

“Effectiveness of the leadership and management is Good”

*Ofsted 2018*

“Quality of teaching, learning and assessments is Good”

*Ofsted 2018*

“Personal development, behaviours and welfare are Good”

*Ofsted 2018*



# The Wheat Patch club

## Prospectus

### August 2021

**Patchway Pavilion  
The Avenue  
Patchway  
Bristol  
BS34 6BD**

**All enquires: 07780 660145  
Club Premises: 01454 202283  
Website: [www.wheatpatch.co.uk](http://www.wheatpatch.co.uk)  
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# THE WHEAT-PATCH CLUB

Prospectus, August 2021

## The Vision of The Wheat-Patch Club

To provide a safe and enjoyable, kind and friendly childcare provision, for children aged 4-12, outside their normal school day, and/or during school holidays, which is affordable to parents/carers.

## The Values of The Wheat-Patch Club

- Our staff are qualified to the agreed National Standards.
- We ensure the safety of every child in providing the required number of staff.
- We provide Equal Opportunities for children with regard to gender, gender identity, race, culture, religion, disability and special needs.
- We encourage a high standard of behaviour from the children attending the Club.
- We offer the children a varied programme to include craft, sport and recreational activities.

## The aims of The Wheat-Patch Club

- **Physical Environment** – To ensure that the Pavilion is safe and secure at all times and to provide the children with a variety of activities to encourage social skills within the group. To provide appropriate and well maintained equipment which conforms with safety standards.
- **Equal Opportunities** – All staff and Committee members to promote an anti-discriminatory practice for all children attending the group.
- **People** – To have the appropriate number of qualified staff, delivering high quality child care in an understanding and friendly manner.
- **Relationships** – All staff and Committee members are encouraged to involve parents/carers and children in the organisation and running of the Club. Care should be shown towards others and their belongings at all times.
- **Partnerships** – As a Community group, we feel that positive relationships should be made and maintained with parents/carers, local organisations and outside agencies such as Children's Play link, OFSTED, South Gloucestershire Early Years and Patchway Town Council.
- **Play and Learning** – Non-structured sessions are offered to encourage the children's independence. However, staff organise a range of activities for the children to participate in freely.
- **Planning** – The Committee are to meet on the first Monday of each month to discuss any outstanding issues, along with new ideas from parents/carers, children and local authorities, also funding issues. The Manager attends these meetings to act as a staff representative.
- **Assessment** – Regular assessments are not carried out for each child, although we have EYFS for some children, however we inform parents/carers of any issues that arise at the Club, that we feel should be addressed.
- **Record Keeping** – Accurate records are to be held on the following items: -
  - Daily register of attending children
  - Registration forms for each child
  - Accident book
  - Medical book
  - Behaviour book
  - Visitor's book
  - Staff contacts details and copies of relevant checks
  - Parents/carers contact details

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- Club policies
- EYFS Profile for some children
- **Sustainability** – Booking forms are sent to parents/carers in advance, to enable us to obtain accurate numbers of children attending and to establish the number of staff required

### About the Wheat-Patch Club

The Club is a community based, non-profit making organisation. The day-to-day running is overseen by the Playleader and management committee consisting of parent/carers elected at the Club's Annual General Meeting. This ensures that major decision-making is in the hands of parents who use the club. The management committee is responsible for the policy and practice of the Club, including the rules and charges and employing staff. Playleaders do not decide rules and charges.

The Wheat-Patch Club is registered with Ofsted. The registration document is posted on the parents/carers notice board at the club.

All key staff working for The Wheat-Patch Club have been checked by the CRB (Criminal Records Bureau). It is also a registration requirement that staff follow the South Gloucestershire Child Protection procedure (copy available on request).

### Opening Hours – Term times

The Club runs two term-time schemes. These are:

Before School	7.45am until entry into school	Currently St. Chads Patchway C of E Primary School only
After School	From school until 6.00pm	Currently St. Chads Patchway C of E Primary School only

**The Club does not open on Bank Holidays or In-service Training Days.**

### Opening Hours – School Holidays

Full day	7.45 am to 6.00 pm	Open to Any child Aged 4-12
Morning	7.45 am to 1.00 pm	
Afternoon	1.00 pm to 6.00 pm	

### Opening Hours – Covid 19 impact

Prior to the start of the Government enforced lock-down in March 2020, the club supported both St Chad's Patchway C of E Primary School and Wheatfield Primary School. When schools reopened in September 2020, we restricted our opening to term-time for pupils attending St Chad's only, to ensure that the safety of class/school bubbles were preserved. We will continue to review this decision and, dependent upon demand, will re-open our service for pupils attending Wheatfield school.

