**Holiday Play Scheme Policy**

Purpose of the policy

* To describe how the school delivers a Holiday Play Scheme service which is affordable, sustainable and of quality.

Aims

Through our Holiday Play Scheme we intend to:

* Provide opportunities for fun, enjoyment and learning through a range of activities.
* Encourage children to develop friendships between age groups and work together cooperatively.
* Providing a balance of indoor andoutdoor activities, weather permitting.

Hours

* Holiday Play Scheme runs during the holidays Mon-Fri (excluding bank holidays), starting at 8:00am until the end of the day and closing at 5:45pm.
* Holiday Play Scheme runs during all half term breaks excluding Christmas and the last two weeks of the Summer holidays in August.
* All spaces are subject to availability based on ratios.
* Places are allocated on a first come first serve basis.
* Children can be collected at any time during the hours the scheme is running.
* The club is open to all children from Reception to Year 6.

Admission, booking procedures and payment of fees

* Registration forms, available from the school office and school website, must be completed prior to a child starting at the holiday club.
* Completed forms must be given in to the school office or emailed to office@chestnutsprimary.com
* Emergency contacts and password must be given before a child can attend the holiday club.
* Slots should be booked as soon as possible, with fees paid in full before the commencement of the booking.
* We will close all bookings one week before the start of the holiday club in order to confirm numbers for trips, food and staffing.
* If your slot needs to be cancelled or changed before the start of the holiday club, and space is available, a minimum of one full week’s notice must be given, or fees will still be payable.
* Confirmation of a place will be given verbally.
* Should you no longer wish your child to attend the Holiday Play Scheme, you must give at least one full week’s notice in writing.
* Fees can be paid through ParentPay, Bank transfer, Debit/ Credit Card and Cash.
* There will be an additional cost for trips which will vary depending on the location and transportation requirements.
* If a session has not been paid for by the deadline indicated, the child will not be able to stay and a member of staff will contact you to arrange immediate collection.
* If you choose for your child not to attend on a trip days Holiday Play Scheme will be closed for that entire day, due to all staff being off site.
* If a parent is experiencing difficulty with payment of their fees, they should contact the School Business Manager/Headteacher as soon as possible.
* In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.
* The Holiday Play Scheme falls under the cover of Chestnuts Primary School’s Debt Collection Policy.

Absence

* If your child has been booked into Holiday Play Scheme and they are absent from the holiday club for 50%-75% of the time their slot can still be fully chargeable subject to the discretion of the Headteacher.
* There will be no charge if the child misses the entire Holiday Play Scheme due to unforeseen circumstances.

Venue

* Holiday Play Scheme is usually based in the Garden Room (located along St Ann’s Road). Different activities are carried out in other locations within the school premises.
* The Garden Room is also equipped with a small kitchen area for cooking activities and food preparation.
* If the Holiday Play Scheme is being based in a different location, signs will be displayed informing parents of where to collect their children.

Register and Collecting

* A register of children who attend Holiday Play Scheme is taken at the start of each session. This register is filed in electronically by members of the Holiday Play Scheme where it is stored and updated.
* Parents should collect their children from the Garden Room, entering via the gate on St Ann’s Road.
* If children are in a different location (e.g. the hall, playground) a member of staff will arrange for them to come to the Garden Room.
* Parents are required to sign the Parent/ Carer Collection sheet when collecting their child. They must also inform a member of staff before leaving with their child.
* If a parent is unable to collect their child as arranged, they must call the mobile number at the bottom of this policy immediately.
* If someone else will be collecting a child, the Holiday Play Scheme staff must be informed by telephone.
* Each family must agree a password with the Holiday Play Scheme, to be used by other adults collecting their child.

Late collection

* If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts the parents have been provided in their application will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed.
* If a child is picked up late a charge of £10 will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late.
* We follow the Haringey Local Safeguarding Children Board (LSCB) Policy for Primary Age Children not collected from school at the end of the school day which could result in Children’s Services involvement.

Snacks

* A warm or cold snack will be provided at the beginning of the session which will vary depending on the daily menu.
* Fresh drinking water is available to the children at all times. No fizzy drinks or glass bottles should be sent in.

Activities/ Provision

* A range of activities are planned each session for the children in Holiday Play Scheme. These may include art, cooking, sports and games, board games and puzzles, music and drama, reading and storytelling, imaginative play.
* We plan to take the children out on trips at least twice weekly. This can vary depending on the length of the holiday.
* Planning is displayed in the Garden room.
* The special needs of children whatever their nature is treated with discretion, sensitivity and confidentiality.
* The ages of the children are considered when planning activities to ensure they are appropriate.

Behaviour

* Children and staff are expected to follow the School’s Core Values whilst attending the Holiday Play Scheme.
* The school’s behaviour policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.

Health & Safety

* Staff must follow Chestnuts Primary School’s Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
* The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures folder for Holiday Play Scheme.
* All staff must make themselves familiar with the above documents.
* In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid

* There must be a qualified first aider on site during sessions.
* A first aid kit will be taken outside when children participate in outdoor activities.
* All accidents will be recorded in the Holiday Play Scheme’s accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
* Parents/ Carers of any child who becomes unwell during their time at the holiday club will be contacted as soon as possible.
* The administration of medicines is carried out only under advice and according to school policy.
* All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

* All staff will adhere to Chestnuts Primary School’s Staff Code of Conduct and all school policies.
* The maximum number of children will not exceed a ratio of 1 adult to 15 children 1:15
* All Holiday Play Scheme staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with Chestnuts Primary School’s Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
* Staffing arrangements are considered to meet the needs of children who have special needs.
* The club will be led by a Level 3 or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.

Covid-19

* We are currently following the guidance set out in <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
* If your child or a member of your household contracts covid please follow the guidance on the school website, which indicates the steps you must follow <http://www.chestnutsprimary.com/page/holiday-play-scheme/36559>
* Parents/ Carers and Guardians must ensure they complete the schools track and trace online document when you have been asked to isolate <https://forms.gle/VqoJJfbEzjcCnwEa7>

Enquiries/Contact during the session: 07714 247 299 (Holiday Play Scheme Leader)

Ratified by Govs:

Signed HT:

Signed Chair of Govs: