



OFSTED OUTSTANDING

September 2023



Dear Parents/Carers

At Conker Club we are committed to providing the highest quality care and fun in a secure and happy environment at affordable prices. We hope that your child has a good time while at the club, spending time relaxing and having fun with their friends after a full day of activities at North Farnborough Infant School (NFIS).

This letter provides an overview of the running of the club.

Children will go to Conker Club straight from class.

A light snack and drinks are given to your child. If your child has any allergies please ensure these are notified to staff on the registration form.

Children will take with them everything they need for home from school, as children and parents cannot access the classrooms from Conker Club.

To help the club run smoothly and safely the Conker Club staff have a number of policies and procedures in place a summary of these are provided with this letter. Full details are available in hard copy, on request to either Lorraine or Becky, or from our website www.nfis.hants.sch.uk/conker-club-after-school-care-club

If you have any questions or comments, please speak to Lorraine Oliver at Conker Club who will happy to help you.

Yours sincerely

Lorraine Oliver - Director/Manager

A SUMMARY OF CONKER CLUB POLICIES

Admissions Policy - Children in full time attendance at NFIS.

Charging Policy - Fees of £12.50 per day are payable monthly in advance. You will be invoiced towards the end of each month. Payment can be cash, cheque (payable to 'Conker Club') or by BACS transfer using childcare vouchers. A 10% surcharge is added to late payments. A month's written notice is required to reduce or stop sessions.

Child collection policy - Children are to be collected by a named adult anytime before



6pm. We are not covered by insurance after this time. In the case of alternative adults collecting please leave a message in Conker Club's message book on the school front step in the morning or phone Lorraine on 07545 840464 or Bev on 07751 870385 during the session. The school

may take a message before 4pm. Punctuality is valued at Conker Club and persistent lateness may result in your child losing their place.

Child Possessions - while every step is taken to ensure children go home with their belongings, ultimately it is the parent's responsibility to ensure they collect their own child's items at the end of a session. Conker Club accept no responsibility for lost belongings.

Behaviour Policy - All children are expected to behave well, so that everyone is free to play and learn, without fear of being hurt physically or mentally, or hindered by anyone else.

Staff Harassment - All staff require a safe working environment, free from physical or verbal abuse. This will allow staff to do their jobs to the best of their abilities without the threat of mental or physical harm.

Sick child policy - If your child becomes ill while at Conker club we will call you to collect your child or take whatever emergency action is necessary.

There is no refund for sessions missed due to illness. In the case of hospitalisation please see Lorraine or Becky re fees.



First Aid Procedure & Administration of medicines - A first aid trained member of staff is always on duty, only prescribed medication can be given.

Complaints policy - Complaints in the first instance to Lorraine Oliver. If still not satisfied please contact Ofsted on 0300 123 1231 or

www.ofsted.gov.uk/parents

Equality, diversity and inclusion policy - Equal opportunities for children and staff

Special Needs Policy

Lost Child Policy - Many procedures are in place to keep children safe, including this policy detailing action to be taken in case of a missing child.

Confidentiality Policy

Safe Guarding Children - Child protection is taken very seriously at Conker Club. Lorraine Oliver CPLO works in close liaison with the School's CPLO over any child protection issues

Fire and evacuation policy

Data Protection - Data is held both on computer and paper files. It is only used to for the purposes of the Club and never passed on, except in exceptional circumstances.



Registration Form

Child Details

Name _____ Class _____

Date of birth _____

Address _____

Contact details

Mother's Name _____

Mother's mobile no _____

Mother's work no _____

email address _____

Home phone no _____

Father's name _____

Father's mobile _____

Father's work no _____

email address _____

Days attending Conker Club on a regular basis

(Please Tick Boxes below)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Child to be collected by:

(Please list any authorised adults, including parents who have your permission to collect the above named child from Conker Club)

Name	Relationship to child at Conker Club e.g. Aunt	Contact Number

Agreement

I have received and read the Welcome letter (Sept 2021) and accept Conker Club's Policies and Procedures, I am also aware that data is held on computer and paper files for use by Conker Club only.