We also continue to review demand for our holiday club, with a view to re-opening later in the year.

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### Registration, Allocation of places and Invoicing Policy.

**Registration with the Club** - A registration fee is payable for each child. The fee is due on the 1st September each year. By registering with the Club, parents/carers are deemed to accept the Rules of the Club as set out in this Prospectus. Registration fees will be invoiced with session fees for the month of September.

**Booking and allocation of places** - Any child can be registered with the Club, but there are restrictions on who can attend which scheme. At present the Club will be opens with capacity for 24 children.

#### In school term-time

- Currently, only children attending St. Chads Patchway C E Primary School are eligible to attend
- booking forms for will be sent out with confirmations for previous bookings or will be available to download from the clubs web-site, Wheatpatch.co.uk.
- once booking forms and full payment for the forthcoming month has been received , the club's administrator will confirm places in writing, all places being allocated on a first-come, first serve basis
- any applications received after the closing date indicated on the booking for, will be considered after those received on time and places offered where possible
- to cover additional administrative charges any booking received after the closing date will be subject to an additional £10.00 late fee.

#### In school holidays

- any child (Aged 4-12) from the local community is eligible to attend
- booking forms will be sent out for all registered children in good time to book for forthcoming school holidays
- once booking forms and full payment for the forthcoming month has been received , the club's administrator will confirm places in writing, all places being allocated on a first-come, first serve basis
- any applications received after the closing date indicated on the booking for, will be considered after those received on time and places offered where possible.
- to cover additional administrative charges any booking received after the closing date will be subject to an additional £10.00 late fee

#### Short-notice and ad-hoc bookings

- the Club will be available to take bookings at short notice if a space is available
- short notice bookings can be taken via the Playleader by telephone or at the Club, additional booking forms should be completed for the sessions requested at this time
- If it is not possible to reach agreement on the allocation of a space, the matter can be referred to the Playleader and then the Management Committee of the club.

#### School in-service training days

Should supported schools have an in-service training day, the club will not be available for children attending that school. The club will be open for other supported schools if they do not have an in-service day.

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### Bank holidays

The Club does not open on national or Bank Holidays.

### Fees

- An annual registration fee of £12.00, due on the 1st September each year, is payable for each child.
- Prices, per session, for each child are as follows.

Term-time, before school From 7:45 am until walked to school	£6.00 per session
Term-time, after school from collection From school until 6:00 pm	£8.25 per session
School Holidays – half day Morning session 7:45 am to 1:00 pm, or Afternoon session 1:00 pm to 6:00 pm	£14.00 per session 2 <sup>nd</sup> & subsequent siblings, £12.00*
School Holidays – full day 7:45 am to 6:00 pm	£24.50 per session 2 <sup>nd</sup> & subsequent siblings, £22.50*

\* Sibling rates apply to 2nd and subsequent children from the same family attending the same session.

- Late bookings, received after the cut-off date (15<sup>th</sup> of the month before sessions being booked) will incur an additional administration charge of £10.00.
- Late Collection fees will be charged for each child collected after session finish times. This charge is £6.00 for each full, or part, quarter hour and is necessary to help meet additional costs incurred by the Club.

### Payment

- Payments are due on the 15th of the month prior to booked sessions.
- We prefer that payments are made by direct bank transfer (bank details will be provided on request), we also accept child-care vouchers from many providers. Cash payments will be accepted if direct bank transfer cannot be arranged.
- Charges are for a full session, although your child can arrive and leave at times convenient to yourself within the session times.
- Fees continue to be payable if a child is absent or ill. The Administrator will consider special cases.
- Emergency Short Notice Bookings must be paid for at the at time of drop-off or collection.
- Every child's attendance at the Club is conditional upon continued payment of relevant fees. We may, by special arrangement, agree to late payment but, if arrangements to pay are broken we will be unable to provide child-care. If final payments remain outstanding at the end of the month they will be referred to the club's Management Committee and allocated places on the care scheme will be suspended until the account has been settled. We shall endeavour to recover any unpaid fees and commence court proceedings for recovery if necessary.

### What the Club provides for your children

#### Before and After School

- Children will be offered a varied programme of activities to meet the age range including craft, sport, recreational activities etc.

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- Children will be collected from the reception area of their school and escorted to the Pavilion. On arrival they will be given a drink and nutritional snack.
- Weather permitting, children will have access to outside facilities of the Club.
- Although there will be structure to the children's time in the Wheat-Patch Club, they will be free to choose the activities in which they wish to participate. The children will be consulted for their ideas.

