



Mesne Lea BSC & ASC Registration Form – September 2018

First name:		Surname:	
Date of birth ____ / ____ / ____	Age from September 2018 _____	My child is on the School SEN Register	YES / NO
Year: (delete as applicable)	N / R / 1 / 2 / 3 / 4 / 5 / 6	Class:	BLUE / YELLOW
Name of person who can collect	Relationship to child		Telephone No
About your child			
Please detail any additional/special needs your child has: (please provide full details)			
Please detail any dietary requirements / food allergies for your child: (please provide full details)			
Is there anything your child doesn't like (food, games etc) or is scared of?			
What are your child's favourite activities?			
	CONSENT		YES
			NO
1	For my child to have his/her photographs taken & for Mesne Lea BSC & ASC to use for the photographs for displays, art work etc.		
2	To have his / her face painted.		
3	To apply plasters to my child.		
4	To apply sun cream to my child.		
5	For my child's photo to be used in advertising such as Mesne Lea BSC & ASC website, local newspapers etc.		
6	To allow our child access the School's internet facilities, with supervision from Mesne Lea BSC & ASC staff. I understand that all internet sites will be suitable for the age range of the children in the room.		
7	For staff to administer prescribed medication provided by the parent/carer with written consent.		
8	General activities: Water fights, Pamper Night – nail varnish, face masks etc		
Child Collection Requirements (please tick appropriately)			
Before School Club	M	T	W
	TH	F	Cost per week
07.30 – School - £3.50			
(please tick)			£
Start Date	End Date		
After School Club	M	T	W
	TH	F	Cost per week
School – 18.00 - £8.50			
(please tick)			£
Start Date	End Date		
Payment: (delete as applicable): PARENT PAY / CHILDCARE VOUCHERS.			
OFFICE ONLY	W/PACK SIGNED?	YES	NO
			STAFF INITIALS





**Mesne Lea
Primary School**

Working together for individual excellence

Headteacher, Mrs J Finlay B.Ed (Hons) N.P.Q.H
Walkden Road, Worsley, Manchester M28 7FG
Tel: 0161 790 4234 Fax: 0161 921 1566
e-mail: mesnelea.primaryschool@salford.gov.uk
website: www.mesnelea.salford.sch.uk
follow us on Twitter: @mesne_lea

BSC & ASC

Welcome

& Key Policy

Pack

Policy updated: September 2018

Review date: July 2019



Only 187 out of nearly 17,000 schools in the country achieved 100% Level 4B+ in Reading, Writing and Maths.
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Section 1: Introduction

Mission

Mesne Lea Before and After School Club are committed to working in partnership with parents and carers to provide safe, stimulating and enjoyable childcare for children who attend Mesne Lea Primary School. We aim to help parents to balance work commitments and family life by providing convenient, affordable and high quality before and after school care during school term time.

Background

Our Before School and After School Club (Out Of School Club) was started in May 2015. We aim to offer an exceptional level of care within an open and friendly atmosphere to support working or training parents. The club is part of Mesne Lea Primary School and some of the staff work in both settings. It is run by the school's SMT and has enjoyed a very successful first few years. Feedback from parents has been overwhelmingly positive.

Funding

At present, our only source of funding is the fees from parents. The fees have to cover staffing costs, food, equipment, etc.

Clubs Available

Throughout school term time, we offer a Before School Club and an After School Club every day.

Section 2: Practical details

Location

The clubs are held in Mesne Lea Primary School. We have use of the main hall; the EYFS shared area and a well equipped kitchen. Outside we can use the school playground (weather permitting).

Club opening times

The clubs are open Monday to Friday during school term times.

The Before School Club opens at 7.30am and goes through until school starts. The After School club runs from 3.30pm until 6.00pm.

Who can attend?

The club is open to children aged 3-11 years old who attend Mesne Lea Primary School.

Emergency Contact Number: **0161 921 1568**

Please ring if:-You are going to be late;

- 1) You wish to change the named adult who will collect your child.



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If you ring **outside of club hours** please call the schools main office on **0161 921 1560 or 0161 799 4234**.

Booking arrangements

Places are strictly limited.

Once you have a place at the club, it is guaranteed until you voluntarily give it up, or the child leaves Mesne Lea Primary School. If you wish to take up your place at a later date, the admission policy / waiting list will apply. If you wish to increase the amount of sessions that your child requires, you must request this in writing to

mesnelea.primaryschool@salford.gov.uk

Any changes to requirements that take effect during the half-term will incur a £10 admin charge.

