



PlayPals parent information
handbook
October 2018





Welcome

On behalf of all of the staff and children at PlayPals and St Christopher Primary School we would like to welcome you to PlayPals at St Christopher Primary School.

PlayPals is the wraparound provision provided by St Christopher Primary School for children aged 3 years – 11 years old. We offer a welcoming, engaging and fun environment for children to play and socialise. We aim to provide exciting activities and experiences along with developing children's independence and social skills.

PlayPals can be accessed from the Allesley Old Road pedestrian entrance. We have a large room and kitchen area and also use the school hall, playgrounds and fields on a daily basis.

We maintain close links with the rest of the school, communicating with class teachers and other school staff on a daily basis. We pride ourselves on having good pupil knowledge and work with class teachers and parents to ensure each and every child feels happy, safe and secure.

Our sessions and prices are as follows:

Morning session from 7.30am £5.30

Afternoon session 3.30pm – 5.30pm £8.00

PlayPals runs a holiday club during the school holidays, further information regarding holiday club can be found in this booklet.

Play Leader: Robyn Knighton

Mobile: 07720212417

Email: knightonr@st-christopher.coventry.sch.uk

Website: www.st-christopher.coventry.sch.uk/playpals



Session information

Attendance

It is very important that parents/carers notify PlayPals if your child will not be attending a session that is booked, please contact Robyn on 07720212417 or knightonr@st-christopher.coventry.sch.uk.

We are able to offer ad hoc sessions, please speak to Robyn if you need one off sessions outside of your child's normal sessions.

Activities

PlayPals planning is completed on a weekly basis and is always available to look at on the notice board, the planning is always adaptable and can be changed or altered at any time depending on the children's interest.

Although we are a play based setting our planning is guided by the Early Years Foundation Stage (EYFS) framework and we ensure we follow the overarching principles within PlayPals:

- A unique child – every child is a competent learner from birth who can be resilient, capable and self-assured.
- Positive relationships – children learn to be strong and independent from a base of loving and secure relationships with parents/carers.
- Enabling environments – the environment plays a key role in supporting a child's development.
- Learning and development – children learn and develop in different ways and at different rates. All areas of learning are equally important and interconnected.

The children participate in a range of exciting and fun activities, these activities are planned with the children's interests in mind and we also ask the children what they would like to do and what they have enjoyed doing. Our planning consists of the following types of activities: arts and crafts, messy play, malleable play, small world, technology, role play, group games, physical challenges and much more.

Along with the activities available for the children we also have toy cupboards, art and craft resources and the book corner which the children can help themselves to and use at any time.

We have a display board in PlayPals which we display photos of what the children have been up to, this is updated every two weeks so please come and have a look at what we have been up to!



Early Years children

All children in Nursery and Reception are allocated a Key Person, your child's Key Person is there for you and your child to ensure your child is happy and settled when they are with us. Their role includes making sure your child is able to access activities, supporting your child in developing independence and social skills and having regular contact with class teachers. Your child's Key Person may change but parents/carers will be updated if this does happen. Children and their Key Person are displayed on the EYFS board in PlayPals.

Morning session

Children can be dropped to PlayPals from 7.30am – 8.45am.

When you drop off your child in the morning please come to the PlayPals entrance and you will be let in by a member of PlayPals staff. All parents/carers are required to sign their child in on the register by the door.

Please do not let anyone into the PlayPals door unless you have checked with a member of PlayPals staff.

No parents/carers are allowed through the doors into the cloakroom, if our child requires help with their belongings then a member of PlayPals staff will help them.

Breakfast

Breakfast is available for all children from 7.30am – 8.45am. We ask the children to have breakfast as soon as they arrive before they start playing; this is so that we can ensure all children have breakfast. We encourage the children to be independent when in the snack room, they help themselves to cold items for breakfast, pour themselves a drink, butter their own toast and clear their plate and put it in the dishwasher.

Children have the following options for breakfast:

Cereal (3 choices available each day)

- Multigrain hoops
- Multigrain boulders
- Cornflakes
- Bran Flakes
- Weetabix
- Rice krispies
- Porridge



- Shreddies

Hot items (with sunflower spread, jam, lemon curd or marmite)

- Brown or white toast
- Crumpets
- Breakfast muffins
- Fruit loaf

Drinks

- Water
- Fruit juice
- Milk

Fruit yoghurts and fresh fruit are available every morning.

At 8.30am we tidy up and all sit down to take the register and get ready for school.

Children in Key Stage 2 are walked to the KS2 playground where they wait with PlayPals staff until the bell goes, they then walk to their classrooms, the staff supervise to ensure all children go into school.

Children in Key Stage 1 are taken to their classrooms by a member of PlayPals staff, they hang their coats and bags up and an adult waits with the children until the bell goes and children go into their classrooms.

Children in Reception and Nursery are taken to their classrooms by Robyn, they hang their coats and bags up and Robyn waits with the children until the bell goes and the children go to their carpets.

Afternoon session

Children in Year 5 and Year 6 walk down to PlayPals at 3.30pm on their own, they hang up their belongings in the cloak rooms and then are registered as they come into PlayPals.

