

SCAMPS

Social Care at Manor Primary School,
Before and After School Club



Parent/Carer Handbook



Manor Primary School

Briar Avenue, Streetly, Sutton Coldfield,
West Midlands, B74 3HX

Telephone 0121 353 1738 (School) 07732 834213 Scamps mobile

Email mps@manor.walsall.sch.uk

www.manor.walsall.sch.uk



Updated 2021 - 2022

Role of SCAMPS

From September 2021 the Before and After School care facility can offer up to 60 places after school and 30 places before school for parents/carers of children who work full/part time.

Before school 7.45am to 8.45am in the **Studio**.

This will be a mixed group, socially distanced by age, encouraging a quiet time and a drink prior to the start of the school day. At 8.35am in dry weather, the children will wait outside in the playground with a member of staff before joining their class. In wet weather, KS2 children will make their own way to class and KS1 and Reception children will be escorted by a member of staff to their classrooms.

After School 3.15pm to 5:30pm

At the end of the school day all children are taken from their class bases to be registered in their allocated space.

Early Years base	Reception & Year 1	16 places
Studio	Years 2,3 & 4	30 places
Art/DT Room	Years 5 & 6	16 places

At 4:30pm a register is taken for children present for the second session. A line is drawn and if your child/children is/are there when the register is taken you will be charged for the second session. A line is drawn to separate the sessions.

SCAMPS ends at 5:30pm.



If a parent/guardian is late in the collection of their child/ren after 5:30pm a charge of **£1.00** will be applied for each minute. ***Please make every effort to contact us on the SCAMPS mobile. (07732 834213)***

Please appreciate that after 5:30pm we have a legal obligation to inform the police and social services that we still have a child/ren in our care if we cannot contact you.

SCAMPS is not available during school holidays or on INSET days



Drop off and Collection

Entrance to SCAMPS is across the school playground to the Studio. There is a cloakroom/secure area for inclement weather and security. **All parents** are asked to sign all children **in and out** of SCAMPS.

In case of emergency a phone is kept in the room. Please contact us if there are any changes in relation to the collection of your child.

If the person collecting your child is not named on the registration form, we will not allow your child to leave without making our own checks.

We do not encourage anyone under the age of 18 years to collect your child. *In an emergency situation we will give this consideration. Please call the office prior to this.*

Inclement Weather

If for any reason the SCAMPS provision cannot be accessed via the playground, entry will be through the main doors, into the building via our covered walkway.



Mobile phones

Please do not use your mobile phone while collecting your child from SCAMPS. Mobile phones are not to be used on our school site where children are present.



There are many fun activities available and we have plenty of equipment. When dry we make use of the outside areas too.

If children attend extra-curricular activities, they can then go on to SCAMPS afterwards.



Refreshments

The children will be offered drinks and a healthy snack during the sessions. If your child will be attending SCAMPS all day, you may wish to provide some extra food to be eaten in the afternoon session.





Admissions

Criteria for admission

SESSIONS

Session 1 - 7:45 - 8:45 am

Session 2 - 3:15 - 4:30 pm

Session 3 - 4:30 - 5:30 pm

Each of these criteria will be applied to lone working parents/carers in the first instance and then two working parent/carers

1. 15 sessions per week required
2. 10-14 sessions per week required
3. 8-9 sessions per week required
4. 6-7 sessions per week required
5. 5 or less sessions per week required



Bookings

email to: mps@manor.walsall.sch.uk

Booking forms are sent out to you to cover each half term. **PLEASE ENSURE THESE ARE RETURNED TO US BY THE DATE REQUESTED.** All bookings must be made in advance and we will not have the capacity for any additional future changes or casual bookings. Any booking forms emailed after this date will be added to a waiting list in order of forms received. Booking sheets are also available to download on the school website each half term.

Forms can only be returned via email to:
mps@manor.walsall.sch.uk

Any changes to bookings need to be made through the school office, 0121 353 1738. Cancellations and new bookings only - sessions cannot be swapped. All bookings, even if cancelled will be charged for.





Payments

Irrespective of the reason for non-attendance you will be charged for all sessions booked.

The day is split into three sessions:

Am session	7:45 to 8:45	cost £5.00 per child
Pm1 session	3:15 to 4:30	cost £5.50 per child
Pm2 session	4:30 to 5:30	cost £5.50 per child

Invoices will be issued at the beginning of each half term and payment needs to be made by the set due date.



Payment can be made through the various voucher schemes (Computershare, Fideliti, Care 4, RG Childcare, Busy Bees and Edenred).

We can also accept direct payments into the SCAMPS bank account.

Account name: Scamps at Manor Primary School;

Sort code: 30-98-37

Account Number: 46438960

Please add your child's name to the payment

Late Payment

If a parent/guardian does not make the payment by the due date we will not allow bookings for the following half term.



CANCELLED

Cancellations

Please let us know of any cancellations due to change of plans or illness.

If your child is booked into SCAMPS and we have not received a message from you a member of the SCAMPS team will call you to check. Please do not send messages with children or text. Please speak to someone at the school office. Cancellations will need to be made **before 2:30pm** on the afternoon for that day. Otherwise children will be taken from class to SCAMPS.



Extra Charges

Extra charges will be applied if parents/carers arrive after the line is drawn on the signing out sheet at 4:30pm. You will then be charged for the next session.

