



**Ashbridge**  
INDEPENDENT SCHOOL & NURSERY

# Holiday Care Handbook



## Welcome to Holiday Care at Ashbridge School.

This service is designed to create a safe and happy environment for school aged children during the school holidays. We aim to create a 'home from home' with a good balance of structured activities and free play time in order to meet the needs of children and parents. We provide opportunities for children to come together and enjoy recreational activities and experiences which are appropriate for their age during the holiday periods.

This handbook is to inform you about the high quality Holiday Care offered at Ashbridge and hopefully answer any queries that you may have.

The Holiday Care team are lead by an experienced and qualified Holiday Care Co-ordinator, who is responsible, along with the SMT for the day to day running of the service. All staff are experienced and trained in working with school aged children. The Co-ordinator is available most days to speak with parents and is happy to answer any questions or queries.

Holiday Care is available for children from the age of 4 – 11 years old who are in primary education.

This service operates between the hours of 7:00am and 6.00 pm Monday to Friday during all Ashbridge school holidays (except Bank Holidays).

Holiday Care is based in the Clockhouse which lies at the centre of the school site. However, with such beautiful surroundings it is hard not to explore the great outdoors and the grounds are used extensively.

As soon as children arrive they are marked onto the register by holiday care staff. Free choice activities are available until approximately 9.30 when wraps including meat and cheese and milk is provided.

All company policies also apply to Holiday Care, including those regarding Late and Non-Collection of children. Many of our policies can be found on our school website and all policies and procedures are available on request from Reception.

A structured day is provided at Ashbridge Holiday Care

### Activities include:

Games, construction toys, sand/water play, art and craft, modelling and pottery, cooking, drama and role play, computer games, a variety of indoor and outdoor games and sports including the adventure playgrounds, reading, chatting and generally enjoying being together. Occasionally suitable films are shown and opportunities to listen and dance to music or sing are made available.

We arrange for visitors to come to Holiday Care too; e.g. animal handlers, pottery makers and sports coaches. During the longer Summer Holiday we also hold themed weeks which have included Sports, Music, Craft and Cookery.

In addition to this, trips and visits may also be arranged. Popular venues include walks in the country, fun in the park, bowling, cinema, local farms, museums and other historic sites.

Children who go out on trips are transported in our company mini buses which are fully seat belted and driven by qualified and experienced staff. Children are well supervised and Health and Safety is given priority.

Every effort is made to provide a stimulating variety of activities for children to enjoy and whilst at Holiday Care and particularly on trips, children are expected to behave sensibly at all times.

Children can bring their bikes and scooters to Holiday Care; however the children must have their own protective headwear and must only use their own bikes etc. We ask that all children are provided with a named hat, a water bottle and wear clothing appropriate for the day's activities. You will be informed of any special requirements in advance.

Children may not bring tablets or mobile phones to Holiday Care but may have access to onsite computers at limited times. All parents and children in Holiday Care must complete an Acceptable Use Policy, as enclosed in this pack.

### Medication, Sickness and Accidents

It is not our policy to administer medicines to children unless specifically requested to do so by yourselves (see also Medication, Sickness and Accidents policy). To have medicines administered to children you must complete and sign either a prescription or non-prescription **Medication Form** and provide the relevant medication. We make every effort to ensure that the instructions/wishes regarding medication are met whilst also reserving the right to refuse a request if felt necessary. Under no circumstances should children carry any medication on their person or in bags, with the exception of inhalers for asthma or epipens, and only then, in line with holiday care staff supervision and agreed practices.

In the case of illness, parents are asked to follow the Medical Exclusion Time Procedures which can be found on our website and only allow their child to return to Holiday Care after the recommended time has elapsed.

If a child has a minor accident this will be recorded on an **Accident Form** which is signed by two members of staff and the Parent/Guardian or person designated by the parent of the child. If a child receives a 'bump on the head' then, as a further precautionary measure, a letter will be given to the parent / guardian or designated person in order that they may closely observe the child for any symptoms of concussion.

In the unlikely event of any accident or illness of a serious nature, parents/guardians are contacted. In addition to an accident form, an incident report is produced.

If a child becomes sick whilst in our care we reserve the right to call for emergency assistance and if necessary remove her/him to hospital. Permission for this is requested with the enrolment form. See also First Aid Policy and Accident Procedures

Staff are responsible for ensuring children gain the most they can from all on offer and with the help and co-operation of both children and parents this can be achieved. If at any time parents or staff are concerned about their child's participation, enjoyment or conduct we would, of course welcome discussion and contact parents directly.

At Ashbridge, we believe that healthy living and healthy eating go hand in hand. That's why in our school lunches, we make sure that we use only fresh ingredients, with balanced nutritional content and no additional sugar.

#### Sample lunch menu

Fishcakes, Potatoes & Veg

Fish and chips

Chicken Korma and Rice

Pizza and Salad Bar

Roast dinner Friday

Selection of Fresh Fruit

If a child has any special medical or religious dietary requirements staff should be informed and we will do our very best to accommodate these needs.

