



Worlingham Squirrels

Out of School Club

Handbook

2025/26

Worlingham Squirrels is run and managed by Worlingham CEVC Primary School

About the Club

Worlingham Squirrels is run at Worlingham CEVC Primary School in the Community Room, which is part of the school premises. We only take children from Worlingham CEVC Primary School between the ages of 4 to 11. Squirrels is open from 7.50am to 8.50am for Breakfast and 3.15pm to 6.00pm for After School club. We are open weekdays, during term time only. Our full capacity is 34 children.

After school, we are able to use the school's Sports Hall when available and tea will be eaten in the Community Room. There are toilets available within the school and we have access to an outside space to play.

What we offer

The club provides a safe, secure and relaxed environment for the children in our care. We provide both organised and free activities and encourage children to choose what they would like to do after their structured day at school.

There are a wide range of activities, including crafts, board games, reading, imaginary play, construction, DVD film shows, sport, baking and much more.

A breakfast in the morning and a snack tea and drinks are provided each day; however, the latter is not intended to be a substitute for a main evening meal that the child may receive at home. All staff hold a current Level 2 Certificate in Food Hygiene, and we are a five star rated food provider registered with Waveney District Council Environmental Health. We recognise the importance of healthy eating and promote this at all times. Individual dietary requirements are followed and parental preferences are met where possible. Children eat at a table with other children at breakfast/tea times.

Staffing

All staff are suitably qualified/experienced in children's care and education. The staff have been carefully selected for their appreciation, respect and understanding of children. All staff have undergone Disclosure and Barring Service checks before working with children. We maintain a staff/child ratio in line with statutory requirements.

Policies and Procedures

The club operates under a number of procedures which are taken from whole school policies, copies of which are held at the club, and are available at your request. Policies include:

Admissions – this policy shows how we ensure that all children have access to the club through open, fair and clearly communicated procedures.

Positive Behaviour – we believe that the children flourish best when they know how they are expected to behave and should be free to play and learn without fear of being hurt or unfairly restricted by anyone else.

Safeguarding Children – We create an environment which encourages children to develop a positive self-image, enable children to have the self-confidence and vocabulary to resist inappropriate approaches and work with parents/carers to build their understanding of, and commitment to the welfare of all our children.

Equality and Diversity – this policy shows how we provide an environment in which all our children can flourish and in which all contributions are valued. Families are treated with respect and with an awareness of issues of equality including ethnic origin, religious and family background or disability.

Health and Safety – children, parents/carers and staff are aware of health and safety issues and minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Complaints Procedures – we will bring any concerns about the running of our club to a satisfactory conclusion for all of the parties involved

Special Educational Needs – we provide an appropriate and stimulating environment which includes and meets the needs of children of differing abilities.

GDPR and Data Protection – Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018. The school Data Protection Officer is Carole Connelly contactable on office@schoolDPOservice.com

TERMS AND CONDITIONS

Basic copies of Terms and Conditions are also included on the application form, which is completed before admission to the Squirrels Out of School Club.

Admission

We make Worlingham Squirrels Out of School Club accessible to children and families from all areas of our school community. Admission to the club is organised by the Manager and a waiting list system may be implemented when the need arises. Priority is given to children attending the club on a regular basis and their siblings and bookings more of an ad-hoc nature will only be taken if there is availability for the session requested. All children from Worlingham CEVC Primary are welcome to attend the club.

A completed registration form is required for each child attending. This form contains information concerning your child and is confidential.

Fees for both clubs are charged as follows:

- + Initial registration fee – £2.50 per child
- + Breakfast Club – £4.50 per session
- + After School Club - £4.50 per hour

Worlingham Squirrels Out of School Club also accepts Childcare Vouchers.

Consistent lateness when picking up your child from After School Club will incur a fee of £5.00 per every 15 minutes over the 6.00pm collection time. This could also result in your child from having their membership to Worlingham Squirrels Out of School Club suspended or terminated. You will be informed of this before any charges are made.

Fees are payable in advance, at least weekly but preferably monthly for regular users. Payment can be made by cash, cheque, childcare vouchers or parent pay. Cheques should be made payable to Worlingham CEVC Primary School. Fees will be reviewed on the 1st of April of each year.

The price per session per child applies to all children. Please refer to pricing structure. The school offers a subsidy to staff members.

Non-payment for more than one month will result in your child's membership being terminated. Therefore, please ensure that fees are paid promptly.

If, at any time you are having difficulty paying fees, please speak in confidence to the School Office.

Changes to days and cancelling your place

Please contact the school office, preferably by email, if you wish to terminate or vary attending days as soon as you become aware of these changes. Your request will be accommodated as far as possible as long as your requested date is available. After School Club spaces are limited and we run a reserve list for most days therefore any spaces booked but not cancelled before 9am on the day may be charged.

Temporary changes

Please remember that we need to know if your child (or children) will not be attending either the Breakfast Club or After School Club for any reason. Please dial main school number (01502 712375) and speak to the school office.

If you know in advance of any days when your child/children will not be attending during the following week, please let one of the Squirrels Supervisors or the School Office know at least 24 hours in advance at the latest. If 24 hours is not given the charge will still stand. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this handbook.

In the event of Squirrels' closure due to severe weather or an emergency parents/carers will be informed by telephone and ParentMail. A refund of session fees would be made under these circumstances.

Arrival and departure

Children will not be allowed access to the Breakfast Club before 7.50am, parents and carers are responsible for their children until they have been handed over to a member of the breakfast club team. Breakfast will be served until 8.15am.

Children should always be collected from the After School Club by a named adult. In exceptional circumstances when it is not possible for your child to be collected by a named person, a password system will be adopted. Please only inform this person of your password.

A register will be taken and a signing out sheet will be used.

The club closes at 6pm. If you are delayed for whatever reason please telephone the club to let us know. Please remember that the late collection charge will be payable if this is a regular occurrence.

GENERAL INFORMATION

Behaviour

Children and staff have created rules for behaviour whilst at the club. These are signed and displayed for children to see. The club also works within the school's behaviour policy, which is available from the school office. The club operates on these principles:

Children are expected to respect each other, staff and visitors, equipment and resources.

Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.

Worlingham Squirrels Out of School Club aims to encourage appropriate behaviour through praise; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

Worlingham Squirrels Out of School Club will not tolerate bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict from anyone.

Illness

Please inform one of the Squirrel Supervisors of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him/her to the club for 48 hours after the illness has ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and the club is covered under the school's insurance. All of our staff are trained in first aid and a first aid kit is kept on the premises. We operate an accident procedure and fire drills are carried out regularly.

Medication

Please let the manager/supervisor know if your child is taking prescribed medicine. Please speak to a Squirrels Supervisor if medication needs to be administered during club time.

Loss of Property

Worlingham Squirrels will not be liable for loss of property brought onto the premises by parent/carer or child.

PLEDGE TO PARENTS/CARERS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

Worlingham Squirrels Out of School Club
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Email: office@wcevcps.org



THE CHURCH
OF ENGLAND

Working in partnership with
Worlingham CEVC Primary School



Bible Verse: Rooted and grounded in love (Ephesians 3:17)
Values: Belonging, Courage, Curiosity,
Kindness, Perseverance, Respect
Vision: Growing minds, kind hearts, rooted in love