Children in Year 3 and Year 4 are collected from their classrooms by a member of PlayPals staff and walked down to PlayPals, they hang their belongings up in the cloakrooms and then are registered as they come into PlayPals.

Children in Key Stage 1, Reception and Nursery are collected from their classrooms by Robyn and walked down to PlayPals, they hang their belongings up in the cloakrooms and then are registered as they come into PlayPals.



Once all children have been registered as they come into PlayPals we all sit down and take the register. At this point we tell the children what we are doing during the session and any messages.

Afternoon snack

We serve an afternoon snack every day from 3.45pm, all children are offered snack and if they do not want to eat they are asked to have a drink. Children are called in in their year groups to eat, there is a board displaying which year groups have eaten/are eating just outside the snack room. Children from Nursery and Reception always eat snack first, for the remaining year groups we do a draw each day which determines the order the children will be called in to eat. We encourage the children to be independent when they are in the snack room, they help themselves to cold food items, pour themselves a drink, butter their bread and clear their plate and put it in the dishwasher.

We have a weekly menu which is displayed next to the kitchen door; the menu is made up from the following options:

Pasta with tuna, cheese or tomato pasta sauce

Beans on toast

Spaghetti on toast

Tomato soup and bread/toast

Bagels/pitta bread/tortilla wraps/bread with a choice of fillings: ham, chicken, cheese or tuna

Scrambled egg on toast

Crumpets

Each afternoon there is a selection of fresh salad and vegetables provided for the children to help themselves to.

Fresh/tinned fruit and yoghurts are also available every afternoon.

Drinks

- Water
- Milk

New food of the week!



Each week we try a new food, the new food is available every morning and afternoon for a week. We have a suggestion jar that the children fill with their ideas for new foods to try and then we choose one a week to try.

Over the last couple of years we tried all sorts of foods including mackerel, olives, lemon curd and avocado... some of them we really liked but some we didn't like at all!

The children are fantastic at trying new foods and are becoming very adventurous foodies!

Please ask us what we have tried and how we felt about it 😊

Behaviour

As a club we follow the principles of the school behaviour policy, available on the school website, in order to provide a safe and stimulating environment for all children.

Please see our behaviour flow chart (at the back of this booklet) which details how behaviour is managed within PlayPals, the flow chart is available in numerous places within the setting as well as on the parent notice board.

Stamp Stars

This is our way of rewarding the children for all the brilliant things that they do. All children have their own stamp cards and they can earn stamps every session for a number of things. The children can earn stamps for being kind, helpful, working hard on something or anything that the adults feels needs recognising. Children can then cash in their stamps for prizes!



Procedures for collecting children

When you collect your child please come to the PlayPals entrance, you will be let in by a member of PlayPals staff. All parents/carers are required to sign their children out on the register by the door.

Please do not let anyone into the PlayPals door unless you have checked with a member of PlayPals staff.

No parents/carers are allowed through the doors into the cloakroom, if our child requires help with their belongings then a member of PlayPals staff will help them. If a child has left something in their class room we are unable to take them back through school to collect it.

The person collecting the child needs to be 16 or over unless the Play Leader/Deputy has been notified.

Children will only be allowed home with their main carers, if a different person than normal will be collecting your child you must notify PlayPals on 07720212417, please assume the message has not been received until you receive a message back. If you do not receive a confirmation message back from PlayPals by 3.30pm please phone to check the message has been received.

If you wish to have an arrangement in place where a grandparent, aunt, uncle etc. can pick up without prior notification please speak to the play leader and this arrangement can be put in place.

All children must be collected no later than 5.30pm. Following an incident of late collection where the parent fails to notify the club, or when late collection occurs regularly, the manager/deputy will notify the Parent/Carer and charge a late collection fee of £5 per 15 minutes when the next payment is due. If late collection persists the manager may consider withdrawing the child/children's place at the club.

In the event of a child not being collected from PlayPals at the end of the session the following procedures will occur:

- If a Parent/Carer fails to collect a child/children by the registered closing times of the club (17:30) the manager/deputy should refer to the child's records and attempt to contact the Parent/Carer.
- If the Parent/Carer cannot be contacted then the emergency numbers should be contacted and requested to collect the child/children.
- If no other route is available social care will be contacted.



- Social care will continue to try and contact the parent/carer, but if unable to do so, the child will be admitted into the care of the local authority. An incident form will be kept in the child's records.



Health and Well Being

The application form that is completed before your child starts with us is a very valuable document. It is the only information we have with regard to contacting parents/carers in the event of sickness or an emergency. It is the parents/carers responsibility to ensure that PlayPals is kept informed of any changes of address, telephone number or other information.

We ask that there is always more than one emergency contact number. If this is a problem, please speak to Robyn (Play Leader).

Sickness

PlayPals and school must follow Health Protection Agency advice. Therefore any child who suffers from sickness and/or diarrhoea must be kept off school for 48 hours following the last bout. This helps to prevent illness in others.

Other illnesses/infections that will also require your children to be absent, the office staff will be able to guide you with.

