

ST ANDREW'S SOCKS

INFORMATION BOOKLET

September 2017

What is SOCKS?

St Andrew's Primary school set up the School's Out Club for Kids in February 1997 to provide before and after school care for pupils of the school. It is now one of the largest out of school clubs in Bury and provides a high standard of care, which is appreciated by children and parents alike.

How is SOCKS managed?

In July 1999, a Voluntary Management Committee was set up to run SOCKS. We are now run by St Andrew's Governing Body.

Who works at SOCKS?

Manager	Annette Robinson	NVQ 3
Deputy Manager	Jillian Read	NVQ 3
Playworkers	Mary Johnson	NVQ 2
	Susan Howarth	NVQ 3
	Beth Hill	NVQ 3
	Charlotte Capel	
	Nicola Young	NVQ 3
	Angela Coote	NVQ 2
	Michelle Johnstone	DNN

When is SOCKS open?

7.30 – 9.00am

3.15 – 5.50pm

How much does it cost?

7.30 – 9.00am £6.00 per session.

8.00 – 9.00am £4.00 per session.

3.15 – 4.30pm £5.00 per session.

3.15 – 5.30pm £7.50 per session.

3.15 – 5.50pm £9.00 per session.

How do I contact SOCKS?

SOCKS

St Andrew's C of E Primary School

Nuttall Lane

Ramsbottom

Bury

BL0 9JD

Tel no. 01706 822649

SMOKING

St Andrew's Primary School is a non-smoking establishment, including e-cigs and vapourisers.

Attendance

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed the school office, you will still need to notify SOCKS staff.

If your child doesn't attend a booked session, we will treat them as a 'missing child', unless you have notified us of their absence.

If you know in advance of any days that your child will not be attending in the following week, please try to let the Manager know as soon as possible.

In cases of illness or emergency when notice cannot be given, please ring us as soon as you can.

Child Protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with the local and national child protection procedures and ensure that all staff are appropriately trained. See Safeguarding policy. The use of mobile phones is not permitted within the club. Visitors to the Club will be challenged if their mobile phone is being used.

What are the Guidelines for SOCKS?

We want to provide a happy, safe and caring environment for your children and in doing so, we must ask that the following rules and regulations be observed.

- All children must be registered with SOCKS prior to using the facilities. Records and information about the children will be kept for a reasonable period of time to comply with legislation and for insurance purposes.
- A register of attendance will be kept. Mornings each child will sign the register at the beginning of every session on entering SOCKS.

What will your child be doing at SOCKS?

Morning Sessions

- Children arrive in the morning and sign themselves into our registers indicating what time they arrive.
- Children can choose to visit our breakfast table. Toast, cereals, fruit, yoghurts and juice is always served.
- Children can then become involved in any of the activities on offer.
- At the end of the morning session registers are taken and the children are escorted safely to school.

Afternoon Session

- Reception children, Years 1,2 & 3 are collected from the classroom by a member of the SOCKS staff and are taken to the SOCKS room for registration. Years 4,5 & 6 make their own way to the SOCKS room.
- When all the children attending the session are accounted for, the children will sit down together and they are provided with a healthy and nutritious snack. We provide snacks such as salad wraps, potato cakes, crumpets, sandwiches and toast.
- A snack table is set up containing jugs of cordial/water and a bowl of fruit which the children can visit at any time during the SOCKS session.
- After snack time the children can then become involved in any of the activities on offer and engage in free play.
- When a named person arrives to collect a child from the session, we ask that they sign the child out indicating what time they are leaving.

The food we provide at the SOCKS Club is not intended to substitute for a main evening meal. The snacks we provide include fresh fruit and vegetables. We promote independence by encouraging the children to prepare their own snacks and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Drinking water is available at all times. We meet individual dietary requirements and

parental preferences where possible. We allow children to decide when they are ready to eat, but request that food is to be consumed whilst sitting at the snack table.

What are the aims of SOCKS?

Our Mission Statement says –

“As a community including children, staff, parents and the Governing Body we seek to recognise and respect every child as an individual. To cultivate a caring and safe environment where everyone is equal and the opportunity to reach their full potential through creative and worthwhile play, available to all, regardless of gender, cultural or religious background or ability, we want children to feel safe and cared for and for parents to have peace of mind when their child is in our care.”

The aim of SOCKS

- To provide a high standard of quality care and support to children in an extended family atmosphere that is friendly and relaxed.
- To promote through play a positive attitude towards equal opportunities, care and the respect of others.
- To provide a safe and comfortable environment.
- To encourage all round development by involving the children in planning of events and activities.
- To provide a range of stimulating activities to enhance physical, intellectual, emotional and social well being.
- To encourage choice for all children and provide for any particular needs.
- To provide refreshments that are varied and nutritious.
- To welcome and involve parents.

