

NEW EARSWICK PRIMARY SCHOOL

EXTENDED SERVICES – DEVELOPMENT ACTIVITY

1. Extended Services Toolkit for Governors

A focus group comprising of Carole Farrar (Headteacher & Governor), Sally Wadsworth (Deputy Headteacher & Staff Governor), Mel Shipley (Parent Governor) and Bill Ford (Foundation Governor) was formed in the autumn term 2007 (27.09.07 & 13.11.07). The group met twice and worked 'step by step' through the toolkit to:

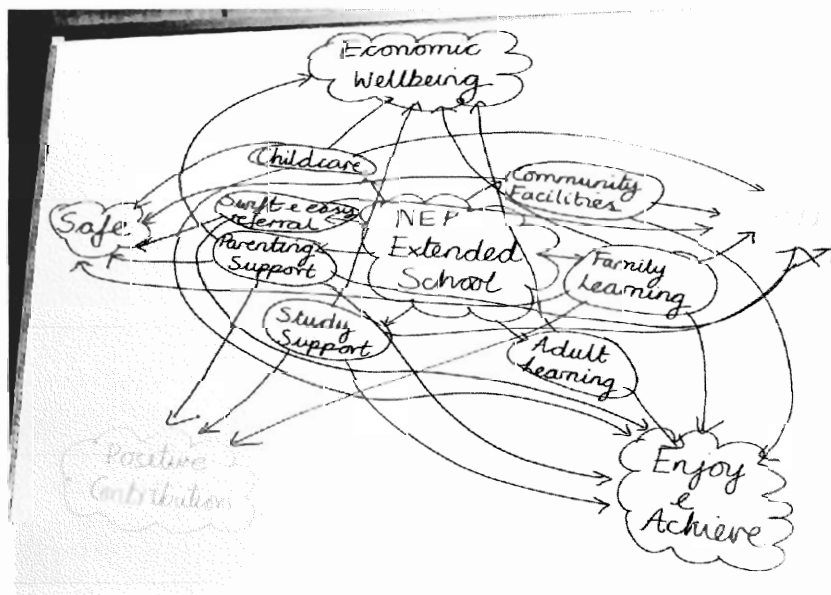
- Build up their understanding of the core offer;
- Benchmark the school's current position;
- Explore what we do well;
- Work out what still needs to be done.

These meetings generated a number of key focus areas:

- Vision - the need to identify the desired outcomes for our children in our school, based on first principles/the 5 outcomes which would shape any new services;
- Audit – the need to identify what areas of the core offer we are already providing and what we still may need to provide;
- Consultation - the need to consult with potential service users to ensure any current or planned provision is meeting or will meet the needs of our families and will be sustainable;
- Action – the need to have an action plan, which identifies any potential 'help partners', based on the outcomes of audit and consultation that will ensure core offer met by 2010.
- Monitoring & Evaluation – the need for 'built in' and on-going feedback about services.

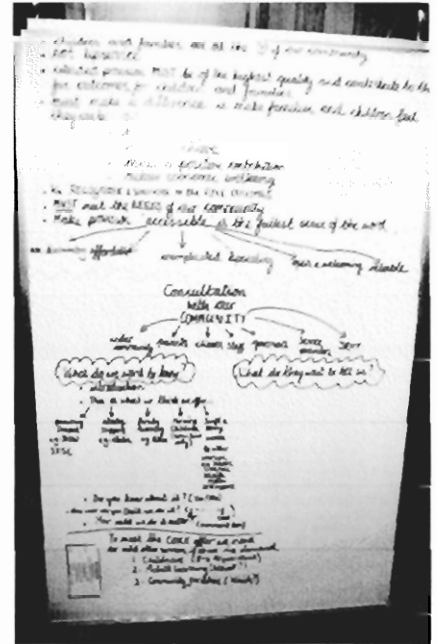
2. Vision

The focus group met again in January 2008 (17.01.08) to clarify the core offer and its links to the ECM agenda:



This was followed by a discussion of 'first principles' and desired outcomes, which generated the following statements:

- *Children and families are at the heart of our community – this must not be just 'lip-service' i.e. it must be evident in practice and not be just because the government tell us to do it.*
- *Extended provision must be of the highest quality and must contribute to the five outcomes for children and families.*
- *We recognise and subscribe to the Every Child Matters agenda and 5 outcomes.*
- *Extended services **must** make a difference i.e. they must make families and children feel they can:*
 - *Be safe;*
 - *Be healthy;*
 - *That they can enjoy and achieve;*
 - *That they can make a positive contribution;*
 - *That they can achieve economic well-being.*
- *Extended services must meet the needs of **our** community.*
- *Provision must be accessible in the fullest possible sense of the word i.e. it must be:*
 - *Non-discriminatory*
 - *Affordable*
 - *Uncomplicated*
 - *Appealing*
 - *Open & welcoming*
 - *Reliable*



3. CONSULTATION

Consultation will need to involve the whole school community:

- Parents
- Children
- Staff
- Governors
- Service providers
- Wider community (inc. JRHT)

Two key questions:

WHAT DO WE WANT TO KNOW?

WHAT MIGHT THEY WANT TO TELL US?

Parents' Questionnaire – initial ideas:

1. Introduction
2. This is what we think we offer...
 - Parenting support e.g. SFSC, SHSW
 - Study support e.g. clubs
 - Family Learning e.g. 'Keeping Up With The Children', 'Story Sacks' etc.
 - Morning childcare – Breakfast Club (Term time only)
 - Swift and easy access to other services e.g. school nurse, LDD etc.
3. Do you know about it? (Yes/No)
4. How well do you think we do it? (rate from 1 to 5 on line)

5. How could we make it better (comment box)
6. Explain to meet the core offer, we need to add other services *if there is sufficient demand*. These include childcare (8-6, all year round), adult learning (what?) and community facilities (which?).
7. Questions will need to gauge potential usage and viability – how often would they be used...how much would parents pay...what would the barriers be... etc.
8. Prize draw to encourage returns.

CJF agreed to draw up draft questionnaire & circulate to group members. Once agreed, this can be issued to parents.

The next meeting (21.02.08) will focus on consultation with other groups and the outcomes of consultation with parents if it has taken place.

