



SS Peter & Paul Catholic Primary School  
Kingsbury Road  
Erdington  
Birmingham  
B24 9ND



*We live and learn in the light of Christ!*

## SS Peter & Paul Leading Light Club



## Parents' Handbook

SS Peter & Paul Leading Light Club, Parish Hall, Kingsbury Road, Erdington, Birmingham, B24 9ND

School & Club Ofsted Registration Number: **14 62 98** (For use with Childcare Voucher Schemes)

SS Peter & Paul Leading Light Club, Parish Hall, Kingsbury Road, Erdington, Birmingham, B24 9ND

Leading Light Club **Staff:** Mobile 01: **07885 235 488** Mobile 02: **07885 235 491**

**Executive Head Teacher:** Mr. Neil Porter - School Out of Hours Mobile: **07885 235 496**

e-mail: [leadinglightclub@ssptrpl.net](mailto:leadinglightclub@ssptrpl.net)

e-mail: [enquiry@ssptrpl.net](mailto:enquiry@ssptrpl.net)



## **Club Mission Statement**

Leading Light Club is operated by SS Peter & Paul Catholic Primary School staff and has inclusive facilities. It has been established specifically to serve the families of the school and adopts all of the operational policies belonging to the school to ensure a consistent experience whether attending school or club. We offer a positive, safe and secure environment, providing a fun and stimulating activity programme which is inclusive for all and allows children to grow and succeed in all areas of development. In line with our Catholic identity and ethos, we provide all of this following the Gospel Values and virtues given to us by Our Lord, helping us to live our lives as he would have wanted.

## **Club Aims**

Leading Light Club has five main aims:

1. To ensure our parents have complete peace of mind while their children are in our care.
2. To treat each child as an individual.
3. To provide a relaxed 'home from home' environment that is fun.
4. To make parents and children feel valued, establishing positive relationships and fostering home & school links.
5. To follow the school's Gospel Mission to *'Live and learn in the light of Christ'*.

## **Club Objectives**

Leading Light Club has the following objectives:

1. To provide opportunities for the children to build new relationships.
2. To respect and value those around them, their surroundings and equipment.
3. To encourage children to actively participate in group activities.
4. To help children to make good decisions and work through any problems they have.
5. To have fun.

## **Club Rules**

Leading Light Club has high expectations of behaviour at all times and wants all children to follow these rules:

1. Be honest.
2. Be polite.
3. Be gentle.
4. Be kind and helpful.
5. Be a good listener.
6. Be respectful to others feelings, the environment and equipment.

## **Club Premises and Location**

We are conveniently located in the Parish Hall, behind SS Peter & Paul Catholic Church and next to SS Peter & Paul Catholic Primary School. The entrance to the club is through the main Parish Hall door to the right of the statue of Our Lady in the grotto. There is a 'Leading Light Club' sign above the door and a door bell to ring to alert our attention.

Parents are not permitted to drive onto the school site to drop off or collect their children. Please park safely somewhere close to school and walk down the path. This is a whole school approach to ensure that children and school staff are kept safe whilst on school premises. Thank you for your cooperation in this matter.

## **Club Operation of Service**

Leading Light Club is managed by a designated Club Manager who is accountable to the Head Teacher under the delegated responsibility of the Governing Body of SS Peter & Paul Catholic Primary School. The Head Teacher will hold ultimate accountability for the management of the club in terms of staffing, finance and safeguarding. The Head Teacher holds all the appropriate qualifications to lead, direct staff and implement a high quality care service for all its children and their families.

## **Club Registration**

In order to plan effectively for your child's wrap around care experience, all new children must be registered before they attend. An enrolment form must be completed for each child to ensure that club staff know everything they need to know about your child. All Reception and Key Stage 1 children must also complete the 'All About Me' booklet (with their parents) to help staff get to know your child.

## **Club Staff**

All Leading Light Club staff have appropriate child care qualifications and they are trained and experienced in working with children. The club manager will have appropriate Safeguarding training and there will always be a fully trained Paediatric First Aider in attendance at club for every session.

The club staff are trained to organise a range of activities including games, craft, cooking and entertainment activities for children of all ages and abilities. Staff plan in advance to ensure a varied programme to meet the needs of all individuals attending the club. A quiet area is available for those children who wish to relax and unwind.

## **Club Opening Times**

Leading Light Club operates Monday to Friday during School Term Time only; it is not open on weekends or Teacher Training Days. Before School Club is open from 7.15 to 8.45 am and After School Club is open from 3.20 to 5.45 pm.

- **Breakfast Club – Open from 7.15 am**

Parents must bring their child in through the main club entrance door. We ask parents to hand over their child to a member of club staff and not leave them unsupervised. It is at this point that you will need to sign your child into the club on the attendance sheet. Club staff will only admit children into their care from 7.15 am. All children attending a morning sessions will be offered a healthy, nutritious breakfast at no extra cost. Last breakfast serving is at 8.30 am. All children will be fully supervised during the transition from club to school as they go in through the main entrance to the school and escorted straight to their classroom.

- **After School Club – Open until 5.45 pm**

All children scheduled to be attending Leading Light Club will be assembled at a designated meeting point in the school. They will be met there by a member of club staff who will supervise their safe transition from school to club at 3.20 pm. All children attending an after school session will be offered a light snack to bridge the gap between lunch and their evening family meal at home at no extra cost. Alternatively, parents can send their child with a preferred snack option from home.

