrangements. If you are suffering from financial hardship or there are extenuating personal circumstances please do get in touch as soon as possible.

## **Enquiries**

If you would like to discuss any matters with regards to the Club please contact or talk to the Club Leaders. If you would like to visit our setting you would be very welcome and we look forward to meeting you. If we can help in any other way please let us know.

## **Dropping Off/Collection of Children**

*All infant school children will need to be dropped off and signed in at the 8 o'clock Club by an adult.* Junior school children can sign themselves in.

Under section 3950 of the Children's Act 1989, all Club Leaders and Play workers will "do what is reasonable in all circumstances of the case for the purpose of safeguarding or promoting the child's welfare". A child will not be allowed to go home under any circumstances without a parent/carer or someone appointed by them. All children must be signed out by parent/carer in the book provided. If staff have any concerns regarding the person collecting enquiries will be made.

Parents must provide written consent if they wish their child to be collected by anyone other than the person who normally collects. Please collect your child promptly, by 6.00 pm at the latest. If, on a rare occasion you are unavoidably detained, please contact the relevant club on the mobile telephone number shown in this booklet. When children are collected after this time there may be an additional charge.

## **Security**

**Infant School** - for security reasons the entrance by the school office is not accessible for parents to deliver and collect their children when using the Clubs in the Infant School. We therefore ask you to use the entrance at the back of the school (by Spruce Class) and we will let you know if there is any variation to this. A keypad number entry system is in use – please ask for this when making a booking. **The contact telephone number after 4.00pm is 0751 6697152.**

**Junior School** - access to the Junior School Club is via the front door.

**The contact telephone number after 4.30pm is 07852 920263.**

### **Access**

The Infant After School Club is available to all children who attend the Infant School from Reception to Year Two. Reception children are welcome to join us once they have started school full time. We are unable to accept children who attend school on a part time basis, as they are still getting used to being at school.

The Junior After School Club accepts children from the Junior School aged from 7 to 11 years.

We welcome children of all abilities, cultures, faiths, gender, personal or physical circumstances. We aim to provide a play environment that has kindness and consideration and respect of others at its heart.

### **Food**

We provide the children in our care with a healthy snack which may include crackers, sandwiches, wraps and fresh fruit or vegetables. We offer a choice of fillings, such as cheese, jam, tuna etc. There is also a selection of drinks available e.g. water, squash and juice. We request from all parents details of any allergies known and, if appropriate, we invite you to provide your child with a suitable snack.

### **Activities**

We provide a varied and enjoyable setting for the children. We use structured planning for some art activities and indoor and outdoor games and also encourage the children to enjoy free play. We ask the children daily what they would like to do and endeavour to please all. We offer a range of activities that include cooking, painting, drawing, craft making, play dough, construction, train track, dinosaurs, cars, lego, puzzles, outside games (weather permitting), small world play and dressing up. (These vary between the Infant and Junior school clubs).

### **Staffing**

All staff who work in our clubs have been police checked and have experience in working with children.

In the Before School Club we have:

Debbie Winmill	-	Joint Leader
Sara Frankcom	-	Joint Leader
Caroline Lloyd	-	Play worker
Liz Lane	-	Play worker

In the Infant After School Club we have:

Liz Lane	-	Leader
Nicole Armstrong	-	Play worker
Sarah Pearson	-	Play worker
Linda Gleeson	-	Play worker
Dawn Parsons	-	Play worker

In the Junior club we have:

Carol Fryer	-	Leader
Sue Howlett	-	Play worker
Jayne Ball	-	Play worker
Nadia Dobson	-	Play worker
Angela Mecklenburgh	-	Play worker
Geeta Jadfar	-	Play worker

### **Consent Form for 8 o'clock Club**

Prior to your child's first attendance at the 8 o'clock Club we ask that you complete a Consent Form (attached) so that we can contact you should an emergency arise. The form is retained by club.

### **Clothing**

Every effort will be made to protect your children's clothing when participating in art and activities. We cannot accept liability for clothes damaged in the sessions. Please ensure that all items are clearly named.

### **Complaints**

If you have any reason to complain about the setting please follow the Complaints Procedure Policy. You can obtain a copy of this from the Club Leaders or the School Offices.

### **Monitoring and Evaluation**

We, at Hiltingbury Before and After School Clubs, are committed to providing a quality service that offers the children a range of activities in a safe environment. We will constantly be monitoring our policies and procedures.

If you have any recommendations or views on how the club operates your opinions will be gratefully received. Occasionally we will send out surveys which we hope you will fill in to give us feedback and to make further improvements.

## **Behaviour Policy** **for Hiltingbury School Services**

### **Aims**

To encourage appropriate behaviour and support the safety and well-being of children and adults at the clubs.