4. OUTCOME OF PARENT CONSULTATION

The group analysed information from the returned Extended Services questionnaires for parents at their meeting on 21.02.08. This analysis contains a number of conclusions and action points:

1. *Almost all respondents had heard about Breakfast Club. Those who had used the service rated it highly. We now need to continue:*

- *To maintain the high profile of this service;*
- *To maintain the high quality of this service.*

2. *Around half of respondents knew we offered parenting support. Those who had accessed parenting support rated it highly. We now need to:*

- *Raise awareness of the range of parenting support on offer;*
- *Maintain the high quality of current support.*

3. *Around two thirds of all respondents knew we offered a range of after school activities. Most respondents rated after school activities highly. We now need to:*

- *Raise awareness of the range of activities on offer;*
- *Maintain the high quality of activities.*

4. *Around three quarters of respondents knew we offered Family Learning courses. Those who had accessed Family Learning rated it highly. We now need to:*

- *Raise awareness of courses on offer with a view to improving participation rates;*
- *Maintain the high quality of courses;*
- *Pass this information to Family Learning.*

5. *Only around one quarter of respondents knew our facilities could be hired by other groups. Those who used our facilities rated them highly. We now need to:*

- *Raise awareness of our Hire & Lettings Policy.*

6. *Around half of respondents knew we could refer families to other support services. Those who had accessed other support services rated them highly. We now need to:*

- *Raise awareness that we can do this;*
- *Provide better information about the types of support services that we could refer on to.*

7. *Around two thirds of respondents knew they could access adult learning in their local library. Those who had accessed it rated it highly. We now need to:*

- *Pass this information to the local library.*

Breakfast Club

Almost three quarters of respondents appear to value this service. Most feel the current charge is about right. We now need to:

- *canvas the 'might' respondents as to their reasons for not currently using the service to see if there is anything to learn.*

After School Childcare

It would appear that almost all respondents would value this service. A majority would pay up to £3.00 per session. We now need to;

- *Canvas the 'might' respondents as to the reasons why they would not use this service;*
- *Contact York Childcare to discuss options.*

Holiday Childcare

It would appear that almost all respondents would value this service. Users would be likely to pay between £5.00 - £10.00 per day. We now need to;

- *Canvas the 'might' respondents as to the reasons why they would not use this service;*
- *Contact York Childcare to discuss options.*

Childcare Barriers

The greatest barrier would be cost. Parents also have concerns about Child Safety, potential providers, reliability, mixed age groups and the activity programme on offer.

Other Comments

We now need to:

- Consider additional Study Support suggestions e.g. homework group run by volunteer parents, a drama/singing/dancing club, Keep Fit etc. to see if they can be provided;
- Draw up a newsletter showing all school run Study Support activities to issue to parents on a regular basis;
- Find out about voluntary, independent and private groups in locality providing study support opportunities (e.g. Brownies, Rainbows, Girls Brigade etc.) and include on school sheet;
- Include Study Support/Extended Services information on school website;
- Look again at session start & finish times (Little Rowans, FS1, FS2, KS1 & KS2) to ensure minimum inconvenience for families;
- Clarify misinformation about latecomers sent to Parents in January newsletter (to do in March newsletter)

The next meeting will be on 17th April 2008. It is hoped that a representative from York Childcare will attend. Copies of the analysis will be passed to members of staff, governors, Family Learning, the Library Service and members of the ICC LLG. Findings will also be communicated to parents. Other action points to be incorporated into 2008-09 School Improvement Plan. Mel to be asked to 'canvas' re: might respondents to after-school care & breakfast club.

Consultation with other stakeholders, particularly pupils, will need consideration at the next meeting.



INVESTOR IN PEOPLE

New Earswick Primary School
Hawthorn Terrace, New Earswick, York YO32 4BY



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"To have the best, to do our best, to be the best that we can be."

To:

Carole Farrar (NEPS Headteacher), Bill Ford (NEPS Governor), Sally Wadsworth (NEPS Deputy Head), Mel Shipley (NEPS Parent Governor), Kerry Revill (York Early Years) Kirsty Clayton (Assistant Head), Kate Green (Senior TA), Dorothy Galloway (School Business Manager), Jo Suggitt-Richardson (York Early Years), Angela Phillips (After-School Club Manager)

EXTENDED SCHOOL SERVICES GROUP MEETING

**WEDNESDAY 3rd DECEMBER 2008 between 10:30-11:30
at NEW EARSWICK PRIMARY SCHOOL**

Agenda:

1. Welcome & apologies for absence
2. Minutes of previous meeting
3. After School Care - progress to date & next steps
4. Study Support Newsletter
5. Next Meeting
 - Date
 - Agenda

Enclosures:

None



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EXTENDED SCHOOL SERVICES GROUP MEETING MINUTES 03.12.08

FAO: Carole Farrar (NEPS Headteacher), Bill Ford (NEPS Governor), Sally Wadsworth (NEPS Deputy Head), Mel Shipley (NEPS Parent Governor), Kerry Revill (York Early Years), Jo Suggitt-Richardson (York Early Years), Kirsty Clayton (Assistant Head), Kate Green (Senior TA), Dorothy Galloway (School Business Manager), Angela Phillips (After-School Club Manager)

ITEM	NOTES	ACTION
1. Welcome & Apologies	Present: Carole Farrar, Kerry Revill, Kirsty Clayton, Angela Phillips Apologies: Bill Ford, Jo Suggitt-Richardson, Maternity Leave: Sally Wadsworth Absent: Mel Shipley	
2. Minutes of previous meeting	All actions points completed unless otherwise noted. KR informed the group that AP will be able to do transitional NVQ L3 Playwork qualification as she already holds NVQ L3 for TAs. Further information will be sent to school - should be fully funded. AP looking into NVQ L3 Playwork for Elaine. Governors have agreed to After School Club charges staff discount of 50%.	<ul style="list-style-type: none"> • BF to give phone to AP • Long term capitation arrangements to be agreed by MT - <i>agenda item</i> • AP to organise Env. Health to check kitchen • CJF to advise staff about discount.
3. After School Care	Club up and running, averaging around 40 places filled per week. Unless numbers rise, there will be a significant shortfall and additional subsidy may be required. Ways to publicise club discussed. KR said she felt numbers were good to say just got going. Need to hold our nerve! Could be worst case scenario! Open afternoon planned for 04/12/08. Xmas Party 19/12/08. It was agreed that FS pupils could attend the ASC - even those who were not yet 4. Activity programme discussed - KR had liked what she had seen when she visited. Nutritional Standards - AP confirmed that these are being adhered to. User feedback - AP confirmed children enjoying sessions, occasionally not wanting to go home! Some behaviour issues - these were discussed. Instructions/rules need to be as positive as possible e.g. move around sensibly, play with toys in a sensible way rather than a lot of 'don'ts'. Need rewards and sanctions. Need to consult with children. Some issues with other SCB building users - these were operational & it was agreed that AP would try to convene user group meetings with minutes and agendas. FOCUS TO BE WHAT EVER IS IN THE BEST INTERESTS OF THE CHILDREN! Need for curtains or blinds identified. KP advised that there may be some York College playwork student placements in the club. Details to follow.	<ul style="list-style-type: none"> • AP to design poster for local business & NE bulletin • AP to put info on York Press website • AP to do list of 'positive' Ground Rules, rewards and consequences & display • AP to convene user group meeting • AP to write to Partnership Board to ask them to consider funding curtains/blinds • AP to put dates of out of school network meetings in diary • AP to look at drawing up an action plan.
4. Newsletter	The first Study Support newsletter went out at the start of this half-term. It was generally well received and will be updated and re-issued regularly.	
5. Date of next meeting	WEDNESDAY 4 th FEBRUARY 2009 @ 09:00 (See Management Team Meeting Agenda overleaf) Thank you to everyone for your help with this work! We did a great job!	

