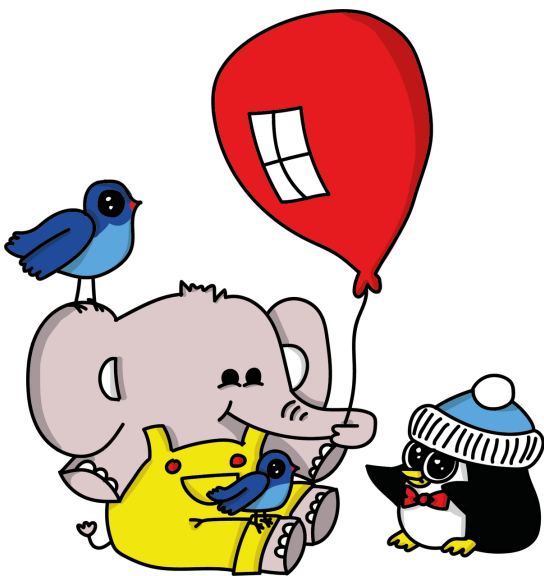


PARENT/CARER PACK



**RED BALLOON
AFTER SCHOOL CLUB
@ HERWARD PRIMARY**

WELCOME

The Red Balloon Family Foundation, a registered charity which works with children, young people and families across Essex, Hertfordshire and Greater London, are delighted to be partnering with Hereward Primary School to offer a five day a week After School Club which will launch on 2nd October 2017.

This pack is split into three sections and hopefully contains everything you would need to know as a parent/carer in deciding whether you would like your son/daughter to take part in the Club. This section contains the key information about the Club followed by an application form (also available online from 17th July) and finally the terms and conditions of your child taking part.

If there is anything further you need to know before signing up, please feel free to get in touch with us—office@rbf.org.uk or 020 3086 8186. All enquiries need to be made through RBF rather than the school office.

HOURS

The club will operate every day of school term time (except for school INSET days, consultation days where the site closes early or where the school is otherwise closed such as in the event of a 'snow day') from 3:15-5:15pm.

Families are able to sign up their children to attend for 'short sessions' (3:15-4:15pm) or 'full sessions' (3:15-5:15pm). Children are welcome to attend from one to five days a week, but must register for a full term at a time. We do not currently accept children on a one off basis (e.g., where a parent has to unexpectedly work late so wants their child to attend just for a single session) but if there is sufficient demand we may offer this service in future.

THE RED BALLOON APPROACH

RBF care passionately about ensuring that every child is able to explore and fulfil their potential. As such, in offering an after school club we look to create an exciting and engaging environment where children are free to choose activities and resources as they wish. Activities on any given day may include dressing up, craft, board games, construction, computer games, physical play, cookery and reading. RBF After School Clubs also benefit from the fact that they are part of a much wider group of projects for children led by the charity, so whenever possible we will bring staff from other activities that RBF leads to run special sessions including performing/creative arts, sports, marvellous mathematics, dance and more.



FOOD

The food we provide at the After School Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. When appropriate we promote independence by encouraging the children to prepare their own food and to clear away after themselves. We use fresh ingredients and follow statutory guidelines on food preparation.

Fresh drinking water is available at all times and we meet individual dietary requirements and parental preferences where it is possible to do so.

We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table.

Around 4pm each day, we have a 'feast' time where all the children will sit together, sharing about their day while enjoying a snack and drink followed by a simple circle game before the children who are part of the short session leave at 4:15pm. We also celebrate birthdays and other significant family events/festivals/achievements during this time, which may involve a slightly less healthy extra snack of cake!

PRICING

The 2017/18 pricing for the Club is as follows:

Short Session	(3:15-4:15pm)	£5 per session	(FP—£3.50)
Full Session	(3:15-5:15pm)	£10 per session	(FP—£7.50)
Full Week	(Mon-Fri 3:15-5:15pm)	£45 per week	(FP—£35)

If your family is allocated the pupil premium, we are able to offer a limited number of 'Foundation Places' which are part-funded by RBF's other charitable work, pricing indicated above next to the letters 'FP'.

