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## Griffin Club Policy

*The Corporation of Oundle School includes both Oundle School, a boarding and day School for pupils aged 11 – 18 and Laxton Junior School, a day School for pupils aged 4 - 11. This policy applies solely to Laxton Junior School.*

### Introduction

Griffin Club offers in-house before and after school childcare facility for all Laxton Junior School children. The Club runs Monday to Friday during term time regardless of any other School activities that are scheduled, with the exception of end of term services.

Griffin Club provides the children with a fun, nurturing, and safe environment for the children to unwind after a busy school day. It offers the highest standards of care and play opportunities both indoor and outdoor for all children.

We strive to make the Club as much fun as possible, offering a varied range of activities from arts and crafts and iPad fun to construction, sensory play and outdoor games, weather permitting. The focus of all sessions is to ensure that the children are safe and nurtured, leaving feeling relaxed, happy, and wanting to return for more.

### Times

Breakfast Griffin Club operates from 7.30am to 8.15am each day.

After School Griffin Club is split into three sessions:

Early Session: 3.45pm to 5.00pm

Full Session: 3.45pm to 6.00pm

Late Session: End of Clubs (4.45pm) to 6.00pm

### Drop off and Pick Up

#### Breakfast Griffin Club:

Breakfast Griffin Club is based in our Art Room with easy access to the playground and toilets.

When you arrive to drop off your child, please:

- Use the Infant Side Entrance (to the left of the School from the front).
- Press the button with the bell symbol on the keypad on the wall to your right; we will be able to see you on our monitor and you will be buzzed through the blue gate.
- A member of staff will greet you and your child and take your child to breakfast club.

#### After School Griffin Club:

After School Griffin Club is based in our Main Hall with easy access to the playground and toilets.

When you arrive to pick up your child, please:

- Use the Main Entrance.
- Press the bell labelled Griffin Club, we will come to the entrance to greet you.
- Staff will bring your child and their belongings to you at the front doors.

The safety and wellbeing of our pupils is paramount, if anyone other than a parent is due to pick up your child, you must notify the Operations Manager or School Office in advance. We will require written details of who will be picking them up to ensure the child is leaving with the correct person. On arrival, our staff will confirm the individual's identity via ID (name and picture) so please ensure they bring this with them. If an adult arrives to pick up a child which we have not been informed of, the pupil will not be dismissed, we will contact the parents for confirmation.

## **Breakfast and Supper**

At Breakfast Griffin Club, the children are offered a range of breakfast of cereals, toast, fruit and yoghurt. If you would like your child to eat with us, please arrive in good time to allow for this. The children are able to relax and play before being escorted to classrooms ready to start their day at School.

During afternoon Griffin Club, the children are offered a light supper, which is based on a two-week menu. This menu will be circulated alongside the lunch menus at the start of each term.

All specific dietary requirements will be catered for, as it is for lunches, and staff are allergens and dietary requirement aware.

## **Staffing**

All staff are child protection trained. At least one member of staff present at every session will hold an up to date paediatric first aid qualification.

We adhere to the following staffing ratios:

- For EYFS our ratio is 1 staff member per 8 children.
- All other age groups, our ratio is 1 staff member per 12 children.

## **Activities**

A variety of fun and age-appropriate activities will take place during Griffin Club to engage the pupils. These activities are planned and aim to give children a variety of options. Where possible we will also aim make use of our wonderful outside spaces.

## **Sickness**

In line with our School procedures, if we think your child should not be at the Club for medical/health reasons we will contact you to collect your child from the Club as soon as possible.

If you have informed the School your child will be off sick or they have been sent home from school, you will not be charged for booked sessions.

## **Pricing**

There will be one fixed price for the Clubs regardless of whether they are pre booked a term in advance or the week in which they are required, our aim is to ensure that the Club is accessible to all. Our prices are:

Session	Cost
Breakfast	£5.00
Early	£6.50
Late	£6.50
Full	£10.00

## Bookings

All bookings are made through our online booking system, which is provided by EVOLVE, you need a myEVOLVE account to make bookings.

If you do not already have a myEVOLVE account, please use the following link to set up: <https://evolve.edufocus.co.uk/myevolve/setup.asp?id=oundleschool> .

Otherwise, please log in to your myEVOLVE account at [myEVOLVE \(edufocus.co.uk\)](https://myEVOLVE.edufocus.co.uk) .

If spaces are available your booking will be automatically confirmed via email. If the club is at capacity, you will be given the option to go on to the waiting list.

## Termly Bookings

If you require regular sessions or days, then we advise you to book these in advance. Sessions are booked for one term only and then need re-booking for each term thereafter.

## Weekly and Ad Hoc Bookings

For all other bookings, please log in to your myEVOLVE where you can book specific days as required.

Places will be allocated on a first come first served basis; they are also limited and, therefore, we do require a 24-hour notice period (during business hours) between ad hoc booking requests and the session requested, wherever possible; this is to ensure that we have time to let the catering staff and any other relevant people know of any changes.

