MILFORD MORNING CLUB
PARENT HANDBOOK
2019/20

A Breakfast and Activity Club for pupils attending
Milford Infant and Junior Schools
An Ofsted compliant childcare facility

General/Payment Enquiries via Email: milfordmorningclub@educ.somerset.gov.uk
Booking Emergencies and Cancellations via Mobile: 07599 121 196
ABOUT MILFORD MORNING CLUB

The Governors of Milford Infant and Junior Schools are pleased to offer this Extended School facility to all pupils enrolled at the schools. The Milford Morning Club aims to support busy parents and carers during the School Term by offering a safe, happy, fun and stimulating place for children to have a sociable start to the school day. Children can come for a healthy breakfast and then participate in a variety of activities or, if preferred, just come along for the activities. The club offers an informal and relaxed environment where children can eat, rest and play ensuring they start the school day with the energy and nutrition required by the mind and body for active learning.

WHEN ARE WE OPEN?

Monday - Friday Milford Junior School Hall (Patio door entrance)

Term Time Only (Not INSET days)

Juniors 07.45-08.45

Infants 07.45-08.50

Breakfast 07.45-08.15 (Strictly no Breakfast served after 08.15)

Activities 07.45 onwards

SESSION CAPACITY

60 pupils daily for Breakfast (includes Activities session and 2 spaces held for emergencies).
WHAT’S ON OFFER?

If you opt for your child to attend breakfast at the club the food on offer complies with the Government’s guidelines on food standards in schools\(^1\). Children are generally offered a cereal, a toasted item and a drink from the selection below. There are special breakfast days where items identified as “Special” below are served. Children requiring special diets or who have allergies are catered for, providing all relevant information is disclosed on the Allergy Management Plan by the parent/carer at the time of the child’s club registration. The club prepares all food in accordance with the statutory guidelines\(^2\) in the kitchen next to the school hall and our club employees have the required Level II in Food Safety and Hygiene for Catering. In November 2017 the club had a no-notice inspection from Environmental Health inspectors and retained the top mark of “5” for our food hygiene standards and practices.

<table>
<thead>
<tr>
<th>Daily</th>
<th>First Choice</th>
<th>Second Choice</th>
<th>Drink</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cereal with milk* (non-sugar or chocolate coated)</td>
<td>Toast with jam, marmalade, marmite</td>
<td>Water (still)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Milk (Semi-skimmed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fruit juice (small)</td>
</tr>
<tr>
<td>May Include:</td>
<td>Porridge (Winter)</td>
<td>English toasted muffins</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plain/fruit yoghurt or fromage frais</td>
<td>Toasted bagels</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fruit (tinned in natural juice)</td>
<td>Toasted crumpets</td>
<td></td>
</tr>
<tr>
<td>Special Days</td>
<td>Breakfast around the world tasters e.g.</td>
<td>Toast with baked beans</td>
<td>Fruit smoothies</td>
</tr>
<tr>
<td></td>
<td>Continental (croissants/ ham/ cheese)</td>
<td>Toast with scrambled egg Pancakes</td>
<td>Hot chocolate (Low calorie)</td>
</tr>
</tbody>
</table>

*Soya milk on offer

Tablecloths, china crockery, glass cups and proper cutlery are used to replicate a family breakfast at home and the children are encouraged to help themselves to the breakfast laid

---

1. School Food in England, DfE, Updated March 2019
2. Somerset County Council’s Food Safety Policy 2014
out, to sit down and talk together and assist in clearing up. They are then free to commence the planned activities for the session.

**PLEASE NOTE - DUE TO ALLERGEN AND FOOD SAFETY GUIDELINES FOR SCHOOLS ONLY BREAKFASTS SERVED BY THE MORNING CLUB CAN BE CONSUMED IN THE CLUB. PLEASE REFRAIN FROM PROVIDING CLUB MEMBERS WITH FOOD FROM HOME TO CONSUME WHILST ATTENDING THE SESSIONS.**

From 7.45 a.m. activities are available for all children attending the daily session. We aim to offer a variety of activities which are suitable for all age ranges. Activities are planned on a weekly basis. There are themed weeks to take into account curriculum topics and to celebrate annual calendar events and these will be incorporated into the children’s favourite activities such as colouring, drawing and craft. Alongside this we offer jigsaws, supervised time-restricted “tablet” games, top-trumps, table football, reading, craft, quiet corner, construction zone, homework area and outdoor play, (weather permitting.)