NEW EARSWICK PRIMARY SCHOOL

EXTENDED SERVICES QUESTIONNAIRE

By 2010, all children should have access to a variety of extended services in or around their school (please see attached sheet for more information). We want to find out if local families know what we already provide and what they still need. It would be helpful if you could complete & return this questionnaire by Friday 8th February 2008. Thank you.

All named, returned sheets will be entered into a prize draw for a £10 shopping voucher!

YOUR NAME:.....PHONE NUMBER:.....

SECTION ONE - ABOUT WHAT WE THINK IS HAPPENING NOW:

Please circle your answers

1. Did you know we offer daily childcare (Breakfast Club) from 08:00 in term time?

YES NO

If you have used this service, how do you rate it?

1 2 3 4 5 not used
 poor → good

2. Did you know that we offer parenting support?

YES NO

If you have used this service, how do you rate it?

1 2 3 4 5 not used
 poor → good

3. Did you know that we offer a range of after school activities?

YES NO

If you have used this service, how do you rate it?

1 2 3 4 5 not used
 poor → good

4. Did you know that Family Learning courses run in school?

YES NO

If you have used this service, how do you rate it?

1 2 3 4 5 not used
 poor → good

5. Did you know that our facilities can be hired by other groups?

YES NO

If you have used this service, how do you rate it?

1 2 3 4 5 not used
 poor → good

6. Did you know that we can refer families to other support services?

YES NO

If you have used this service, how do you rate it?

1 2 3 4 5 not used
 poor → good

7. Did you know that you can access adult learning in your local library?

YES NO

If you have used this service, how do you rate it?

1 2 3 4 5 not used
 poor → good

SECTION TWO - ABOUT CHILDCARE:

BREAKFAST CLUB - provides care between 08:00 and the start of the school day.

1. Do you use our **Breakfast Club**:

Everyday [] Sometimes [] Never [] Not now, but might in future []

2. We charge £1.00 (60p concessions) per day. Do you think this is:

Too much [] About right [] Would be prepared to pay up to £2.00 []

AFTER SCHOOL CARE - we do not currently offer daily term-time after school care up to 6.00p.m. on or near the school site. If we did:

1. Would you use **After School Care**:

Everyday [] Sometimes [] Never [] Not now, but might in future []

2. How much would you be prepared to pay per session?

Up to £5.00 [] No more than £3.00 [] No more than £2.00 [] Nothing []

HOLIDAY CARE - we do not currently offer 8.00a.m. - 6.00p.m. holiday care on or near the school site. If we did:

1. Would you use **Holiday Care**:

Everyday [] Sometimes [] Never [] Not now, but might in future []

2. How much would you be prepared to pay per day?

Up to £10.00 [] No more than £7.00 [] No more than £5.00 [] Nothing []

WHAT MIGHT STOP YOU USING ANY OF THESE CHILDCARE SERVICES?

No need [] Activity Programme might not be suitable []

Cost [] Child safety concerns []

Unreliable service [] Provider not known to me []

Other issues (please give details below):

Any other comments about the range of extended services the school hopes to offer or is already offering? For example, is there anything we should do more of, less of or stop doing altogether? How could we improve?

(continue on a separate sheet if necessary...)

Extended Schools - Information for Parents

The Government wants all children to have access to a variety of 'extended services' in and around their school by 2010. The 'core offer' they would like families to be able to access includes:

- High quality **childcare** 8a.m. - 6p.m., five days per week, 48 weeks per year;
- **Study support** activities e.g. sports activities, clubs;
- **Parenting support** e.g. School-Home Support worker, parenting programmes;
- **Family Learning** e.g. 'Keeping Up With The Children' courses;
- **Swift and easy access to other services** e.g. school nurses, speech therapy, debt counselling, health visitors;
- **Adult learning** e.g. ICT, maths;
- Facilities for **community use** e.g. sports hall, computers.

It will take time for all schools to be able to offer access to the full 'core offer' and they will not necessarily run the activities and services themselves. Schools will work in partnership with others, perhaps linking up with other local schools and organisations.

The Education Act 2002 requires schools to consult with pupils, parents, staff, the local community and Local Authority to ensure the services they develop are shaped around the needs of local families.

Extended Services are not about teachers running services or taking on additional responsibilities.

For further information go to www.parentscentre.gov.uk.

NEW EARSWICK PRIMARY SCHOOL

EXTENDED SERVICES QUESTIONNAIRE ANALYSIS

Total number of returns: 56 (representing approximately 33% families)

SECTION ONE - ABOUT WHAT WE THINK IS HAPPENING NOW:

1. Did you know we offer daily childcare (Breakfast Club) from 08:00 in term time?

YES	54
NO	2
1	
2	
3	
4	4
5	9
N/U	31

Almost all respondents had heard about Breakfast Club. Those who had used the service rated it highly. We now need to continue to:

- *Maintain the high profile of this service;*
- *Maintain the high quality of this service.*

2. Did you know that we offer parenting support?

YES	29
NO	27
1	
2	
3	
4	1
5	3
N/U	34

Around half of all respondents knew we offered parenting support. Those who had accessed parenting support rated it highly. We now need to:

- *Raise awareness of the range of parenting support on offer;*
- *Maintain the high quality of current support.*