To help children follow the Infant School / Club rules:

- Respect Yourself
- Respect Others
- Respect Our School

In the Junior Club:

- Always treat other people with respect
- Take care of our environment and property
- Be responsible for your own actions and learning
- Keep yourself and others safe

In both clubs, rewards for good behaviour include praise and comments to parents and teachers.

Sanctions for inappropriate behaviour can include talking with the Club Leader, involvement of a senior teacher or Headteacher and discussion with parents.

Any child who behaves inappropriately after the above sanctions, will be monitored closely by the club leader / senior school leaders to see if their behaviour improves. If there is no improvement then the headteacher may ask that child not to attend the club.

For a serious breach of discipline then the Headteacher may move straight to an exclusion from the club.

## **Special Needs & Disability Policy for Hiltingbury School Services**

### **Aims**

To include all children from Hiltingbury Schools who want to take part in the Club.

To support children with Special Educational Needs and Disability to enable them to join in all activities to the best of their ability.

### **Guidelines**

- ❖ Where there is reasonable expectation we will endeavour to employ trained staff where necessary, e.g. arranged in advance with a regular commitment to the club. This will be assessed on a case by case basis.
- ❖ Modify environment or activity to support child
- ❖ Buy appropriate resources to enable child to join in activity
- ❖ Inform and involve parents and carers
- ❖ Seek particular training if necessary
- ❖ Work with outside agencies as necessary to ensure appropriate provision
- ❖ Liaise with class teachers and School Inclusion Manager for advice and support and to understand individual needs.

## **General Data Protection Regulation – May 2018**

### **Privacy Notice - How we use personal information**

Under data protection law, individuals have a right to be informed about how Hiltingbury Junior School and Treehouse Clubs uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**. We, Hiltingbury Junior School and Treehouse Clubs, are the 'data controller' for the purposes of data protection law.

Our data protection officer is our Business Manager (see contact details below).

#### **Why do we collect and use personal information?**

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- statistical forecasting and planning
- to comply with the law regarding data sharing

#### **The categories of personal information that we collect, hold and share include:**

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons) and exclusions
- assessment information
- modes of travel
- relevant medical, special educational needs and behavioural information

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is "special category" Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

#### **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation
- we need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- we have obtained consent to use it in a certain way
- we need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting personal information**

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

### **Storing personal data**

We hold pupil data for / in accordance with our retention schedule:

<http://intranet.hants.gov.uk/ccbs/ccbs-culture/archives/recordsmanagement/retentionschedules/rh-recordoffice-retintro/rms-school-records.htm>

This sets out how long we keep information about pupils.

### **Who do we share pupil information with?**

We routinely share pupil information with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concern, attendance and exclusions
- the Department for Education / central and local government – to meet our legal obligations to share certain information with them, such as safeguarding concerns and exclusions
- the pupil's family and representatives
- schools that pupils attend after leaving us
- educators and examining bodies
- our regulator, e.g. Ofsted,
- suppliers and service providers – to enable them to provide the service we have contracted them for
- our auditors - to meet our legal obligations to share certain information with them, such as payments, receipts and allocations
- health and social welfare authorities / organisations
- professional advisers and consultants
- charities and voluntary organisations
- Police forces, courts and tribunals
- professional bodies

### **Why we share pupil information**

We do not share personal information with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.



We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

**Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

**The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.

To make a request for your personal information, or be given access to your child's educational record, contact the Business Manager via the school office - Tel: 02380 261808

email: [adminoffice@hiltingbury-jun.hants.sch.uk](mailto:adminoffice@hiltingbury-jun.hants.sch.uk)

You also have the right, subject to some limitations to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact the Business Manager as Data Protection Officer as above.



# 8 O'CLOCK CLUB

## Consent Form



**Child's Full Name:** .....

Name to be used at the Club ; .....

Date of Birth: ..... Gender: .....

Ethnicity: ..... Religion (if any): .....

Languages Spoken: .....

**Names of Parents/Carers:** .....

Home Address: .....

.....

.....

Telephone Number: ..... Mobile Number: .....

Email Address: .....

Parents/Carers Place of Work: .....

Other Emergency Contact Details: .....

**Names of Persons Authorised to collect your child (including contact numbers and addresses):**

.....

.....

**Doctor's Name:**

Doctor's Address/Telephone Number

.....

.....

.....

Details of any Significant Health Issues (including a special educational needs and/or physical disabilities statement):

.....  
.....

Details of any Special Dietary Requirements, Allergies and Significant Food and Drink Preferences:

.....  
.....

Any Other Relevant Information:

I hereby consent for my child to take up a place at this Club, according to the terms and conditions set out in its policies and procedures. I have understood the expectations and obligations relating to both myself and the Club, and agree to abide by them.

I understand that persistent late or non-payment of fees will jeopardise my child's continued attendance at the Club.

I confirm that the information given above is correct, and I promise to contact the Manager as soon as any of the details change.

**Signature of Parent/Carer:** .....

**Date:** .....

*If you have any questions or comments please contact the Club Leaders.*