Giving notice

If you no longer require a place for your child or wish to reduce the amount of sessions that your child will attend, you must give a half-term's notice in writing to mesnelea.primaryschool@salford.gov.uk. Fees will be payable during this notice period whether or not your child still attends, this is strictly enforced.

Fees and payment

The session costs for the Before School Club and After School Club include breakfast and/or snacks.

	FROM	TO	COST PER DAY	COST PER WEEK
BEFORE SCHOOL CLUB	07.30	08.55	£3.50	£17.50
AFTER SCHOOL CLUB	15.30	18.00	£8.50	£42.50
TOTAL FOR BOTH			£12.00	£60.00

Payment for the half term must be paid in full via ParentPay or Childcare Vouchers before the first day of term.

Payment for care **MUST** be made in advance. Care can be put on hold if your ParentPay account is showing a minus amount.

Parents will receive a reminder once this deadline has past and care will be stopped. If payment is not received within 5 days of this reminder, a further reminder will be sent and a £10 admin charge will be added to the outstanding balance. If payment is not received within 5 days of this second reminder, a £25 admin charge will be added, the debt will be passed to Salford City Council Debt Collectors and the child will lose their place at the club.

If you wish to discuss any of these matters, please contact Miss Hewitt.



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Refunds for the absence of a child can only be given in exceptional circumstances and at the SMT's discretion.

We accept most Childcare Vouchers; please email mesnelea.primaryschool@salford.gov.uk for details.

Please note that fees may be increased periodically in order to cover the costs of running the club. You will be notified of any increases at least one half-term before they come into effect.

Late collection

If a child is not collected by 6.00pm, staff will call your contact numbers. If this is unsuccessful, they will try the emergency contact numbers. If no one can be contacted by 6.30pm, Children's Services will be informed. The penalty charge for late collection is £10.00 per child for every 10 minute period after 6.00pm.

This charge will contribute towards the wages of those who have to work late to look after children who have not been collected.

Complaints

We hope that you will be happy with the service that we provide, however should you wish to make a complaint the school complaints policy will apply.

Section 3: What happens at the club?

Structure of a typical session (timings are approximate)

Before School Club

7.30am Club opens. Breakfast served until 8.25am. Free play activities – art table, puzzles, games, library books

8.30am Tidy up

8.45am EYFS and Reception Children are escorted to class by staff. Year 1,2,3 and 4 are given high vis vests and escorted to the playground. Year 5 and 6 stay in the hall with EYFS and Reception Children until the school bell.

After school

3.30pm Children collected from all classrooms & registered. All children are offered a drink & fruit/yoghurt on arrival.

3.30pm Indoor free play.

4.00pm Snack time. This is a social time when the children sit down together for a snack.

4.20pm Activities continue



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5.35pm Tidy up.

6.00pm Last collection time.

Activities

We offer a varied programme of activities including:

- Art table
- Role play area
- Construction activities - lego, blocks, etc
- Indoor and outdoor physical play - football, swing ball, rounders, cricket, hoops, skipping ropes, etc
- Athletics and other educational computer games
- Quiet corner / Reading / Homework
- Themed activities

Organised activities may be on offer but the emphasis is on child-centred and self-directed play. We have a good range of play equipment including books, games and puzzles.

Sample menus – (Subject to change – please see the notice board for the latest menu)

We aim to provide a variety of healthy food from all the main food groups – a mixture of carbohydrates, protein, fruit and vegetables. In the afternoon we provide a snack to keep the children going until they get home, but it is not a full meal. If your child has any special dietary requirements, please speak to the coordinator.

Breakfast

- Various cereals e.g. weatabix, cornflakes, rice krispies, cheerios & shreddiees
- Toast

After school

A selection from the following items:

- Make you own Sandwiches
- Crackers / Cheese and Jam
- Soup and a bagel
- Breadsticks with dips
- Nuggets and waffles
- Noodles
- Pizza / Garlic bread
- Fresh fruit – e.g. apples, pears, satsumas, bananas
- Fresh vegetables – e.g. cucumber, tomatoes
- Cheese
- Water / milk / fruit juice



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Section 4: Staying Safe

Accidents and emergencies

All current school policies will apply. All accidents and emergencies are entered in the Accident Book / Incident Log.