3. Did you know that we offer a range of after school activities?

YES	39
NO	17
1	
2	
3	3
4	8
5	10

N/U	21
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Around two thirds of all respondents knew we offered a range of after-school activities. Most respondents rated after school activities highly. We now need to:

- *Raise awareness of the range of activities on offer;*
- *Maintain the high quality of activities.*

4. Did you know that Family Learning courses run in school?

YES	47
NO	13
1	
2	
3	3
4	5
5	3
N/U	32

Around three quarters of respondents knew we offered Family Learning courses. Those who had accessed Family Learning rated it highly. We now need to:

- *Raise awareness of the courses on offer with a view to improving participation rates;*
- *Maintain the high quality of courses;*
- *Pass this information on to Family Learning.*

5. Did you know that our facilities can be hired by other groups?

YES	14
NO	41
1	
2	
3	
4	2
5	
N/U	29

Only around one quarter of all respondents knew our facilities could be hired by other groups. Those who had used our facilities rated them highly. We now need to:

- *Raise awareness of our Hire and Lettings Policy.*

6. Did you know that we can refer families to other support services?

YES	29
NO	27
1	
2	
3	
4	
5	2
N/U	34

Around half of all respondents knew we could refer families to other support services. Those who had accessed other support services rated them highly. We now need to:

- Raise awareness that we can do this;
- Provide better information about the types of support services that we could refer on to..

7. Did you know that you can access adult learning in your local library?

YES	39
NO	17
1	
2	
3	1
4	4
5	1
N/U	33

Around two thirds all respondents knew that they could access adult learning in their local library. Those who had accessed it rated it highly. We now need to:

- Pass this information to the local library.

SECTION TWO - ABOUT CHILDCARE:

Do you use our Breakfast Club:

Everyday	3
Sometimes	11
Never	16
Might	26

We charge £1.00 (60p concessions) per day. Do you think this is:

Too much	1
About right	46
Up to £2.00	9

Almost three quarters of respondents appear to value this service. Most feel the current charge is about right. We now need to:

- canvas the 'might' respondents as to their reasons for not currently using the service to see if there is anything to learn.

Would you use After School Care:

Everyday	2
Sometimes	27
Never	9
Might	20

How much would you be prepared to pay per session?

Up to £5.00	16
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No more than £3.00	24
No more than £2.00	12
Nothing	1

It would appear that almost all respondents would value this service. A majority would pay up to £3.00 per session. We now need to;

- *Canvas the 'might' respondents as to the reasons why they would not use this service;*
- *Contact York Childcare to discuss options.*

Would you use Holiday Care:

Everyday	1
Sometimes	30
Never	6
Might	19

How much would you be prepared to pay per day?

Up to £10.00	23
No more than £7.00	22
No more than £5.00	9
Nothing	0

It would appear that almost all respondents would value this service. Users would be likely to pay between £5.00 - £10.00 per day. We now need to;

- *Canvas the 'might' respondents as to the reasons why they would not use this service;*
- *Contact York Childcare to discuss options.*

WHAT MIGHT STOP YOU USING ANY OF THESE CHILDCARE SERVICES?

No need	25
Cost	23
Unreliable	13
Activity Programme	10
Child safety	15
Provider	14
Other	Age group of

The greatest barrier would be cost. Parents also have concerns about Child Safety, potential providers, reliability, mixed age groups and the activity programme on offer.

Any other comments about the range of extended services the school hopes to offer or is already offering? For example, is there anything we should do more of, less of or stop doing altogether? How could we improve?

- Would love to have school holiday activities.
- After school sports activities.
- Ideas for future - a drop in homework group to help kids who maybe struggling and may not get the help from parents or carers. Could be run by volunteer parents!!
- Childcare up to 6.00pm would be brilliant. However need it also in the school holidays as cannot always get time off work.
- Holiday time sessions would be excellent - not necessarily full days but interest/ activity based e.g. arts & crafts, sport, cooking.
- Would be helpful to try and synchronize start and finish times for each stage of education for parents with more than one child at school - from Little Rowans - FS - Primary level.
- For myself the 30 min gap between pick up of FS Stage and drop off for Little Rowans which is fine while Little Rowans is at the Folk Hall but not looking forward to hanging round the playground for 30 mins twice a week with no where to go!
- More notice of events parents are going to be invited to attend. Sometimes we have only had 2 days notice, this causes problems for taking time off work.
- Re cost of holiday care it is difficult to say how much you would be prepared to pay because it depends how long your child is being looked after, or if you have more than one child.
- I don't always receive details of extended activities and email would be a convenient option for me to receive additional information. I am also concerned about the staff/agencies used for the extra activities and I would like to know that they are recommended.
- As a working single parent living in New Earswick holiday care near the school site would be a great help to me. At the moment my son has to go into city centre for child care during school holidays.
- Although I have ticked not now, but might in future if it was available I would use it in future.
- I think that the school sometimes sends out mixed messages about school start and finish times for example we received letters before Xmas saying school opened to greet children at 8.50 for 9am start but on a recent newsletter there was a section calling these children latecomers and asking us not to do this. It also said that a 'flexible' end to the school day meant we could pick the children up between 3.15 -3.30 but then the teacher told us that they don't have the resources to do this so it's either 3.15 - 3.30. It doesn't actually bother me personally which times the school chooses for drop off and pick up but I think it would be helpful if there was a consistent message so that we can get this right.
- When I return to work in 4 months after school and holiday care would enable me to return without worrying about my son being happy. Would like to see a newsletter showing all activities offered and costs involved.
- I think that the service of school help for parents is quite good especially for parents who work so that the child can go to breakfast club is quite good.
- A drama/singing/dancing club for younger children on a regular basis.

- It's a shame the youngster swimming stopped.
- Maybe a keep fit group??
- I would like to see an after school club and holiday club in place but its flexibility would affect myself. Our shifts are quite different each week and sometimes we only know a week in advance. I am aware that these services tend to be more formal and spaces are an optimum and may not be easily accessible e.g. I may need childcare on a Monday one week then Wednesday the next.
- The maths class for Y2 has been great and Ben has enjoyed it immensely.
- I like the sound of the bible group also but know it's for older children only.
- I would be interested in helping to establish guiding groups from the school if possible e.g. Rainbows and Brownies as we lack these groups. Would be good to see these groups running from the school. Not sure if a possibility though???
- I think holiday cover would be very useful as this will be a problem for me when Sophie goes to full time as I have too work and do not get enough holidays to cover school holidays.
- My child sometimes attends breakfast club not because I need my daughter to, but because she just enjoys going.