If a parent/carer is persistently late in collecting their child/ren after 5.30pm the following will apply:

- First lateness, a verbal notification
- Second lateness, a written notification and extra charges
- Third lateness, disqualification from SCAMPS and extra charges

In the event of a school closure we may still require payment as staff are still paid if this occurs. As a school we will always aim to keep this to an absolute minimum.

If extra-curricular clubs coincide with your SCAMPS booking you will still be charged as you are holding this place.





SCAMPS have an open door policy where parents are free to speak to SCAMPS staff. However, if you wish to speak to a class teacher, or the Head Teacher then please do so via the school office and an appointment will be made for you. We would politely ask that you do not approach a teacher while they are working in their classroom.

Parking

Parking must be offsite. We ask parents to be considerate to our local residents when parking and to reduce noise particularly in the early morning.

Please note that the road outside school has restricted access for permit holders only and parking should be along Hawthorn Road.

Emergency evacuation procedure

In the event of emergency evacuation of the premises, staff are responsible for the following tasks:

- Sound the alarm
- Manager will collect the register / contact numbers / phone
- Escort children calmly to the designated assembly point
- Check and ensure all areas used are fully evacuated
- Check the register

**THE FIRE EXIT IS MARKED.
PROCEDURES FOR EVACUATION ARE ON THE CLASSROOM WALLS.**

Sun Safety

In the unusual event of a hot summer, all children engaged in outdoor activities will require sun block and sun hats to avoid skin damage caused by the effects of the sun. Parents will be asked to provide appropriate protection e.g. a hat
For administering sun cream please complete a form from the school office.





Illness

If your child is ill or unwell, they should not be brought to SCAMPS until they are completely recovered.

Personal Hygiene

Children will be actively encouraged to wash their hands regularly.

For all Accidents

All accidents, however slight, must be entered in the accident book. Minor accidents will be reported to you when you arrive to collect your child and you will be asked to sign the accident book. (This is an OFSTED requirement)

Staff must ensure that all records relating to the child (emergency contact number etc.) must be kept up to date. Please advise the school office of any updates as and when they arise.

In case of an accident this procedure will be followed:

- An adult will stay with the child and give initial care
- The lead/Head Teacher will be informed of the injury and decide the appropriate next step
- Contact parents (where necessary)



In an Emergency

- Notify Head Teacher/named responsible person
- If the child requires hospital treatment, dial 999
- Contact parent. If parent cannot be contacted, the emergency contact person will be informed.
- A member of staff will wait and direct emergency service/parent to the incident
- Parent or member of staff (if parent not available) will escort the child in the ambulance to the hospital.
- Staff must ensure all medical records are available
- If parents are not available, staff **are not** allowed to sign for any medical treatment. The medical profession will make the decision.





Equal Opportunities

SCAMPS is committed to uphold the individuality of each child regardless of age, gender, sexuality, family status, means, disability, ethnic origin, culture and religion. SCAMPS aim to provide an equal chance for every child.

Children or any member of staff do not accept discriminatory remarks or behaviour. These situations will be dealt with in a suitably sensitive manner (please see Behaviour Management Policy). All children are respected individuals and are therefore valued.

Behaviour Policy

We expect our children to behave at SCAMPS as they are expected to do so during the school day. If we have concerns about behaviour, we will speak to you. Poor behaviour will result in the withdrawal of our SCAMPS provision.

Code of Practice

SCAMPS is a facility that upholds the rules of Manor Primary School, it is a professionally organised social care facility that aims, at all times, to provide quality provision. We will ensure at all times that children are cared for correctly and in a manner that is appropriate and expected at Manor Primary School.



Safeguarding Policy

If there are concerns about the welfare of your child, appropriate action will be taken at the time, a record will be kept and advice will be sought from Social Services. The school's Child Protection and Safeguarding Policy will be followed. Our Designated Safeguarding Lead (DSL) is the Head Teacher.

GDPR

All of our documentation states how personal data will be used in the setting. Please refer to our Privacy Notice.



Registration and Inspection

SCAMPS are inspected as part of the school inspection by OFSTED.
Ofsted Registration Number 104210

All Staff are Police and Health Checked prior to their employment and hold an enhanced DBS check

Staff Members

Miss K Tomkins (Head Teacher) has overall responsibility for the SCAMPS provision on behalf of the Governing Body of Manor Primary School.

Mrs C Truth (School Business Manager) responsibility for bookings, processing payments and financial matters

Mrs J Salter - Lead playworker

Mrs J Truth - playworker

Mrs A Mall - playworker

Mrs Aujla - playworker

Miss S Murray - playworker

Miss K Ward - playworker

Miss E Addis - playworker

The SCAMPS staff are an excellent team who ensure that all the children are well cared for, the majority of staff work within the school and are therefore familiar to your children.

Please can we remind parents that being courteous and respectful to staff is expected at all times. Any inappropriate behaviour will not be tolerated.

Compliments, Comments and Complaints

Any areas of concern or disagreement should be discussed with the Head Teacher. If appropriate the official Complaints Form should be completed which is available from SCAMPS. Please do not hesitate to pass on positive comments. If you do not wish to address any complaints or comments with SCAMPS, then please contact: -

Head Teacher / Chair of Governors

Manor Primary School

Briar Avenue

Streetly

Sutton Coldfield

B74 3HX

Email address: head@manor.walsall.sch.uk