At the end of each session children are signed out of the club by a member of staff and escorted to their respective school playgrounds/class in time for the school day to begin.

**STAFFING**

The club is managed by one Play Leader who is responsible for the daily operation and routine administration. The Play Leader is supported by a team of Play Workers and Breakfast Assistants. The ratio of staff to children is in line with Government recommendations. All foundation and Year 1 pupils are assigned a key Play Worker in line with the Early Years Framework legislation.

Staff all have enhanced DBS clearance status and have received the appropriate training in child safeguarding and school policies. Staff have certificates in Paediatric First Aid and Play Workers/Breakfast Assistants have general First Aid qualifications and training and Level II Food Hygiene certificates. Some members of the Morning Club staff have Somerset Total Communication (STC) training and are experienced ELSA (pastoral/welfare) practitioners.
SAFEGUARDING

This facility operates under Ofsted’s statutory guidelines and the club must follow its rules for a Childcare service. This means that:

- To attend all children must be registered with the club and be booked in for a session in accordance with the club’s procedures;
- There is only one point of entry for club members to register daily at the club - this is via the Junior School patio doors. All other points of entry into the school are locked;
- All club members MUST be signed in by an accompanying adult at the point of entry - no children are allowed into the club without the signature of a parent/guardian/carer;
- A register of all club members is kept by the Play Leader and a daily attendance register is used;
- All club members are signed out of the club by staff and accompanied to their respective school playgrounds;
- If necessary Class teachers are told of any relevant information including incidents and accidents during the session and will be asked to sign to acknowledge the information received;
- All registers are classed as Personal Data and are kept in a secure location when not in use;
- Any visitors to the school hall during the session report to the Play Leader on duty who records their reason for the visit.
- Any volunteers at the club are supervised and must undergo a DBS check.

The respective general school policies on Safeguarding apply to Infant and Junior School pupils but the Milford Morning club has its own statements for:

- Safeguarding Children during a club session
- Safety and Security during a club session
- Risk Assessment for a club session
- Missing Child Procedure
- Use of Images
Behaviour Management

A copy of the above can be requested from the Play Leader or obtained from the Milford Junior School website (www.milfordjuniors.com).

FIRE SAFETY

As the club is located on the site of the Junior School the Fire Safety policy of the Junior School is adhered to. Club employees have been trained in Fire Safety procedure and will follow rehearsed evacuation routines in the event of an incident. Practices during session times will occur at regular intervals. Staff leave the building by the nearest Fire Exit and muster on the school field. The club register is taken.

ADMINISTERING MEDICINE & ACCIDENT MONITORING

Milford Morning Club staff will not administer medicines during session times. Parents/Carers must adhere to the Administering Medication procedures for each individual school. If parents/carers of pupils attending the Junior School wish to leave medicine under the Administering Medication procedure for the Junior School then they should place it in the secure “Out of School Hours Medicine Box” which is located in the Junior School reception area. Medication deposited in this manner must be accompanied by the appropriate forms and instructions as per the school policy.

Accident tracking is standard procedure at the club. Any injuries sustained by a child and highlighted by the parent/carer before club is recorded and accidents happening during a club session are recorded and the relevant School procedure is followed. If an accident is considered serious, or involves a bad head injury, we attempt to contact parents/carers immediately. If an accident requires medical attention then the emergency services are contacted and a staff member will accompany the child until the parent/carer arrives.

BEHAVIOUR MANAGEMENT

At the club we encourage children to be INDEPENDENT, SOCIABLE, CONFIDENT, CONSIDERATE and to RESPECT staff, pupils and resources. Children are given freedom and opportunity to socialise across all year groups, make new friends and to develop skills and
confidence which help them in the wider school community. We recognise that all children like to start the day differently so the club endeavours to meet these different needs but all children are expected to behave appropriately whilst at the club.