We now need to:

- Consider additional Study Support suggestions e.g. homework group run by volunteer parents, a drama/singing/dancing club, Keep Fit etc. to see if they can be provided;
- Draw up a newsletter showing all school run Study Support activities to issue to parents on a regular basis;
- Find out about voluntary, independent and private groups in locality providing study support opportunities (e.g. Brownies, Rainbows, Girls Brigade etc.) and include on school sheet;
- Include Study Support/Extended Services information on school website;
- Look again at session start & finish times (Little Rowans, FS1, FS2, KS1 & KS2) to ensure minimum inconvenience for families;
- Clarify misinformation about latecomers sent to Parents in January newsletter (to do in March newsletter).



NEW EARSWICK PRIMARY SCHOOL



AFTER SCHOOL CHILDCARE in HUNTINGTON and NEW EARSWICK

Dear Parents,

We know that there is some demand for after school childcare in New Earswick and would now like to know if there are any families in Huntington who might also require such provision. We are hoping to build on the success of our Breakfast Club by providing a similar, high quality non-profit making service for local families. This is what we think we MIGHT be able to offer:

- A 16 place after-school club, based in The Studio at New Earswick Primary School, from the end of the school day until 6.00p.m.;
- 2 members of staff, one of whom would hold a Level 3 qualification;
- OFSTED registration, which would assure quality and mean that parents who work more than 16 hours would be able to claim Childcare Tax Credits;
- A remission scheme for families in greater need;
- Good value for a possible sessional charge of £4.00 for around 2.5 hours of childcare - most similar clubs charge between £5.50-£8.00 per session.

However, before we take matters any further, we need to be as sure as we can be that this new service would be well-supported. It would really help us if you could answer the questions below and send the slip back to your child's school by Monday 19th May 2008. Many thanks!

NEW EARSWICK PRIMARY SCHOOL - AFTER SCHOOL CHILDCARE

Name: Ages of child/ren:

School Attended:

Contact details:

I would be likely to use an After School Club like the one described above:

- Everyday
- A few days a week
- A few days a term
- Never

I would be interested in attending a meeting to find out more about Childcare Tax Credits:

- Yes
- No





NEW EARSWICK PRIMARY SCHOOL

AFTER SCHOOL CHILDCARE



Dear Parents,

The recent Extended Services questionnaire revealed that there is some demand for after school childcare in New Earswick. This is a need we would like to try to meet if we can. We have started to look at what we might be able to provide in an affordable and sustainable way. We would hope to build on the success of our Breakfast Club by providing a similar, high quality non-profit making service for local families. This is what we think we MIGHT be able to offer:

- A 16 place after-school club, based in The Studio, from the end of the school day until 6.00p.m.;
- 2 members of staff, one of whom would hold a Level 3 qualification in Playwork;
- OFSTED registration, which would assure quality and mean that parents who work more than 16 hours would be able to claim Childcare Tax Credits;
- A remission scheme for families in greater need;
- Good value for a sessional charge of £4.00 for around 2.5 hours of childcare - most similar clubs charge between £5.50-£8.00 per session.

However, before we take matters any further, we need to be as sure as we can be that this new service would be well-supported. It would really help us if you could answer the questions below and send the slip back to school by Monday April 21st. Many thanks!

NEW EARSWICK PRIMARY SCHOOL - AFTER SCHOOL CHILDCARE

Name:..... Ages of child/ren:.....

I would be likely to use an After School Club like the one described above:

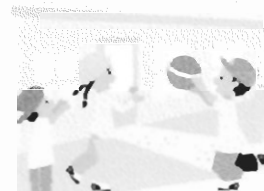
- [] Everyday
 [] A few days a week
 [] A few days a term
 [] Never

I would be interested in attending a meeting to find out more about Childcare Tax Credits:

- [] Yes
 [] No

Please send the slip back to school by Monday April 21st 2008.

Thank you.



NEW EARSWICK PRIMARY SCHOOL - AFTER SCHOOL CHILDCARE FEEDBACK

35 PARENTS RETURNED SLIPS

I would be likely to use an After School Club like the one described above:

Everyday	1
A few days a week	17
A few days a term	13
Never	4

I would be interested in attending a meeting to find out more about Childcare Tax Credits:

Yes	9
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INCLUDES SCHOOLS LOCALITY



NEW EARSWICK PRIMARY SCHOOL STUDY SUPPORT NEWSLETTER No. 2 FIRST HALF SPRING TERM 2009

In this newsletter you will find details of local opportunities for out-of-hours learning for primary school children.

Activity	Type	Who	When	Where	No. of places	Charges	Contact Details
ICT Buddies	Targeted - by invitation	4 pupils from Y3-6	Mondays 12:30-13:00	School ICT Suite	16	FREE	Mrs. Clayton 768228
Blooming Kids Gardening Club	Open	Y1-4	Mondays 15:20-16:00	School Arts Room	25	FREE	Mrs Davies 768228
British Sign Language Club	Open	Y1-6	Fridays 12:30-13:00	School Room 5	22	FREE	Mrs. Goldthorpe 768228
Book & Drama Club	Targeted - by invitation	Y5/6	Wednesdays 15:20-16:15	School Hall	22	FREE	Miss Allman 768228
Kids Rock	Open	Y3/4	Tuesdays 12:20-13:00	School Family Room	20	FREE	Jane Paine 07799 577582
P4C Philosophy Club	Targeted - by invitation	YR-6	Mondays 15:20-16:30	School Medical Room	20	FREE	Helen Mackenzie JRHT 01904
Debating Club	Open	Y4-6	Mondays 15:20-16:30	School Studio	20	FREE	629241
Chess Club	Open	Y3-6	Fridays 12:30-13:00	School Family Room	20	£1.00 per session	Peter Clousedale 01904 767177
Netball	Open	Y5/6	Thursdays 15:20-16:30 + Fixtures	School Yard/Hall	25	FREE	Miss Barr 768228
Guitar	Open	Y2-6	Variable during school day	School	group size max. 4 children	CHARGE - contact LA	Mr. J. Martin 01904 554660
Chill Out	Invitation or self-referral	YR-6	Daily 12:00-13:00	School Medical Room	8	FREE	Mrs. Bell 768228
SHSW Drop In	Invitation or self-referral	FS-6	By arrangement	School Rainbow Room	Mostly 1:1 or small group	FREE	Mrs. Francis 768228
Breakfast Club	Open	FS-6	Daily 08:00-08:40	School Studio	30	£1.00 per day (con's 60p)	Miss Green 768228
After School Club	Open	FS-6	Daily 15:30-18:00	Sessional Care Building	26	£4.75 NEPS £5.25 other	Angela Phillips 01904 768228
Story, Song & Craft Time	Open	Under 9's	Saturdays 11:00-11:30	Explore! Library Learning Centre	no limit	FREE	Librarian 01904 552629