Please note: The school registration form contains an authorisation giving staff permission to act "in loco parentis". If you cannot be contacted in time, the coordinator will invoke that authority to take action to gain appropriate medical treatment for your child.

Supervision and collection

Children are supervised by staff at all times during club hours, until they are collected by you (or a named substitute). The ratio of staff to children complies with Ofsted regulations.

If your child is attending a one-off event after-school, please inform the coordinator in advance.

Please notify staff in advance if anyone different is collecting your child, even if they are a relative.

Children should be collected from the BSC / ASC entrance at 6pm at the latest.

Club rules

Staff will use the existing school behaviour management system which is age appropriate.

All places are allocated at the discretion of the SMT and can be withdrawn at any time if a child's behaviour endangers either himself/herself or others.



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Section 5: Contact details

Address for correspondence: Mesne Lea BSC & ASC, Mesne Lea Primary School, Walkden Road, Worsley, Manchester M28 7FP.

Club Contact Number: 0161 921 1568 (only available during club hours)

Whilst the club is closed, please ring the School office: 0161 921 1560 / 0161 799 4234.

Please return any correspondence to Miss Hewitt at the Mesne Lea Primary School office, or to the address above.

Admission policy for Mesne Lea Primary School Extended School Clubs

General Admissions Policy

Booking procedure

Parents must complete the necessary paperwork, i.e. Registration, medical and booking forms, before their children can attend the club.

- **Permanent place:**
Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one half terms notice in writing is required.
- **Temporary booking:**
We will accept temporary or occasional bookings as long as there are places available. You must give 24 hours' notice. Absences will still be charged for.
- **Shift Workers**
Parent / Carers who receive their working days via a shift pattern must inform the co-ordinator / room leader as soon as they can of the days they require.

Fee structure

Fees are charged at £3.50 per session for before school club and £8.50 per session for afterschool club.

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit. We are also registered to accept all childcare vouchers

- Payments for care MUST be in advance. A £10.00 admin charge will be added to late payer's accounts if it's not paid on time and care stopped.
- Fees can be paid by Parent Pay or Childcare Vouchers.
- There is a charge of £10.00 (for every 10 minutes) for late collection, which will need to be paid the following school day.
- Fees are charged for booked sessions whether the child attends or not
- For ANY changes, you must give one half terms notice in writing.
- If parents / carers who have their places confirmed change their mind, they will have to pay for the first half-term in full.



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Payment of fees

Fees are reviewed annually by the Head teacher. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the coordinator at the earliest opportunity. Any queries regarding fees should be directed to the coordinator.

If fees are not paid, the Club will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the coordinator as soon as possible.

Where there is no explanation for repeated late payment, the coordinator will contact the parents or carers to discuss payment options. The coordinator may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn.

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place.

ARRIVAL AND COLLECTION OF CHILDREN POLICY

Before School Club

1. Children will only be admitted from 7.30am when members of staff are on the premises. Under no circumstances should a child be dropped off at school before 7.30am.
2. Children should be handed over to a member of staff directly by the parent/guardian – this is a safeguarding issue and is not negotiable.
3. A register will be taken showing the arrival time of every child.
4. Younger children will be taken to class by staff between 8:50am-8.55am.
5. Details of any children expected but who do not show up will be referred to the school office by 8.50am.

After School Club

1. A staff member will collect all children attending the Club from their classrooms at 3:30pm.
2. After-school club children attending a different club (sports / academic etc) at the school should go directly from one club to the other, making themselves known to a member of staff. Younger children (KS1 and below) will be met at the time of the club finishing.
3. When collecting their children from the after-school club, parents should ring the doorbell and wait for a member of staff to greet them. Staff will then handover the child and mark on the register the time they have left. Parents also have to sign their child out.
4. If a member of the after-school club is at a different club (running concurrently), under no





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circumstances should a parent collect them from the other club without first notifying the after-school club.

5. If a parent/guardian would like their child to be collected (or even met at the door) by anyone other than themselves (eg an older sibling / grandparent) arrangements must be made in advance.

Other Policies

All other Club Policies are the same as existing School Policies. All policies can be found the school website.

Please email mesnelea.primaryschool@salford.gov.uk for paper copies if required.



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Please Sign and Return to school.

I / We _____

Parent(s) of _____

Year _____

Have read, understood and agree to be bound by the full terms and conditions as outlined in the Mesne Lea Before and After School Club Welcome and Key Policy Pack.

Signed: _____

Dated: _____



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