

Gilbert's Gang



After School  
Club

# Welcome to our club.

We are always happy to welcome new members. Gilbert's Gang provides a breakfast club and after school club, solely for the pupils of St Gilbert's C of E Primary School.

Gilbert's Gang was given its name by our first members who wanted to create a "club" feel to their after school provision.

## Our aims

We aim to provide an environment which is

### **SAFE AND CARING**

Where parents can leave their children with confidence, secure in the knowledge that they will be cared for and have fun. We are committed to providing a quality service for parents and children where all children will be treated equally regardless of race, gender, religion, or disability.

## We offer your child

A range of play activities

A chance to be part of a team/group

A friendly atmosphere

A chance to play with friends

A known and comfortable place.

The club is Ofsted registered and meets the criteria laid down by the Children's Act 1989 and 2004.

We have been successfully inspected by Ofsted Early Years Unit, most recently in May 2018.

We were awarded 'Outstanding' in all areas of provision.

Parents can obtain copies of policies at any time.

All Staff are DBS checked.

## Breakfast Club

Breakfast is served from 8am - 8.20am. The children are offered cereal or a slice of wholemeal toast or crumpets with a choice of toppings, they can also choose from a selection of fresh fruit, yoghurt, milk and water. Quiet activities are then available before the children are escorted by a staff member to their key stage playground, ready for the start of the school day.

\*Special dietary requirements are catered for (eg gluten, lactose intolerance).

## A sample afternoon

3.15 to 3.30pm	Children are collected from their classrooms and the register is taken. A healthy snack and drink are offered.
3.30 to 5.00pm	A choice of adult led activities or free play Physical activities outside Craft activities including knitting, drawing and cooking
4.45pm	Healthy snack and drink
5.00 to 6.00pm	Board games, Lego/construction, Wii etc.

After school KS2 children use the mobile classroom and FS and KS1 children use the Reception classroom. Towards the end of the session all the children come together in the mobile. The playground and field are used for outdoor games, weather permitting. There is an opportunity in each area for any child to complete homework.

## **Gilbert's Gang Code of Conduct**

We will try to play fairly and share.

We will try to enjoy ourselves without too much noise

We will try to be kind to each other.

We will always walk in school to prevent accidents.

We will respect each other and the adults who care for us.

## **Working together**

We work in partnership with the staff of St Gilbert's School.

Parents are always welcome to visit our club and any ideas from them are appreciated.

## **Admissions Policy**

We try to accommodate all those who would like to use the club, but in the event of greater demand for places than those available we will first admit siblings of those already attending, then those who want to have fulltime care and thereafter on a first come first served basis.

## **Booking and payment information**

Each session can be booked in advance or if spaces are available every morning between 8.40 am and 8.50 am.

Adele Pinto (Manager) is available every morning at this time in the Gilbert's Gang mobile classroom.

Alternatively, Adele can be contacted by phone or text on 07957 780222 and by email [adele.pinto@stgilberts.co.uk](mailto:adele.pinto@stgilberts.co.uk)

Any cancellation within 24 hours of the session will result in payment of a fee.

A fee of £15 may be levied if a child is collected after 6pm.

If your child attends a school club after school, you will still be charged for a full session because your child has that place booked.

### **Fees 2021/2022 Academic year**

8.00 to 8.45am                      £4.00

3.15 to 4.30pm                      £5.50

3.15 to 6.00pm                      £8.00

### **Times are:**

Every day in term time

8.00 until 8.45 am

3.15 until 6.00 pm

## **Illness or accidents**

In the event of a child being ill or having an accident, a parent will be contacted immediately and the appropriate action will be taken.

Parents will be informed of any minor incident that has occurred during the session when the child is collected.

## **Medicines**

Only prescribed medication will be administered if an explicit consent form has been signed and in the case of a child who is receiving long term treatments for an ailment such as asthma or diabetes. Please make sure we have a spare named inhaler to keep at the club.

## **First Aid**

There is at least one member of staff on duty during all sessions who has completed a paediatric first aid course.

Basic first aid will be given if necessary.

## **Personal Property**

Children are responsible for the security of their personal possessions. No cash is to be brought to the club.

\*Mobile phones must be handed in at the start of the afternoon session and collected on departure.

## **Staff**

We have a well-qualified and very experienced staff group, the majority of whom work in the school, so the children are already familiar with them. All staff have qualifications in one or more of the relevant fields - Childcare, Supporting teaching and learning in schools, Playwork, Health and Safety, Health and Social Care, Special Educational Needs and EYFS.

Gilbert's Gang staff attend many training sessions on a variety of subjects such as craft, child protection and matters relating to children and their development.

All staff have current safeguarding training, first aid training (either paediatric or basic), EYFS training (Characteristics of learning and key experience), Level 2 Award in Food Safety in Education and Early Years, Hearing impairment training, Emergency Adrenaline Auto Injection training (AAI's), Diabetes training, Prevent and E-Safety.

**Manager:** Mrs Adele Pinto.

**Deputy Managers:** Miss Sue Richardson.

Mrs Claudia Dickinson.

**Playworkers:** Miss Holly Beecroft.

Miss Emma Davis.

Miss Alaina Denne.

Miss Lisa Burbidge.

Mrs Lena Milner.

Mrs Sue Porter.

Miss Amelia Copeland.

Mrs Lisa Merriman.

Mrs Jenny Woods.

# Management Committee

- Mrs L. Milner, Treasurer and Director
- Mrs A. Pinto, Manager and Director

The management committee meet regularly to oversee the running of Gilbert's Gang.

## Complaints Procedure

We hope to ensure that any child in our care will feel secure and confident enough to tell us about any worries or problems he/she may have.

However, if this is not the case and parents are concerned about something, please let us know immediately.

In the first instance tell the Manager, Adele Pinto, or in the unlikely event she is unavailable, the deputy managers. We hope that the concern will be satisfied at this stage.

If you are still unhappy please contact the committee in writing, who will deal with any further complaints or problems.

If you still feel the problem has not been dealt with to your satisfaction, you are advised to contact;

OFSTED, Complaints Investigation and Enforcement team (CIE), Piccadilly Gate, Store Street, Manchester M1 2WD (Tel: 0300 123 1231)

All complaints will be logged and are available for parents to inspect.

# Gilbert's Gang Home club agreement

## *Gilbert's gang will:*

- Welcome parents at all times to discuss the scheme and our work, or to listen to ideas or suggestions;
- Keep parents informed of opening times, fees and charges, programmes of activities and procedures;
- Be consistent and reliable to enable parents to plan with confidence and peace of mind;
- Share and discuss the child's achievements, experiences, progress and friendships;
- Organise an annual meeting and involve parents in informal discussions about the running of the club;
- Ask parents/guardians for their explicit permission for outings and special events;
- Listen to parents' views and concerns to ensure that we continue to meet their needs;
- Agree to abide by all the club's policies and regularly review them;

## *Parents will:*

- Keep the club informed of non-attendance and give as much notice as possible about the cancellation of a place;
- Tell the club of any changes in the contact information held by the club;
- Agree to abide by all the club's policies
- Agree to abide by the club's payment terms and conditions, as follows:
  - Payment to be made in advance, or weekly or monthly,
  - If payment is overdue by half a term then future attendance will be refused until the bill is paid
  - Invoices and statements will be issued with payment details