If you would like to apply for a Foundation place, please indicate this on your application form. If your family is not allocated the pupil premium but you are experiencing other circumstances that would make it difficult to pay the full rate (for instance, if you have multiple children who would like to attend, are temporarily out of work, etc.) please indicate this on your application form and a member of our team will be in touch to discuss how we might be able to assist.

In all cases, we require a full term's payment before the first day of the term to secure a place. In limited circumstances, we may be able to accept instalments paid on a monthly basis—please contact office@rbf.org.uk if you would like to discuss this option.

PICKUP

Short sessions finish at 4:15pm and full sessions finish at 5:15pm. Children should be collected at those times from the school office.

We understand that sometimes little brothers and sisters take a long time to get out of the house or that every traffic light seems stuck on red, but our staff have their own families that they need to get home to and other children who need their attention. Therefore, if you are more than 15 minutes late to collect your child, there will be a charge of £10. For each subsequent 10 minutes, there will be a further charge of £10 and in accordance with our Safeguarding Policy we would have to make a report to Essex Social Care with regard to children who are persistently not collected in a timely way from RBF activities that they are attending. Non-payment of late fees may result in your child's place being withdrawn.

FAITH

As you may be aware, RBF is a Christian organisation. Our clubs are of course open to children and families of all faiths and those with no particular beliefs and we like parents/carers to be aware that there will be optional faith-based elements in sessions. For example, especially around Christmas/Easter craft activities are likely to be themed around the season, in our reading corner there may be books containing Bible stories and we will say grace before our 'feast' time. We do actively encourage children from other faiths or those who hold no particular beliefs to share what is important to them with the rest of the group and would ask that if, for example, a family is about to celebrate a particular festival at home that they let our team know so we can talk to their child about it and encourage them to share it with the rest of the group.

SIGNING UP

If you would like to request a place for your child, from 17th July you will be able to do so online at www.rbf.org.uk. Alternatively, you can complete and return the form overleaf to the given address. Please note that places are allocated on a first come, first served basis and this is judged from when the forms are received, not when they are posted.



APPLICATION FORM

Please scan/email to office@rbf.org.uk or post to The Red Balloon Family Foundation, c/o Loughton Baptist Church, 92 High Road, Loughton, IG10 4QU. From 17th July 2017, save time and complete this online at www.rbf.org.uk

Places are allocated on a first come, first served basis and are not confirmed until you have received an acknowledgement from RBF and we have received payment from you. If you have multiple children who wish to attend, please complete a separate application form for each one but where details (e.g., address, emergency contacts, etc.) are the same you only need to write these on one of the forms.

Child's Name: _____

Date of Birth: ___/___/___ Gender: _____

Address: _____

Postcode: _____

Home Phone: _____

School Year Group in Sept 2017: _____

Medical Conditions/Allergies: _____

Additional Needs: _____

Emergency Contact 1 Name & Number: _____

Emergency Contact 1's Relationship to the Child: _____

Emergency Contact 2 Name & Number: _____

Emergency Contact 2's Relationship to the Child: _____

Parent/Carer's Email Address Where Available: _____

Times/Days Requested

- Mon Short Mon Full Tues Short Tues Full
 Weds Short Weds Full Thurs Short Thurs Full
 Fri Short Fri Full *Short Sessions = 3:15-4:15pm Full Sessions = 3:15-5:15pm*

Payment (Tick then delete as appropriate)

- I would like to pay by debit card/credit card/BACS transfer/cheque
 I would like to request a Foundation Place (pupil premium/multiple siblings/other circumstances)

Agreements

I give permission as the parent/carers of the child named above for them to take part in RBF activities:

Name: _____

Signed: _____ Date: ___/___/___

Please tick all that apply. More details on all of the agreements here are available on request.