### During the holidays

- Outings may be organised (the cost of any outing is not included in the normal fee). Spaces may be limited on these days and the club will be closed on these days to children not attending the trip.
- Drinks and light snacks will be available during the holidays.
- A packed lunch is required from parents/carers for each child during the holiday sessions and organised outings.

### What the Club requires from parents/carers and children

- Parents/carers to sign their children 'in' and 'out' of the Club.
- A change of clothes if you do not want your child to play in their school uniforms.
- Ensuring your children understand the importance of road safety when going to and from school and on trips. The instructions given by staff must be followed when being escorted off the Club site.
- Parents/carers are to keep their children at home if they have an infection and to inform The Wheat-Patch Club as to the nature of the infection so that the Club can alert other parents/carers.
- Parents/carers are not to bring into the Club any child who has been vomiting or had diarrhoea, until at least 24 hours has elapsed since the last attack.
- Prescribed medicine – should you require staff to administer prescribed medicine, it must be clearly labelled with the child's name, dosage and any instructions. We will require written permission. A record will be kept at the Club for all administration of medicines given to the children.
- Parents/carers are required to sign a consent form to enable their child to be taken out on a trip. All children will be required to go on trips.
- There is no smoking, or vaping, allowed in the Wheat-Patch Club.
- Should your child be expected for a session at the Club, and will not be attending for any reason, you are asked to contact the Playleader or Administrator, on the Club mobile to advise. A message can be left outside normal session times.
- Parents/carers of young children should let their teachers know which days they will be using the Club.
- Hats and sun cream labelled with the child's name should be provided when attending during the summer.
- Providing a packed lunch during the school holidays. Freezer blocks in their lunch boxes if necessary. Children will be supervised during their lunch hour.

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## Club Rules and Discipline

The Club has some rules which children will be expected to follow. These have been set up for the safety, well-being and happiness of all the children who use the Club. These are linked to a disciplinary procedure, which provides sanctions relevant to the type of behaviour.

By registering with the Club, you will be deemed to have accepted the conditions of the Disciplinary Procedure.

Our behaviour policy is to:

- Strongly support the need for good behaviour and tolerance among the children and staff.
- Work to promote good behaviour by encouragement, providing role models, and if necessary, the use of the Club's disciplinary procedure to provide sanctions appropriate to the behaviour.
- Work in partnership with parents/carers and teachers to resolve any behavioural problems.
- Ensure that our staff are adequately qualified and experienced to deal with behavioural issues and disciplinary matters.

## Club Rules

These Club Rules were agreed between Play leaders and the children attending the Club

1. Wash hands when you come into the Club from school and sit down for your drink and snack.
2. Look after the equipment and games and do not mistreat things.
3. It is not nice to use bad language, shout and scream, be cheeky or throw things.
4. For your own safety, do not go into the kitchen or upstairs, unless you are asked to by an adult.
5. Do not run about or play in the hallway or toilets.
6. Do not touch or hurt each other or each other's property, it is better to be kind to others and share.
7. Listen to others especially an adult and listen when you are spoken to. Show respect to everyone.
8. It is nice when you make visitors welcome and look after new members.
9. Manners cost nothing, so use them often.

## Discipline

The Club's Playworkers are professionals experienced in dealing with children in a wide variety of situations and as such have the qualifications and knowledge to deal with disciplinary matters. Parents/carers will be made aware of unacceptable behaviour and will be asked to sign the behaviour book against any entries so they can discipline their children appropriately.

If you have any concerns about a particular incident involving the behaviour of children attending the Club please discuss the matter with the Play leader.

The Playworkers will not smack any child, or use any disciplinary method which results in physical, nutritional or emotional injury.

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### Minor disturbances

The Playworkers will deal with these, on the spot. If there is any recurrence of minor trouble (e.g. cheekiness, disobedience, and arguments with other children) the Playworkers will enter the incident in the Discipline Book and speak to parent/carer on the same day. (If for any reason this is not possible parents/carers will be informed in writing within 72 hours.)

This will take the form of informing and warning parents/carers, to give them the chance to discipline their own children. The parent/carer will be shown the Discipline Book, and be asked to sign the entry to show that they have read it.

If a child receives three entries in the Discipline Book in any 4 week period, the parent/carer will be given a written warning. They will be advised that any further entries in the Discipline Book within the next week will result in the child being temporarily excluded from the Club for the whole of the next booked session.