During days where other school clubs do not run, if your child is booked in for a late session only, they will automatically be added to the early session also. If you do not require this, please email notification of such, to avoid charges.

## Amendments

Should you need to make any amendments please email [griffinclub@laxtonjunior.org.uk](mailto:griffinclub@laxtonjunior.org.uk).

## Cancellation

If a place is booked and is then no longer required, you will still be charged for this if less than 48 business hours' notice is given, unless it is due to exceptional circumstances. Any cancellations need to be made in writing to [griffinclub@laxtonjunior.org.uk](mailto:griffinclub@laxtonjunior.org.uk).

We may be able to accommodate a change of day within that week as an exchange, dependent on availability. It cannot be carried over as a credit for a subsequent week. In the event that your child is ill and off school and you notify the Griffin Club of this, we will cancel the session without charge.

If your child is booked in for regular sessions, we do ask to be informed of dates you know your child will not be attending to avoid any confusion. Any sessions booked and not attended will still be charged if no notification is given.

## Charging

All Griffin Club fees will be charged in arrears and will be added on to the termly bill. Childcare Vouchers can be used for the Griffin Club element of the bill only.

Due to invoicing deadlines, any additional hours booked within the last few weeks of term may be carried over onto the following termly invoice.

All fees quoted are in respect of the current academic year and are subject to change.

## Late Collection

Late collection refers to any instance where your child is collected from Griffin Club after the end of the booked time. This would mean collecting your child after 5.00pm from a booked Early Session or after 6.00pm from a booked Late Session. A late collection will incur a Late Charge, which will be added to your bill. This Late Charge will be £5.00 per child per additional five minutes until they are collected. This billing will begin at 5.05pm and 6.05pm respectively depending on which session you are booked into.

Whilst we want to support families and their after-school care arrangements, we must also ensure that our adult: child ratios are appropriate as well as ensuring that children go home at 6.00pm. If children are not collected, this puts pressure on staff and reduces the quality of care they are able to provide to the children whose families have booked a session.

In all cases of late collection, a member of staff will still contact you to inform you that your child remains at Griffin Club and will request that your child is collected if the session is fully booked or, if it is not, whether you would like to extend an Early Session to include a Late Session.

If no contact can be made with parents or emergency contacts and no one has arrived to collect the child the Designated Safeguarding Lead will be informed. Non-collection of a child may be a safeguarding concern and will be considered in line with our Safeguarding Policy.

## Un-Booked Arrivals

To run Griffin Club as well as we can, we have agreed adult: child ratios and a strict maximum capacity. These aspects are intended to ensure that the very best possible care is given and that the children are always well-supervised; it also enables us to communicate in advance with our catering team so that the right amount of breakfast and supper can be prepared.

Current procedure for children who are not picked up by an adult when expected, either at the end of the school day or from an early Griffin Club session, is for staff to contact parents directly. Should they then require a Griffin Club slot or to stay for the late session which has not been booked, this affects many aspects of the club and the care offered to those that have booked in advance. To ensure that we can operate to the standard that we wish to achieve, the following is in place to mitigate children attending without having previously booked.

1. On the first occasion that a child is left in Griffin Club without a prior booking, the Operations Manager will send an email of reminder about this
2. A second occurrence will result in an email from the Head

3. And, should there be a third occasion, we will be charging families at a rate of £5.00 per five minutes of non-booked time, starting at 4.00pm or 5.00pm, depending on whether the child has been to an after-school club. Parents will also be contacted to arrange a meeting with the Head to discuss the matter further

We very much hope that we do not have to resort to these measures and urge families to book a place in advance for Griffin Club if they know that collecting on time is going to prove challenging.

If no contact can be made with parents or emergency contacts and no one has arrived to collect the child, the Designated Safeguarding Lead will be informed. Non-collection of a child may be a safeguarding concern and will be considered in line with our Safeguarding Policy.

## Contact information

Bookings and amendments should be made via the methods mentioned above in the relevant sections.

For all other Griffin Club matters the preferred method of communication is through the Griffin Club inbox at [griffinclub@laxtonjunior.org.uk](mailto:griffinclub@laxtonjunior.org.uk). Alternatively, you can call 01832 277 305.

If you are running late to pick up your child and need to contact Griffin Club during the club hours, please call the Griffin Club mobile phone on 07506 342439. This phone is only available during the clubs' operational hours.

## Linked Policies

This policy should be read in conjunction with our:

- Safeguarding Policy
- Behaviour and Exclusion Policy
- Supervision Policy

<b>Reviewer</b>	KF
<b>Post of Reviewer</b>	Operations Manager
<b>Review Date</b>	20/06/2022
<b>Reviewed and filed with both Schools</b>	20/06/2022
<b>Next Review (max 3 years)</b>	25/08/2023