- IMAGES:** I agree images/video of my child can be used by RBFF and its partners for promotional purposes
- CONTACT:** I would like to be contacted about other RBF activities (and those of its partners) in the future
- PERSONAL DATA:** RBFF is registered under the Data Protection Act as a Data Controller with the Information Commissioners Office (ZA092364), and will at all times use its best endeavours to comply with the terms of the Act and its own Data Protection Policy in relation to your family's data. We do share data about you and your child with appropriate partners where they are working with RBFF on the delivery/commissioning of particular projects your family are connected to. If you are happy for us to share your family's data in full, please tick the box, otherwise your data will always be anonymised when shared with partners.
- GIFT AID:** The Red Balloon Family Foundation is a Registered Charity in England and Wales (1158982). This means if you are a UK Taxpayer, we can reclaim 25p from the UK government at no cost to you on every £1 donation you may make to RBFF from the date you submit this form. If you are happy for us to do so, please tick the box. If the adult completing this form is resident at a different address to the child, please give your full address and postcode on the reverse of this form.



FURTHER USEFUL INFORMATION

BEHAVIOUR

All children who attend RBF activities are asked to agree to our “Three Bees”: **Be Focussed, Be Respectful** and **Be Safe**. We ask parents/carers to assist us in reminding their children to “follow the bees” and will work closely with you and the school if a child finds it difficult to do so.

STAFFING

Depending on numbers of children attending each day, the club will always have between two and four RBF staff members in attendance. Our staff hold all of the relevant qualifications/experience to work in an after school club setting and are part of a wider team who deliver hundreds of hours of children’s work every week.

POLICY & PROCEDURE

RBF have a full set of policies and procedures around Safeguarding of Children, Health & Safety, etc., that are all tried and tested as we work with thousands of children every year. We hold full Public Liability Insurance up to £10,000,000. Parents/carers who secure a place at the Club will be given access to our policy pack.

ABSENCE

It is essential that if your child is not attending school on a day they are booked to be at the Club that you also phone the RBF office (020 3086 8186) to let us know. Equally, if your child has to come home during the school day due to illness, you must let us know.

REGISTRATION

RBASC @ Hereward Primary is the process of becoming OFSTED registered and this will be in place by the time the club launches. While we work closely with the school, the Club will operate independently and any questions/complaints should be made through RBF.

The Red Balloon Family Foundation is a registered charitable incorporated organisation (CIO) and has been operating in the Epping Forest area since 2012.



SMALL PRINT

- ⇒ RBF enjoys a positive working relationship with Hereward Primary School, and will share data and information with them on what happens during After School Club sessions. While the school invited RBF to operate the Club, it is run entirely separately from the main school under its own OFSTED registration.
- ⇒ If your child becomes ill during a Club session, we will monitor their condition and call a named parent/carer for an early pickup. No refunds will be offered in this situation.
- ⇒ Refunds Policy
 - ◆ If you wish to cancel your child's place, you must give a full four weeks notice and prepaid sessions beyond the notice period will be refunded to you.
 - ◆ Individual missed sessions cannot be refunded for any reason, including if your child is ill, is attending a birthday party/family event or similar or if they leave Hereward Primary School. If your child leaves the school and gives the proper four weeks of notice then a refund will be offered for prepaid sessions beyond the notice period.
 - ◆ In the event that your child is off school for more than ten consecutive school days due to a serious illness, RBF may be able to offer a refund where a letter from a GP or other medical professional can be presented.
 - ◆ If RBF is forced to cancel a session due to unavoidable circumstances relating to our staff (e.g., multiple staff illness, etc.) a refund for that session will be made available. If the school site is unexpectedly unavailable (due to heating failure, snow day, etc.) then RBF will decide on a case by case basis whether to offer a refund or credit against future bookings.
 - ◆ If RBF feels that your child's behaviour is of detriment to the wider group or is placing other children/our staff at risk then we reserve the right to withdraw their place. No refund will be offered in this case.
 - ◆ RBF is committed to making all of its activities accessible to every child, but where a child has severe additional needs that are manifested in such a way as might endanger their own health or that of other Club members, or require a more direct level of support than we can offer in an after school setting, we reserve the right to withdraw their place after consultation with parents/carers. A full refund for any unused sessions will be offered in this case.

CONTACT US

OFFICE@RBF.ORG.UK

0203 086 8186

WWW.FACEBOOK.COM/REDBALLOONFAMILY

@REDBALLOONFAM