If, following this one sessions exclusion there are any more entries in the Discipline Book over the next 4 weeks, the child will automatically be excluded from the Club for the next 2 booked sessions. The parent/carer will also be given a written warning that any further entries over the next 4-week period may result in the child being permanently excluded from the Club.

The parent/carer and child will be offered the opportunity to discuss formally with the Play leader and a member of the Management Committee if this formal warning requires and clarification.

### Serious Incidents

In the case of antisocial behaviour, wilful disobedience or more serious problems, Playworkers will speak to the parent/carer that day, who will be shown the entry in the Discipline Book and asked to sign to show that they have read it.

The parent/carer will be given a written and final warning that any further entry in the Discipline Book within the next 4-week period will result in the child being excluded from the Club for a minimum of 5 booked sessions.

Any further serious incidents may result in the child being permanently excluded from the Club.

### Emergencies

On the decision of at least two Playworkers a child may be suspended immediately by informing the parent/carer in the case of a sudden and serious disciplinary problem.

The parent/carer will have to arrange for the child to be collected immediately. The details will be recorded in the Discipline Book, and the parent/carer will be asked to sign the Discipline Book to show that they have read it.

The Club's Playleader and Management Committee will discuss the matter and the child may be reinstated or the ban made permanent, the parent/carer notified of the decision.

If the child is excluded on a temporary or permanent basis the parent/carer will still be required to pay for the booked session.

### Complaints by Parents/carers

Parents/carers with a grievance should address themselves in the first instance to the Senior Playleader and/or the Manager.



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### Acceptance of the Disciplinary procedure

By registering with the Club, parents/carers will be deemed to have accepted the conditions of this procedure.

### Health and Safety

The Club is committed to the welfare of the children in its care. A copy of the Club's Health & Safety policy is available if you wish to see it. Please ask one of the Playleaders.

### Illness and Accidents

Please do not send your child to the Club if they are unwell. A child suffering from a contagious illness e.g. chickenpox, sickness etc must not return until the risk of passing the illness to other children is over.

For the health of our staff and other families using our service, please ensure that Government guidelines to control the spread of Covid-19 are observed. We need to be informed if any child or family member has contracted, or been exposed, to Covid 19 or is required to isolate. Children and affected family members must not return to, or visit, the club until all isolation requirements have been fully completed.

If a child becomes ill during a Club session, every attempt will be made to contact the person listed on the Registration Form, to arrange collection of the sick child. Your child will be cared for until collected. In the case of a minor accident, basic First Aid will be administered.

In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/carer to advise or discuss with him/her the course of action to be taken.

The Registration Form contains an authorisation giving the Playleader permission to act 'in loco parentis'. This means that if the parent/carer cannot be contacted in time, the Playleader has authority to allow appropriate medical treatment to be given to your child. If you do not wish to give such authorisation, please delete the relevant paragraph on the Registration Form and record your wishes on the reverse. If you decide to withhold authorisation, please discuss this with your Playleader so that your own wishes are known and understood.

All accidents and emergencies are entered in the Accident Book and parents/carers will be asked to sign to show they have read it.

### Late Collection of Children

Please let the Club know if you will be late collecting your child. An additional charge for late collection at the end of the Club session is payable for each quarter hour, or part quarter hour, after 6.00pm holiday and term time and after 1.00pm following the morning session. This is necessary to help meet additional costs incurred by the Club. **The charge is £6.00 per part or full quarter hour.**

Our first concern is for your child. If you are delayed in collecting your child, we will look after them and try to contact the standby person (or persons) you listed on the Registration Form with permission to collect your child in an emergency.

We will make every effort to contact that person (or persons), but if they cannot be contacted, we are required to contact South Gloucestershire Social Services to arrange temporary care.

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Please help us to ensure that your child is comfortable with anyone who would have to provide care in an emergency, let us know of any changes to persons you authorise to collect them if you cannot.

### Missing Children

As the Club is responsible for your child, it is essential that the Club is notified if your child is away from school or does not need to be collected for any reason. A message can be left on the mobile answering service.

If a child is missing during a session, our staff will immediately search the Club premises and any other likely place where they might be. The Playleader will contact you as soon as possible. If they cannot be found, the Playleader will decide when to call the police.

### Equal Opportunities

The Wheat-Patch Club is committed to helping to provide equality of opportunity for all children and families. No child, individual or family should be excluded from The Wheat-Patch Club's activities on the grounds of age, gender, sexuality, family status, disability, ethnicity, culture, religion or belief.