The club’s Behaviour Management procedure supports those used by the schools and can be found online or a hard copy obtained from the Play Leader. In the unlikely event of the club having difficulty with a child’s behaviour the Play Leader will contact the parent/carer. If a child does not follow the club’s behaviour principles, then, after consultation with the parent/carer and due warning (put on behaviour report), the child’s place at the club will be withdrawn.

**ADMISSIONS**

The Milford Morning Club is open to any child attending either Milford Infant or Junior Schools. As mentioned on page 2 of this handbook we do have a set capacity for each session and as the club is at capacity for most sessions we must therefore adhere to the following admissions policy to allocate places on a fair and transparent basis:

1. Only children who are registered members of the club where the parents/carers have completed and returned all forms and the Service Agreement with the annual £3.05 registration fee per child can book a session;
2. Sessions are allocated in the following order:
   i. to those who have booked and paid in advance on Parent Pay for children and who use the club on a weekly basis, (greatest number of sessions/hours per week) and then the siblings of those already at the club;
   ii. to those who have booked and paid in advance for children who use the club on a regular basis and then the siblings of those already at the club;
   iii. Available spaces after the above and ad-hoc emergency bookings will return to a first come-first offered basis as long as there are spaces available;
   iv. When the club capacity is oversubscribed for every session a waiting list is kept and this is administered by the Play Leader and parents/carers are notified when a place becomes available.
FEES

Under Local Authority guidelines we are NOT permitted to use any funding allocated for educational purposes towards the running of the club so it must raise its own income to cover costs. Providing high quality, safe and stimulating childcare requires fees to be set at a level to ensure continued high standards and the sustainability of the club. The current charges for the facility are:

- **Annual Registration for Membership** £3.05 per child
- **Breakfast and Activity Session** £3.05 a day
- **Activity Session** £2.80 a day

*There is currently no reduction available for siblings although charges and remissions will be reviewed by the club’s management to ensure the sustainability of the club and to offer fee reductions if possible.*

---

As with similar childcare providers, the Club reserves the right to withdraw childcare places where fees are not paid and when booking forms, and associated payments, are not made in advance. Persistent failure to comply with this Club requirement may result in a member’s place at the Club being removed.

---

3 Junior School pupils entitled to Pupil Premium Funding may use their annual allocation to fund membership, letters are sent out regularly with further details. Infant School pupils please contact your school office to enquire about assistance with fees.
REGISTRATION

Please read the policies online (www.milfordjuniors.com) and complete the following forms for each child you would like registered as a club member:

a. Registration Form (1 per child)
b. Allergy Management Plan (If relevant)
c. Parent/Carer Service Agreement (1 per family)

If you wish just to register your child/children only and do not wish to book any sessions, then please download the forms from our website and email them to milfordmorningclub@educ.somerset.gov.uk or return them to the Morning Club.

Once we have added your child’s name to the payment offer the £3.05 club membership fee per child must be made online via Parent Pay.

If you wish to register and book sessions for the Morning Club, please read on:

BOOKING SESSIONS

Once school has received a fully completed expression of interest form your name will be added to the payment offer on Parent Pay. An activation letter (if you’re not already registered,) will be sent to enrol your child on Parent Pay, the registration fee payment can then be made.

Once the registration fee payment offer has closed and payment has been made your name will then be added to the Morning Club booking system where bookings and payments for both activity and breakfast sessions can be made, paper booking forms are no longer accepted in school. A letter with further details of the new online system will be sent out to help you with this process.

The system requires just 2 days’ notice of a booking & payment, i.e. login on a Thursday for a booking on Monday onwards.

From September 2019 all bookings and payments must be made via your child’s account in Parent Pay.