Annex B

JRHT Junior Club	Open	8-11 years	Tuesdays 18:00-19:30	Folk Hall	20	20p per session	Folk Hall 769621
Brownies	Female	7-10 years	Mondays 18:00-19:30	St. Andrew's Church	30	£1.00 per session	Mrs. Jefferson 761137
Rainbows	Female	5-7 years	Wednesdays 17:00-18:00	St. Andrew's Church	30	£1.00 per session	Mrs. Jefferson 761137
Girls' Brigade	Female	5-7 (Explorers) 8-11 (Juniors) 11-14 (Seniors)	Wednesdays 18:00-19:30, 18:00-19:30 18:45-20:15	New Earswick Methodist Church	20 20 20	£1.00 per session	Lorraine Murphy 765838
Beavers	Open	6-8 years	Thursdays 18:00-19:15	St. Andrews Church Hall, Huntington	24	£25 per term (£30 from January 2009)	Debbie Flintoft 01904 637328
Cubs	Open	8-10 years	Mondays 18:30-20:00		36		Ann Shannon 01904 763583
Scouts	Open	10-14 years	Thursdays 19:30-21:15		36		07742 219216
Hockey Coaching	Open	9-12 years	Mondays 17:00-18:00	Huntington All Weather Pitch	no limit	£2 per session (pay annually)	Mr. Bob Maltby 01904 707887
Trampoline	Open	Y1-6	Mondays 15:40-16:40 16:40-17:40	Gym @ Joseph Rowntree School	12 per class	£2.50 per session	Harry Gallagher 07882 633764
Martial Arts	Open	Y1-6	Mondays 15:45-16:45	Sports Hall @ Joseph Rowntree School	Up to 24	£25 per half term in advance	Clive Greenhalgh 07752 096121
FA Football	Open (Contact leader before attending)	Y1-6	Fridays Y1/2 16:00-17:00 Y3/4 17:00-18:00 Y5/6 18:00-19:00	Huntington School	20	£1 per session	James Riches 07943 862282
Gymnastics	Open	Y1-6	Thursdays 17:15-18:15 18:15-19:15	Gym @ Joseph Rowntree School	20	£2.00 per session	Dave Pennington 07916 136946
Dance	Open	Y1-6	Wednesdays 16:15-17:00 17:00-16:45	Gym @ Joseph Rowntree School	20	£2.00 per session	Ann Marie 07739 104783

OTHER USEFUL NUMBERS: NEW EARSWICK EXPLORE LIBRARY LEARNING CENTRE TEL. 01904 552629 (OPENING HOURS: MONDAYS 8.30a.m.-2.30p.m., TUESDAYS 2.00-7.00p.m. THURSDAYS & FRIDAYS 2.00-5.00p.m., SATURDAYS 9.30a.m.-1.00p.m.) NEW EARSWICK SWIMMING CLUB TEL. PAULINE RICHARDS on 01904 765397 (MEMBERS' OPEN SWIM SESSIONS: TUESDAYS 7-9p.m., FRIDAYS 7-8.30p.m., SATURDAYS 2-3.30 & 7-8.30p.m. SUNDAYS 9-10.30a.m. & 2-3.30p.m. - some restrictions apply)

NEPS AFTER SCHOOL CLUB OUTLINE BUDGET

Annex B

ANTICIPATED COSTS (if job evaluation rates confirmed):

Manager's Salary	£8,716
<i>(£21,500 divided by 37 hours multiplied by 15 hours)</i>	
Assistant's Salary	£4,888
<i>(£14,250 divided by 37 hours multiplied by 15 hours divided by 52 weeks multiplied by 44 weeks)</i>	
TOTAL SALARIES	£13,604
Plus on costs @ 21%	£2,857
	£16,461 per annum

ANTICIPATED INCOME FOR 20 PLACE CLUB (Total places = 20 x 5 x 38 = 3,800):

<u>Charging option A</u>	£4.50 per session/£2.25 per hour NEPS Children £5.50 per session/£2.75 per hour non-NEPS Children
--------------------------	--

Example Income

- All 20 places fully filled with NEPS children = £4.50 x 20 x 5 days x 38 weeks = £17,100
- 10 places fully filled with NEPS children (1,900 places taken) = £8,750 (Subsidy = £7,711)
- 10 places fully filled with NEPS children (£8,750) + 3 fully filled with non-NEPS children (£3,135) + 5hpw purchased at NEPS rates (£427.50) + 3 hours purchased at non-NEPS rate (£313.50) = £12,626 (Subsidy = £3,835)

<u>Charging option B</u>	£4.75 per session/£2.50 per hour NEPS Children £6.00 per session/£3.00 per hour non-NEPS Children
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Example Income

- All 20 places fully filled with NEPS children = £4.75 x 20 x 5 days x 38 weeks = £18,050
- 10 places fully filled with NEPS children (1,900 places taken) = £9,025 (Subsidy = £7,436)
- 10 places fully filled with NEPS children (£9,025) + 3 fully filled with non-NEPS children (£3,420) + 5hpw purchased at NEPS rates (£475) + 3 hours purchased at non-NEPS rate (£342) = £13,262 (Subsidy = £3,199)

<u>Charging option C</u>	£5.00 per session/£2.75 per hour NEPS Children £6.50 per session/£3.25 per hour non-NEPS Children
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Example Income

- All 20 places fully filled with NEPS children = £5.00 x 20 x 5 days x 38 weeks = £19,000
- 10 places fully filled with NEPS children (1,900 places taken) = £9,500 (Subsidy = £6,961)
- 10 places fully filled with NEPS children (£9,500) + 3 fully filled with non-NEPS children (£3,705) + 5hpw purchased at NEPS rates (£522.50) + 3 hours purchased at non-NEPS rate (£370.50) = £14,098 (Subsidy = £2,363)

Notes:

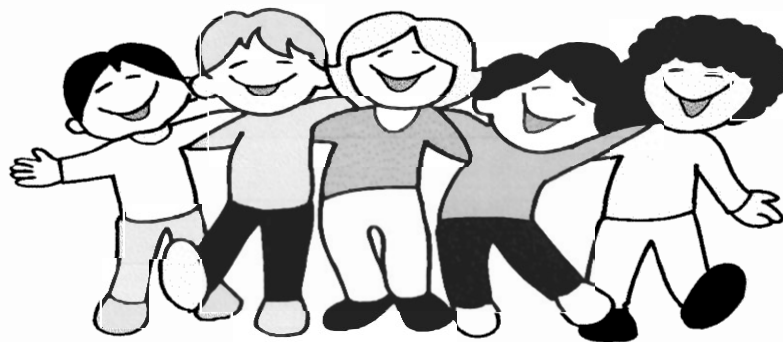
- *Session length = 2.5 hours/Staff employed 3 hours per day*
- *Snacks extra - 50p (Toast, crumpets, teacakes, marg, jams, milk, juice, water). Must bring own if not purchasing from ASC*
- *Charge to non-NEPS children higher as can subsidise NEPS children from School Budget*
- *No 'remissions' for FSM as can get help with childcare through tax credits system*
- *No '2nd child' discounts*
- *Preparation time = 3hrs x 5 training days = 15 hpa*
- *Session preparation/clear up = 15 mins pre & post session*
- *Contingency subsidy amount to be built into revised budget (2 thirds)*
- *100 'places' per week - estimate will need to fill around three quarters*
- *May be able to take up to 26 children if full*

Annex B

**NEW EARSWICK PRIMARY
SCHOOL**

AFTER SCHOOL CLUB

Family Information Pack



New Earswick Children's Centre

Hawthorn Terrace

York

YO32 4BY

Tel 01904 767255 (between 3:15pm and 6:00pm)

Registration Number: 816/3901

WELCOME!

Welcome to New Earswick Primary School After School Club, which is located in the sessional care building (old nursery). We aim to provide a happy, safe, warm and stimulating environment for ALL children, whilst encouraging fair play within a sharing and caring environment.

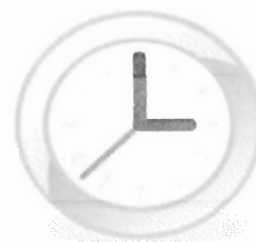
**Admissions Policy**

We are a fully inclusive club, open to **ALL** children. Should your child have any additional or special needs, allergies or dietary requirements please make sure you **record** these on the registration form **AND** speak to the Manager to ensure your child can be appropriately welcomed into the club.

Opening Times:

Our After School Club begins at 3:30pm and finishes at 6:00pm.

There will be a member of staff waiting in the school reception area from 3:20pm for children under 8 to arrive and be escorted to the sessional care building together. There will also be a member of staff waiting in the sessional care building for any child aged over 8 who can make his/her own way to the sessional care building through the playground.

**Booking**

We have places for up to 25 children per session. We advise you to make prior bookings where possible to ensure your child can have a place. Once we are fully booked, you will be put on a waiting list until a place becomes available. We will assume your booking is on-going unless you tell us otherwise. A registration form is included in this pack. Please ask if you require an additional form. Current booking forms are available on request.

A completed registration form is required for each child attending the club. Places at the club will be given on a 'first come first served basis'. If you accept the offer of a place, this will book your child's place for the duration of their time at their primary school. We will give priority to parents whose children who attend New Earswick Primary School and/or who are wanting the most sessions. You are not required to re-book your

child's place each term or annually. However if you wish to cancel or change your booking we would require **2 weeks notice in writing**. We are happy to accept short notice/same day bookings when we have spaces available.

Payment and Fees

You may pay for the After School Club weekly, monthly or every term. Payment will be accepted either by cash or cheque, which should be made payable to 'New Earswick Primary School'. We also accept Childcare Vouchers. Payments should be given to the Manager when children are collected.

If payments are ever more than 1 week in arrears, parents will be asked to make arrangements to pay off the outstanding amount. If a child is off sick, then parents will receive a credit. If a child is absent for any other reason, pre-booked places must still be paid for. Non-payment of fees may result in a child's place being withdrawn.

Fees from November 2008 are as follows:

Weekly charge for five full sessions:

£23.75	(New Earswick Primary School Pupils)
£30.00	(other children)

Weekly charge for five full sessions *plus daily snack*:

£26.25	(New Earswick Primary School Pupils)
£32.50	(other children)

Daily charge per full session:

£4.75	(New Earswick Primary School Pupils)
£6.00	(other children)

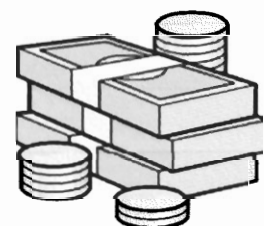
Daily charge per full session *plus snack*:

£5.25	(New Earswick Primary School Pupils)
£6.50	(other children)

Hourly rate:

£2.50p	(New Earswick Primary School Pupils)
£3.00	(other children)

Healthy snack	50p per child per day
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Childcare Tax Credit

You may be entitled to Child Tax Credit, which may help you with up to 70% of weekly childcare costs. Please phone 0845 300 3941 or go to www.hmrc.gov.uk/childcare . Our registered number is 816/3901.

Cancellations and Sickness

Please contact us if your child is going to be absent from the club through sickness or for any other reason as, if a child doesn't attend, we will be concerned as to his/her whereabouts. We would need to follow up such absences and as you can imagine this will take time and cause worry for the staff and disruption for the other children. Please contact the school, which will pass a message onto the manager.



Should you need to cancel your place at the After School Club then we will require **2 weeks notice in writing**. Fees will be due for this period regardless of attendance.

Staffing

All staff wear name badges so they can be easily identified. The After School Club is staffed by a manager and an assistant, both of whom hold relevant qualifications and have previous childcare experience. All staff and any volunteers are required to undertake an Enhanced Criminal Records Bureau check to help ensure the safety of the children. Members of staff are encouraged to take part in further training to keep their knowledge and skills up to date.

Activities

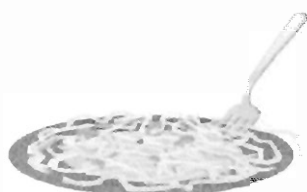
We have use of an enclosed outdoor area, which children will have access to at all times, weather permitting. We encourage children to play outdoors as well as indoors. Both free play and more structured activities are on offer. We have a variety of activities such as art & craft, board games etc. and we also have use of the school hall and ICT suite. We have a quiet area so that if children just want to relax with a book, a



bit of TV or a DVD then they can, although we will make sure that they are not sitting for the whole session in front of the TV!