We aim to ensure that all who wish to work in, or volunteer to help with, The Wheat-Patch Club has an equal chance to do so, subject to essential checks. The Club's full equal opportunities' policy is available to anyone who wishes to see it. Please ask one of the Playleaders or a member of the Management Committee. Please note that 'parent/carer' is intended to include others who provide care to children.

### Special Needs

- The Wheat-Patch Club aims to provide welcome and appropriate play opportunities, for all children. Children with special needs, like all other children, are admitted to The Wheat-Patch Club after consultation between parents/carer's and Playleader.
- We would be prepared to consult with professionals where appropriate to meet the children's specific needs.
- Our staff attend special training whenever possible on special needs.

### Insurance

The Wheat-Patch Club has the protection of Public Liability insurance, which covers the staff and children. However, it does not cover any personal accident or injury for which the Club cannot be held legally responsible. For example, those accidents which are completely unavoidable, or where no negligence on part of the Club is involved.

Parents/carers should consider making their own insurance arrangements for personal accident cover for their children. The Wheat-Patch Club or Playworkers accept no liability for loss, damage or accident.

### Complaints

Any matters of concern should be referred to the Playleaders as soon as possible. If you feel that you would prefer to discuss the issue with a member of the Management Committee, they can be contacted by telephone to arrange a convenient time. Please see the parent/carer notice board.

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The Playleaders will try to resolve any complaint amicably. If the matter cannot be resolved with the Playleader it can be formally referred to the Management Committee, who will consider the matter and reach a decision. The decision will be final and binding.

If you remain dissatisfied with the outcome of your complaint, you may of course take it up with Ofsted as the registration authority of the Club. Ofsted can be contacted at:

Ofsted National Business Unit  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

## GDPR Privacy Statement

### Background:

The General Data Protection Regulations ('GDPR') effective from 25th May 2018 replaced the Data Protection Act 1998 and gives extended rights to an individual regarding, amongst other things, the collection, use and retention of their personal data. The Wheat Patch Club must comply with these regulations.

### Collection of personal data:

As registered members of The Wheat Patch Club, your personal data is collected through the annual members registration form.

We have a legitimate interest in holding and processing your personal data in order to run the club efficiently and to ensure the health, safety and welfare of children attending the club.

The Wheat Patch Club does not collect personal data from third-parties.

### Use of personal data:

The Wheat Patch Club uses your personal data for the following purposes:

- For business necessity, to ensure that contact can be made with parents/carers in case of
  - Emergency
  - to notify changes to the clubs operating conditions or working arrangements
  - to confirm late changes to child registration or attendance
  - to inform you of incidents affecting the health, safety & welfare of children. This will include incidences of Covid 19 affecting any child or staff member attending the club.
  - to inform you of safeguarding concerns
  - to inform you of behavioural concerns where the clubs behaviour policies require you to notified and/or for children to be collected.
- For business administration, to distribute documentation including booking, confirmation and registration forms and for the management of payments.
- To enable the management of payments
- To produce summary reports, for staff reference, detailing children's individual medical needs, allergies and permissions - as provided through annual registration forms.
- To maintain records of attendance

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- To provide details to the local authority if we have concerns over the safeguarding and welfare of children attending the club.
- Key data, including bookings and contact details may be held electronically, to enable production of registers and facilitate direct contact as detailed above. Electronic data will only be stored on a dedicated, password protected, PC or on a dedicated phone.

With the exception of statutory reporting, which may include providing information to HMRC / Department for Work and Pensions to substantiate benefits claims and notification to Schools or Government agencies for Covid 19 Track and Trace purposes. We do not share personal data with any third parties or use it for any direct marketing activities.

Data held is adequate, relevant and limited to the purposes for which they are processed.

### Giving Consent

To enable The Wheat Patch Club to meet its obligations under GDPR, your permission is required to hold and maintain these personal records. Registration forms circulated after GDPR regulations came into force request your consent to hold and use this data.

### Right of Access

You have a right of access to your personal data held by The Wheat Patch Club; this can be provided on request by contacting the Manager in the first instance, or an appointed officer of the Wheat Patch management committee.

### Retention of personal data

You have the 'right to be forgotten'. This means that you can withdraw your consent at any time by contacting an appointed officer of the Wheat Patch management committee.

The Wheat Patch Club will erase your personal data within one month of the request. The club shall retain a history of child attendance, your name and details as may be required to meet statutory requirements.

The 'right to be forgotten' would usually apply to members who have ceased using The Wheat Patch Club. Exercising this 'right' is incompatible with continued membership.