Images/ Photographs

- I agree to my child having their photograph taken whilst at Conker Club.
- I agree to any photographs taken at Conker Club, including those which may include my child, being used in publications promoting Conker Club (annual brochure).
- I agree to any photographs, including those which may include my child, being used on the School website (Conker Club page).

Face Paints

I am happy for my child to use face paints

YES/NO

Please use the space below to inform us of any other information that you feel we need to know about your child (continue on separate sheet as necessary). Conker Club may also approach the school for a general overview to help with the smooth transition for your child. Do approach a member of staff for a chat about your child if you would prefer.

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Signed: _____ (Parent/Guardian) Date: _____

Confidential Child Medical Questionnaire
To be completed by person with parental responsibility

Forename	Surname																		
Home Address <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	Name and Address of family doctor <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>																		
Parent/Guardian contacts Home Tel: <div style="border-bottom: 1px solid black; width: 250px;"></div> Mobile Tel: <div style="border-bottom: 1px solid black; width: 250px;"></div> Work Tel: <div style="border-bottom: 1px solid black; width: 250px;"></div>	Doctor's Tel <div style="border-bottom: 1px solid black; width: 150px;"></div> NHS Number (if known) <div style="border-bottom: 1px solid black; width: 150px;"></div>																		
Has your son/daughter had any of the following? <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Allergies to any known drugs</td> <td style="width: 10%;">YES/NO</td> </tr> <tr> <td>Allergies to food, materials etc</td> <td>YES/NO</td> </tr> <tr> <td>Asthma or Bronchitis</td> <td>YES/NO</td> </tr> <tr> <td>Currently taking medication</td> <td>YES/NO</td> </tr> <tr> <td>Diabetes</td> <td>YES/NO</td> </tr> <tr> <td>Fits, Fainting or Blackouts</td> <td>YES/NO</td> </tr> <tr> <td>Heart Condition</td> <td>YES/NO</td> </tr> <tr> <td>Severe Headaches</td> <td>YES/NO</td> </tr> <tr> <td>Other illness or disability</td> <td>YES/NO</td> </tr> </table>	Allergies to any known drugs	YES/NO	Allergies to food, materials etc	YES/NO	Asthma or Bronchitis	YES/NO	Currently taking medication	YES/NO	Diabetes	YES/NO	Fits, Fainting or Blackouts	YES/NO	Heart Condition	YES/NO	Severe Headaches	YES/NO	Other illness or disability	YES/NO	Is your child receiving any medical or surgical treatment from your family Doctor or Hospital? <div style="text-align: right;">YES / NO</div> <div style="text-align: center;">~~</div> Has your child been given specific medical advice to follow in emergencies? <div style="text-align: right;">YES / NO</div> <div style="text-align: center;">~~</div> Does your child have any special dietary needs? <div style="text-align: right;">YES / NO</div> <div style="text-align: center;">~~</div> Please give the date of your child's last vaccination against Tetanus. <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
Allergies to any known drugs	YES/NO																		
Allergies to food, materials etc	YES/NO																		
Asthma or Bronchitis	YES/NO																		
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Heart Condition	YES/NO																		
Severe Headaches	YES/NO																		
Other illness or disability	YES/NO																		
If the answer to any of the questions is YES, please give full details here (continue on following page/separate sheet if required): 																			

Please use this space to continue from previous sheet or to state **any other relevant medical** information which does not appear elsewhere on this form (continue on separate sheet if required):

Parental Consent - MEDICAL

- In cases of minor accidents, your Child will be given First Aid at Conker Club by a trained first aider, Parents will be informed when they collect their Child.
- I have outlined any medical information that may be necessary during Conker Club.
- In cases of a serious accident, your Child will be taken to the nearest Casualty department and Parents will be informed as soon as possible. I consent to any necessary medical treatment, which might include the use of anaesthetics.

Signed: _____ Date: _____
(Parent/Guardian)

In the event of any illness or medical treatment/condition occurring after the return of this form. I undertake to inform Conker Club as soon as possible.

Signed: _____ Date: _____
(Parent/Guardian)

Data Protection Act 1998. The information given will be kept secure and in accordance with the above **Act**.