Special Educational Needs and Disabilities

We work closely with parents/carers at St Andrew's Primary School to ensure that we are meeting the individual needs and disabilities. Our aim is to ensure all children can access all areas of SOCKS club life.

Early Years Foundation Stage

At SOCKS we are guided by the requirements of the Early Years Foundation Stage. Providers of out of school provision are not required to deliver the full EYFS, but we work closely with the parents/carers of children in the schools reception class and we aim to complement the learning that takes place there.

We share information about children with St Andrew's Primary School and other agencies when appropriate to ensure the best possible care is being provided for each child.

Please speak to the SOCKS Club Manager if you have any queries about how the EYFS will be delivered to your child or you require further information.

Key Worker System

SOCKS has a Key Worker system in place to ensure all children feel confident and safe within the setting. The Key Worker will ensure that, within the day to day demands of the club each child feels special, individual and thought about, by someone in particular whilst they are away from home. Each child at SOCKS will be assigned a Key Worker. Each child will also receive a personal EYFS at the end of the school year. Please feel free to share your child's interests and achievements at home with your Key Worker so we can use them to plan learning for your child at the club.

Policies and Procedures

The Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club for parents/carers to consult at all times.

Complaints

Parents/carers are welcome to discuss general concerns in an open atmosphere. The club Manager or Staff member will endeavour to resolve any concerns or differences of opinion informally, at the time the situation arises. Should a resolution not be attained details of the school's Complaints Procedure is available on the website and from the school office.

Insurance

The Club is under the school's insurance.

Holiday Club

We run a SOCKS Holiday Club for each holiday except Christmas. Information and booking forms are given out prior to each school holiday.

Medication

SOCKS club/school **will not** give any medicine unless a - Request for Medication to be Administered - Parental Consent Form - is filled in.

The School Office can administer prescribed medication such as antibiotics, this must be agreed prior to, and only when, the Parental Consent Form is filled in and signed by the parent. Medication must be handed into the School Office by the parent (not the child). The school Office can administer a single midday dose, where multiple doses are

required then you would need to contact SOCKS separately to arrange this. Children attending breakfast club requiring medication during the school day can obtain forms from SOCKS and leave both the completed form and medication with SOCKS staff who will pass it to the office.

SOCKS PRICES - SEPTEMBER 2017

TIMES	PRICE
7.30am – 9.00am	£6.00
8.00am – 9.00am	£4.00
3.15pm – 4.30pm	£5.00
3.15pm – 5.30pm	£7.50
3.15pm – 5.50pm	£9.00

* Late fee after 5.50pm - £5.00 for every ten minutes late.

Notice Period

One week's notice is required to cancel or change SOCKS sessions. Unless we are informed otherwise we shall presume your child will be attending during the notice period.

Payment of SOCKS Charges

You will be invoiced fortnightly in arrears. Invoicing is electronic and will be sent to your email address. Please ensure that we have your up to date email address at all times. The invoice is payable immediately upon receipt. Payment can be made in the following ways:

- Childcare vouchers through your employer
- Online – you will need your child's unique pupil number to be able to do this. Details are issued each September.
- Cash or cheque to either SOCKS or the school office.

St Andrew's SOCKS Application Form

Name	
Class	
Parent/Carer Name	
Address	
Parent/Carer contact no.	

Please indicate which sessions you require.

	7.30am – 8.00am	8.00am – 9.00am	3.15pm – 4.30pm	3.15pm – 5.30pm	3.15pm – 5.50pm
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Parents/ Carers Signature

Date

St Andrew's SOCKS Consent Forms

To ensure that we are providing the best possible care for SOCKS children and to comply with Ofsted requirements we ask you to complete the following.

I/we give permission for SOCKS Staff to take the appropriate action in the event of my child requiring emergency medical attention.

Signature **Date**

Signature **Date**

I/we give consent for SOCKS Staff to administer basic first aid.

Plasters can / not be used (delete as appropriate)

Non-alcoholic skin wipes can / not be used (delete as appropriate)

Signature **Date**

Signature **Date**

The named persons have authority to collect my child from SOCKS are:-

Name **Relationship**

Name **Relationship**

I/we give consent for SOCKS to share information about my child with St Andrew's CE Primary School

Signature **Date**

Signature **Date**

SOCKS Registration Form

Childs Surname	Childs Forename
Name by which child is known if different from above	
Date of Birth	Age
Parent/Carers Names	
Parental Responsibility (if different from above)	
Parents/Carers Address, inc postcode	
Parent/Carers Contact no.	
Parent email address	
Emergency Contact Number	
1. Name	
2. Name.....	
Childs Doctor	
Doctor Name & Address	
Details of any Allergies or Medications required whilst your child is in SOCKS	
Details of any specific needs your child requires	
Parents/Carers signature	
Date	