Children attending an extra-curricular school activity for part of the afternoon before Leading Light Club will be escorted over to the Parish Hall by the extra-curricular activity provider and signed in when they arrive. They will be offered their snack option as soon as possible.

All children will be handed over to an appropriate adult and must be signed out. **Late Collection charges apply.** Last collection time is 5.45 pm and late charges will be applied automatically to cover the cost of employing staff for the extra time taken; **£5.00 for every 5 minutes late.** More details are available on the enrolment form.

## **Club Bookings**

To ensure we have sufficient staff and resources, please ensure that your child is booked into the club in advance. Our monthly online booking system is managed by the St. John Paul II Multi Academy Finance Team so that we have as much advance notice as possible.

We prefer written or e-mailed bookings and/or changes as they are easily traceable. For any booking queries please contact us by e-mail [leadinglightclub@ssptrpl.net](mailto:leadinglightclub@ssptrpl.net) or by telephone using the club mobile number **07885 235 488** or **07885 235 491** when the club is open (7.00 – 9.00 am and 3.00 – 6.00 pm). In an EMERGENCY, you can telephone the school during the day **0121 675 6028** to make an EMERGENCY booking as a one off, if necessary. Any last minute/emergency bookings should be made with the club manager, Mr Porter, directly.

Any queries about invoices and bookings should be taken up with the St. John Paul II Multi Academy Finance Team, directly using the club e-mail [leadinglightclub@ssptrpl.net](mailto:leadinglightclub@ssptrpl.net) or club mobile **07885 235 488** or **07885 235 491** .

## **Club Fees**

Morning Session	7.15 – 8.45 am	£4.50 per session
Afternoon Session	3.20 – 5.45 pm	£8.50 per session
Late Collection Charge	After 5.45 pm	£5.00 per 5 minutes late
Late Fee Payment Charge	After due date	£10.00

## **Club Payment**

**Account Number: 40932268**

**Sort Code: 30-98-37**

Fees are to be paid by Bank Transfer. **NO CASH!** Payment is required monthly. Once your sessions and dates have been agreed you will receive a payment request/invoice with a payment deadline on. Late payment beyond the specified deadline will incur a **£10.00 late payment charge**. Non-payment of fees will result in the loss of the place. No refunds are given if a child does not attend a session. No discount for siblings. We do accept payment via 'Childcare Voucher Schemes' and are registered with 'Government Tax Free Childcare', 'kiddivoucher', 'Edenred', 'Computershare' and 'Sodexo'. Quote our Ofsted Registration Number: **14 62 98** on your application for Childcare Vouchers. Search for SS Peter & Paul Leading Light Club.

Variable and last minute bookings are acceptable; parents will be invoiced retrospectively and payment must be received by the due date specified on the payment request/invoice. Again, a £10.00 late payment charge will apply. The club will not charge parents when the school is closed for teacher training days, emergency closure days or when a child is attending an organised school trip or residential where they will not need the clubs services.

## **Club Accidents**

Unfortunately, accidents do happen. All staff are First Aid trained and will assess the severity of the accident to decide upon the most appropriate course of action. Any incidents will be recorded in the clubs Accident Book and reported to parents on collection. Any serious incidents requiring hospital treatment, the parents will be contacted immediately.

## **Club Sickness**

We recognise that both children and staff are vulnerable to infection and illness therefore we ask parents to refrain from bringing their child into club if they are ill. Any child with a rash, sore throat, discharge from the eyes, diarrhoea or any contagious/infectious illness should be kept away from the club to avoid the spread of infection.

If a child becomes ill whilst at the club, we will call the parents in the first instance. However, we reserve the right to call for emergency assistance and escort the child to hospital, if necessary. It is not our policy to administer medication to children unless specifically requested by a parent/guardian. In order to have medicines administered by a member of club staff, it must be prescribed by the child's doctor and a **'Medicine Form'** (available from a member of club staff) must be filled in by a parent/guardian. If your child has a more serious medical condition or allergy, this must be disclosed upon enrolment to the club and a Health Care Plan can be put in place, if required.

## **Club Security**

All access to club is through the main front door to the Parish Hall which is secured at all times, opened only by a security fob system which only club and school staff have access to. All children must be signed in and out of every session on the club attendance register. Children can be collected at any time during the session. Children can only be collected by the people specified on the enrolment form and they must be at least 16 years of age. In an emergency, someone else (not listed) may pick your child up using the **'Emergency Password'**, it is vital that you let club know if a different person is collecting your child and that they know the password as refusal may offend.

## **Club Complaints**

We will always strive to do our best for you and your child but admit that we may not always get it right. The club takes any complaint very seriously and undertakes to resolve the matter informally at the earliest opportunity to the satisfaction of all parties wherever possible. If necessary, SS Peter & Paul Leading Light Club will follow its formal complaints procedure, available upon request.

## **Club Safeguarding**

Any member of staff working within SS Peter & Paul Catholic Primary School and SS Peter & Paul Leading Light Club who considers that a child in their care may be or have been at risk has a duty of care to report the matter to the Designated Safeguarding Leader (DSL) within the school who will decide on the appropriate action required.

## **Club Contact Details**

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