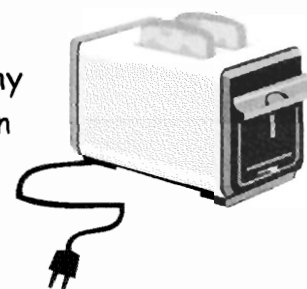
Healthy Snack

All children **MUST** have a snack whilst at the club. Healthy snacks may be purchased from the club for 50p or children may bring their own. **Please do not send your child with**



snacks that contain nuts.

Please note that the snack provided by the club is not a substitute for tea! On arrival, children will be offered a drink and a biscuit whilst we do

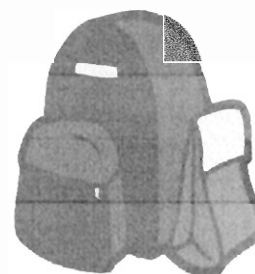


registration. From 4:30pm to 5:00pm they will be offered a light healthy snack such as toast, fruit or pasta. Children are encouraged to help with food selection. They will have access to drinking water throughout the session.

What children should bring to the After School Club

Children should bring all their bags and coats from school. As they may be playing outside or doing 'messy' activities, you might like to send a change of clothing for your child, which should be named.

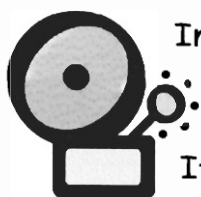
During the summer months children **MUST** bring a hat and labelled sun cream with them. Please make sure that your child **does not** bring anything to the club that is valuable. If s/he does bring anything to the club of his/her own then it is his/her responsibility at all times. **The club cannot be held responsible for loss or damage to anything brought in from home.**



Going Home

You will need to wait for a member of staff to let you into the building. It is important that you **sign your child out** at the end of the session in the daily register. We will challenge any person who comes to collect your child whom you have not named on the registration form. If you wish to change/add or delete a person's name or details on the list of who can collect your child, then you must notify the Manager.

Emergency situations



In an emergency situation, the Manager will make every effort to contact parents/carers using the contact telephone numbers that have been provided on the registration form.

If the Manager is unsuccessful in making contact with a nominated adult, then they will act in the child's best interest.

This may include contacting the social services 'out of hours team' to take responsibility for the child. Parents/carers are reminded that the club is not responsible or insured for incidents occurring after the session has finished.

Policies and Procedures

A list of all our policy and procedure statements is included in this information pack. If you would like a copy of any policy, please see the Manager.



Further Information

If you require any further information about our club, please call in to speak to the Manager or any member of staff. Staff can also be contacted on 01904 767255 between 3:15pm and 6:15pm.

**LIST OF NEW EARSWICK PRIMARY SCHOOL
AFTER SCHOOL CLUB POLICIES**

1. Admissions and Fees
2. Anti-Bullying
3. Arrivals and Departures
4. Behaviour Management
5. Care, Learning and Play
6. Child Protection
7. Complaints Procedure
8. Dealing with Racial Harassment
9. Documentation and Information
10. Equal Opportunities
11. Equipment
12. Fire Safety
13. Food and Drink
14. Health and Safety
15. Health, Illness and Emergency
16. Infectious and Communicable Diseases
17. Involving and Consulting Children
18. Missing Children
19. Mission Statement
20. Partnership with Parents and Carers
21. Physical Environment
22. Risk Assessment
23. Settling In
24. Site Security
25. Smoking, Alcohol and Drugs
26. Special Needs
27. Staff Development and Training
28. Staffing
29. Students and Volunteers
30. Suspensions and Exclusions
31. Uncollected Children
32. Visits and Outings

**NEW EARSWICK PRIMARY SCHOOL AFTER SCHOOL CLUB
REGISTRATION FORM**

Child's full name	
Date of birth	
Age	
Address	
Home Tel no.	
Mobile Tel no.	
Religion and Ethnic Background	
School attended and telephone number	
Does your child have any special needs? (illnesses, allergies, dietary requirements or disabilities).	
Do you require our After School Club to provide snack for your child ?	
What is your child's healthy snack and drink preference ?	
Do you give permission for your child to wear a plaster if necessary?	
YES NO	
Parent/Carer Contact 1	
Name	
Address	
Employers name and address	
Relationship to child	
Contact Tel no.	
Parent/Carer Contact 2	
Name	
Address	
Employers name and address	
Relationship to child	
Contact Tel no.	

Name and address of doctor	
Tel no. of doctor	
Name and Tel no. of person(s) to contact in case of an emergency	
Name of person(s) authorised to collect child. Please also give a password for these people to use when collecting the child in this space or send a passport photograph. 1. 2. 3. 4.	
Please note: People who are not named on this form will be not be allowed to collect your child/children without prior consent being given in writing or over the telephone.	
Do you give permission for your child to use the club sun cream during summer months? YES NO	
Do you give permission for your child to receive appropriate medical attention in the case of an accident or emergency? (You will be contacted immediately in such circumstances. If we fail to contact you, a doctor may deem it necessary to proceed with treatment before parental consent can be obtained) YES NO	
Do you give permission for your child to be taken on outings under the close supervision of a Playworker? YES NO	
Do you give permission for your child to have his/her face painted? YES NO	
Do you give permission for your child to be photographed at the club for publicity purposes? YES NO Do you agree to your child's full name being published? YES NO	
Do you give permission for your child to be photographed at the club for our records? YES NO	
I declare the above information to be true and promise to contact the club manager if any of the details change.	
Signature	Parent/guardian
Date	Full name

September 2008

FOR BREAKING NEWS ONLINE thepress.co.uk

School's even more fun when it finishes

STAYING behind after class has never been so appealing for children at a York primary school.

The New Earswick After School Club has proved a hit in its first term of providing extra curricular activities for three to 11-year-olds.

Pictured enjoying the fun are, from left, Jake, Megan, After School Club manager Angela Phillips, Rosie, Callum and Aaron. The club offers children a range of activities including baking, arts and crafts and outdoor play.

Angela said: "The kids are really enjoying it - they think it's great. When they're being picked up they always want to stay longer. At the moment baking is proving to be very popular and we are getting ready for Christmas by making decorations."

The sessions run from 3.30pm to 6pm, and cost £4.75 per session or £2.50 per hour for New Earswick School pupils and £6.50 per session or £3 per hour for children from other schools.



Picture: David Harrison