At the end of the day children are collected directly from holiday care staff who mark each child off the register as they leave. **Children are never allowed to leave the premises unattended or with any other person unless we have been notified by parents in advance.**

#### **Photographs and Media – for parents of children not already attending Ashbridge School**

Photographs and videos for promotional materials and publicity are only taken and used with your consent and an authorisation form is enclosed. Please complete and return to school for our records.

All company policies apply equally to children who attend Holiday Care. Regulations and procedures regarding the contract between ourselves and our customers are outlined in the enrolment details. Details of all our Company Policies and Procedures, which includes our Complaints Policy can be found on the school website.

Please note that your child's enrolment forms must be returned **prior** to your child attending Holiday Care. The emergency details on the enrolment form must be completed in order that we may contact you in an emergency **and completion is a requirement of attendance.**

### **Safeguarding - Keeping children healthy and safe from harm.**

At Ashbridge, the Headteacher, Director of Quality, Director of Operations and Communication and Compliance Officer are designated as the people responsible for Safeguarding and Child Protection issues. All children have a fundamental right to be offered care and protection by those responsible for their safety and wellbeing. We take seriously our responsibility to look after the interests of children, because we recognise that in order to thrive, learn and develop, children need to feel safe, secure and valued. To this end we recognise the importance of our role in working with parents/carers and children.

### **Child Protection**

This is an area in which all staff receive regular training including those working in Holiday Care. The safeguarding and child protection policy can be viewed by parents on request and found on the school website.

### **Accounts and Fee Administration**

Fee collection including Holiday Care is administered by our Bursar, Karen Conroy, who may be contacted by telephone on 01772 561 186.

If you have any queries or questions regarding invoices, fees or payment methods for Holiday Care, please contact Karen, who will be happy to help.

### Booking Procedure

Places for Holiday Care need to be booked well in advance to secure places and ensure staff deployment and activities can be planned appropriately. Bookings need to be made on a Holiday Care booking form, which will be sent out to you and should be returned to Karen Conroy well before the start of the holidays.

Any cancellations must be made before 12 noon on the preceding Friday otherwise full fees are payable.

Late bookings can only be taken and places allocated if they are available.

Please see the website for the current daily rate for Holiday Care. This includes all activities, trips meals and snacks.

If you need any other information please feel free to ask any member of the Holiday Care team who will be happy to help or view our website [www.ashbridgeschool.co.uk](http://www.ashbridgeschool.co.uk). Also you can follow us on twitter @ashbridgeschool to keep up to date with all the exciting things that happen at Ashbridge every day.





Name of child \_\_\_\_\_

Date of birth \_\_\_\_\_

Ashbridge Independent School would like to take and use photographs and videos of pupils at holiday care. These photographs or videos may appear in our printed publications and promotional materials and on our social media accounts and website. They may also be sent to the news media for use in both printed and online publications.

Before taking or using any photographs or videos of your child, we need your permission. Please answer the questions below, then sign and date the form where shown. Please return the completed form to holiday care.

1. May we use your child's photograph in publicity material produced by the company, including printed publications, our website and social media?

Please circle:

**Yes / No**

2. May we use videos featuring your child in publicity material produced by the company, including our website and social media?

Please circle:

**Yes / No**

3. We regularly send publicity material, including photographs and videos where appropriate, to the media, especially the local press. Can we use photographs and videos featuring your child in this way?

Please circle:

**Yes/No**

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This photo and video consent is valid throughout your child's attendance at Ashbridge Holiday Care and once they have left, unless a written request to withdraw consent is sent to the Headteacher.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please print name in capitals: \_\_\_\_\_

Signed on behalf of Ashbridge Independent School and Nursery

Signature: \_\_\_\_\_

Job title: \_\_\_\_\_



**Acceptable User Policy –Children in Pre-School, School and Holiday Care**

These rules will make sure that your child stays safe when using ICT or going online whilst at nursery or school. It is important that you discuss the following rules with your child, helping them to understand them and for them to agree to follow the school rules regarding ICT and using the internet.

- ✓ I will be responsible for my behaviour when using ICT and the internet because these rules are to keep me safe.
- ✓ I will only use ICT in school for school work.
- ✓ I will only bring in mobile devices or games consoles when I am given permission.
- ✓ I will only use the internet when a trusted adult is with me.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or upset others.
- ✓ I will not deliberately look for, or access inappropriate websites.
- ✓ If I accidentally find something that worries or upsets me I will tell my teacher or another member of staff.
- ✓ I will only talk to people online if a trusted adult has approved it.
- ✓ I will not arrange to meet anyone I have met online and will tell my teacher if someone asks to meet up with me.
- ✓ I will make sure I am always responsible, polite and sensible when communicating with adults and other children online.
- ✓ I will not give out any details about myself or other such as my full name, address, phone number etc.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open and/or delete my own files.
- ✓ I will only download or install things onto a school computer with permission.
- ✓ I know that my use of ICT can be checked and that my parents/carers can be contacted if there are any concerns about my online safety.
- ✓ I understand that if I don't follow this Acceptable User Policy my teacher may use the behaviour management procedures.

I/We have discussed this acceptable user policy and..... agrees to follow the online safety rules and to support the safe use of ICT at Ashbridge.

Signed:.....(Parent/carer)

Print :.....(Parent/carer)      Date.....

Signed:.....(Child)

Print: .....(Child)      Date.....