Parents must inform Robyn (Play Leader) if your child will not be attending a booked PlayPals session on 07720212417, this can be a text or a call.

Parents must also inform the school of reasons for absence related to health. Please do this by phoning the school office between 7.30am and 8.30am. There is an option to leave a message.

Medication

A medication request form must be completed for any child requiring medication during PlayPals or school time. The member of staff administering the dose will record all doses and parents/carers will need to sign each day.

PLEASE NOTE: School staff can only administer prescribed medication which is correctly labelled with the child's name and dosage. A form can be downloaded from the school website or please get a copy from PlayPals.

For any medication needed during school hours please fill in a form at PlayPals, we can then pass this and the medication onto your child's class teacher.

Allergies, medical conditions and dietary requirements

We serve food every morning and every afternoon so it is very important that parents/carers fill out the application form thoroughly and keep us up to date with any changes regarding allergies, medical conditions and dietary requirements.



Parents/carers of children on care plans need to notify PlayPals, we can then get a copy of them from school to have in PlayPals. If your child requires medication or an epipen please speak to the Play Leader about where they will be kept (in classrooms or in PlayPals).

Inhalers

An inhaler request form must be completed for any child needing to use an inhaler. Any child who needs their inhaler administering by an adult will have all administered doses recorded and parents/carers will need to sign the form each day, the form will have been passed down to PlayPals at the end of the day.

Sun cream

Members of staff are not allowed to apply sun cream so it would be helpful if you could apply a long lasting high factor (at least SPF 30) cream before children leave home. You may send a bottle of sun cream in with your child that must be named, this can then be passed onto class teachers to be stored safely in classrooms.

First aid

At PlayPals we follow the school's first aid policy which is available in full on the School Website.

Sometimes when children are playing, accidents will happen. These might be small bumps and scrapes. These are classed as a 'minor injury'.

When a child reports an injury or an injury is witnessed the following procedures will be followed:

The member of staff will assess the injury/context of the injury and act accordingly. If the injury is not minor the member of staff will contact a qualified First Aider for advice or action.

A member of staff will administer first aid for a minor injury. This may be cleaning up of a graze and/or applying a plaster (pupils will be checked for any ongoing medical issue or allergy to plasters). Cold compress will be applied to any bumps or bangs to the head or face. All children in Nursery and Reception will be issued a red wristband to alert parents/carers of all first aid administered including cuts and grazes, to comply with EYFS standards. Any children that suffer a minor injury which is shoulders or above or an injury that has not let a mark will be issued with a red wristband to alert parents/carers. Ideally parents/carers will be notified when collecting children from PlayPals about the injury although this is not always possible so the red wristband enables you as a parent/carer to see that your child has received first aid. This can prompt you to have a conversation with a member of staff or your child.



All accidents will be recorded in the first aid book.

On rare occasions accidents could be more serious, this will be treated as a Major Injury. Parents/carers are always contacted as soon as possible about these injuries.

As PlayPals is part of the school we will always follow Coventry Council's accident reporting procedure- (forms and further advice are held at the school office) the council will in turn report and accidents to the HSE where necessary.



Additional information

Invoicing and payments

All club fees must be paid in advance upon receipt of an invoice. Invoices are issued monthly in advance by email and must be paid within 14 days, payment due date will be shown on the invoice. If for any reason your child does not attend a booked PlayPals session you will still be required to pay for that session.

Ways you can pay:

School Gateway - When you log on select 'PlayPals', it will show amount owed as £20.00, delete that amount and enter the amount you would like to pay.

Cheque - 'St Christopher Primary School'

Cash - please send cash in in an envelope with your child's name and amount enclosed written on it.

All cash and cheque payments must be given to the School Office or PlayPals, no payments should be given to class teachers.

One calendar months' notice is required should you wish to discontinue/change PlayPals sessions.

Parking

We do not have designated parking for parents/carers dropping off and collecting children. Please park on the residential streets not in the School car parks as these are for staff and school visitors.

School policies

PlayPals follows all policies and procedures in place at St Christopher Primary School, the only exception is our behaviour flow chart although this does follow the principles and aims of the school behaviour policy.

Mobile phones

Please ensure you do not use your mobile phone whilst you are in PlayPals.



Aggressive parents/carers

St Christopher Primary School will not tolerate physical, verbal, aggressive abuse/behaviour directed towards any of the school community i.e. a member of staff, a pupil, a visitor, volunteers or parents/carers. PlayPals staff will take appropriate action to calm and diffuse any situation that may arise in a fair and consistent manner; we will also deal fairly and fully with any complaints.



Holiday club

PlayPals holiday club is available for children aged 3 – 11 years old; it is available for children who attend St Christopher Primary and for children from other primary schools. Our holiday clubs offer a fun filled activity timetable which includes arts and crafts, cooking, Wacky Wednesdays, group activities, trips, challenges and much more!

Our prices for holiday club are as follows:

Standard day (9am – 4pm): £18 per day

Optional add ons: Breakfast (7.30am – 9am): £4 per day and/or late pick up (4pm – 5.30pm): £4 per day

Holiday club booking forms and activity timetables are available at least 5 weeks prior to the holiday.