---

4 Parents/Carers must notify the Play Leader of any changes to the emergency contact details and other information contained on the registration forms
REFUNDS

In line with other childcare providers, we are unable to offer a refund if a child does not attend their booked session where we have not been notified of the non-attendance at least 3 school days in advance (which would enable the place to be re-allocated to those on the waiting list.) If, however, the club is cancelled by the Play Leader e.g. due to adverse weather, a session credit may be rolled over to future bookings.

All payment enquiries and questions should be made to the Play Leader via our email address which is routinely checked every week day morning:

milfordmorningclub@educ.somerset.gov.uk

PLEASE NOTE THAT EMERGENCY BOOKINGS MUST BE MADE BY CALLS TO THE CLUB MOBILE BEFORE 3.30 PM ON THE DAY PRIOR TO THE SESSION DAY REQUIRED. PARENTS/CARERS MUST SPEAK WITH A PLAY LEADER TO CHECK AVAILABILITY AND CONFIRM THE BOOKING. CANCELLATIONS FOR A SESSION MUST ALSO BE MADE BEFORE THIS TIME. IF A PUPIL DOES NOT TURN UP FOR A BOOKED SESSION A MEMBER OF STAFF WILL CONTACT THE PARENT/CARER TO FIND OUT WHY. PERSISTENT NON-ATTENDANCE WITHOUT NOTIFICATION TO THE CLUB MAY RESULT IN THE PUPIL’S PLACE BEING WITHDRAWN AND BOOKINGS MADE OUTSIDE OF THESE CONDITIONS CANNOT BE GUARANTEED AND MAY RESULT IN A CHILD BEING TURNED AWAY FOR THAT SESSION.

Booking Emergencies and Cancellations via Mobile: 07599 121 196

COMMUNICATION

The Play Leader and club staff operate Milford Morning Club in accordance with the club’s specific stated policies and practices and those generally used by the Infant and Junior
Schools. We positively welcome and value parental and pupil opinions about the service we offer and welcome feedback on how the club is run and what we could do to improve it.

Parents/Carers may come and speak to the Play Leader but please be sensitive to the staff’s need to supervise the children properly under their care. For this reason, please also refrain from using the club’s mobile phone number to contact staff about non-urgent issues, especially during session times.

General enquirers are preferred via the club’s email account which is monitored daily:

milfordmorningclub@educ.somerset.gov.uk

Our club staff also recognise that starting at the club can be daunting or make a child nervous so, in the first few days of attending the club for the first time staff understand if parents take the time to settle their child/children into the session. This may also apply if the child has arrived upset for any reason and staff need to be made aware of anything which will help the child to settle and enjoy the session. Outside of these occasions however the Play Leader respectfully asks that parents/carers do not linger after signing-in their child/children to the session and that they leave the hall as soon as possible.

---

In the event of a complaint Parents/Carers should contact the Play Leader who, if she is unable to resolve the issue will follow the relevant school’s Complaints procedure.

If you would like to volunteer to help out at the Morning Club on a rota basis please register your interest using the form in the registration pack and we will be in touch. Unfortunately, due to restricted space and staff numbers, we could not accommodate other children on the premises who are not of school age whilst the sessions are in progress.

**REMINDER - PARKING & PATHWAYS**

Milford Junior and Infants are community schools and we ask that all parents/carers respect our neighbours, pedestrians and other road users when dropping off and picking up children from the school. There is no parent/carer parking on the school premises **AT ALL TIMES** - a barrier system is in operation and even when the barrier is up we ask that parents/carers do not park on the school site or tailgate members...
of staff when the barrier is raised for entry. The school works closely with the local Police Community Support Officer and the Safety Officer from Somerset County Council to ensure that all parking restrictions around the school are adhered to and that drivers respect the access arrangements of those who live near the school. The safety and well-being of all our community is an absolute priority.

When on school premises all pedestrians and visitors AT ALL TIMES are responsible for their own safety and anyone in their care. The designated pathways should be used and walking on the school field and/or driveway avoided. Gates should be closed after use and children should not be allowed to use, climb or play on any structures or equipment unless authorised and supervised by a member of the schools’ staff.

The schools very much appreciate the co-operation of all parents/carers in helping to keep our school community safe.