

**Fair Play Out-of-School Club**  
(for Coleridge School)



**Waverley Club**

Shirley Boffey House  
10 Waverley Road  
N8 9QS  
Ofsted: EY478196

**Edison Club**

Resource Centre  
18a Edison Road  
N8 8AE  
Ofsted: EY277677

**East Hall Club**

Coleridge School  
10 Waverley Road  
N8 9QS  
Ofsted: RP523074

**Breakfast Club at Waverley** (before school for infants) **Breakfast Club at Edison** (before school for juniors)

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# Information for parents (SEPTEMBER 2024)

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## About Fair Play

Fair Play is an out-of-school club exclusively for Coleridge School. We work in partnership with both Coleridge teaching and support staff and our parents.

Parents are welcome to visit the Club at any time to join in activities. We listen to parents' views and keep you up to date with our plans and information about the day-to-day operations of the Club. We discuss with you your child's experiences, progress and friendships, and any concerns we may have.

Fair Play was set up by owner/manager Sarah Miller in 2004. Sarah's own children were Coleridge pupils in the 1990s and her granddaughter left year 6 in 2015. Sarah currently has two grandsons at Coleridge.

We welcome children with special needs and work together with parents and other agencies to try to ensure all children are equally included in Fair Play activities.

Fair Play aims to consciously work against multidimensional aspects of racism, we do not accept discriminatory behaviour or attitudes among children, staff, volunteers, or parents.

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## Contact information

Sarah Miller: 020 8348 4469 or 07843 694 200 [fairplayoutofschool@gmail.com](mailto:fairplayoutofschool@gmail.com) or [fairplaychildcareltd@gmail.com](mailto:fairplaychildcareltd@gmail.com)

Issey (FP admin assistant if Sarah is unavailable) 0203 302 8861 Mon-Thurs (9.30 - 12.30 only)

Other members of staff: 07927 081 986 (other times and during Holiday Club)

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## Fair Play venues

Fair Play currently operates from three premises and hopes to add a fourth this spring.

### After school

#### **Waverley Club** (for Reception)

Shirley Boffey House  
10 Waverley Road  
Crouch End N8 9QS

#### **East Hall Club** (for children in years 1 & 2 & 3)

Coleridge School  
(Next to) 10 Waverley Road  
Crouch End N8 9QS

#### **Edison Club** (for children in Years 4, 5, 6)

Resource Centre  
18a Edison Road  
Crouch End N8 8AE

Please note: occasionally, for reasons beyond our control, or at our landlords' request, it may be necessary to close a particular venue for an afternoon session. When this happens, we usually

combine two clubs and give as much notice to parents as possible. On very rare occasions, we are unable to merge clubs and must close a Club. If this is the case, we give as much notice as possible and refund parents for the session.

### Before school

#### **Breakfast Club at Waverley** (for children in Reception, year 1 and their older siblings)

Shirley Boffey House  
10 Waverley Road  
Crouch End N8 9QS

#### **Breakfast Club at Edison** (for children in year 2 and above and their siblings)

Resource Centre  
18a Edison Road  
Crouch End N8 8AE

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## Times

### After school

After-school clubs start at the end of the school day and finish at 6pm.

### Before school

Breakfast Club starts at 8am and ends when school starts.

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## Fees

Breakfast *and* after-school sessions: £27 a day

Breakfast session only: £8 a day

After-school only: £19 a day (more than one day)

Ad-hoc (one day only): £21

Fees include breakfast and/or an after-school snack.

- Fees for booked place must be paid in advance.
- Fees for booked places are due even if a child is absent for any reason.
- Parents are invoiced at the beginning of each month for sessions they have booked.
- If fees remain unpaid by the end of the month, your child will not be able to attend until arrears are cleared in full. Your child's place may then be lost to another child on our waiting list.
- Fees are payable when Coleridge is closed for inset days during term, and if the school is closed for strikes, polling, snow days or for other unexpected reasons during term.
- Fees are payable for just one (May) bank holiday (when the Club is closed).
- Parents must give one month's notice in writing if a child is giving up their place at Fair Play. Fees for booked places are payable during the month of notice, even if the child does not attend.

Many parents are entitled to help with fees either through Universal Credits, Tax Free Childcare (TFC) or a voucher system set up by an employer. This helps you pay for childcare before you pay tax on your earnings. Fair Play accepts all Childcare vouchers.

## Breakfast Club

Our Breakfast Club starts at 8am.

We serve a no meat breakfast until 8.35am. We do serve butter, cheese and eggs, so please let us know if your child cannot eat dairy or is vegan. We never serve peanut butter or nuts.

Parents are asked to tell us about any food allergies or dietary requirements your child has when you register. Please keep us updated about food allergies and dietary requirements at least once a year, or when your hospital consultant or GP advise.

You may wish to leave a toothbrush for your child at the Club so they can brush their teeth before they go to school.

Staff leave at 8.45am to take children to arrive at school at 8.50am.

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## After-school clubs

Fair Play staff accompany children back to one of the three clubs where they can enjoy a healthy meat free snack, rest, free play alone or with friends or join in a wide range of activities such as art, craft and painting, cooking, skittles, drama and dance, clay, woodwork, knitting, Lego®, sewing, reading, table football, cards, chess, various board games, puzzles, table tennis, air hockey and different sports.

All after-school places must be booked and paid for in advance and cannot be swapped.

### Emergency places

It is sometimes possible to book in for an extra, emergency session after-school.

These places are available to all parents who are registered with us, even if they do not book places in advance.

To find out if there is an emergency place available on any particular day, ring Sarah on 020 8348 4469 or 07843 694 200.

Non-booked places cost £20 a day. If the emergency place is in addition to booked places, parents will be charged for the emergency session on their next invoice. Parents who have not booked places in advance must pay for emergency places on the day.

### Picking up after school arrangements

Our staff collect all infant and Year 3 children from their classrooms when school finishes.

We meet older juniors by the bridge outside Coleridge's main entrance office.

It is very important to let us know as soon as possible if your child is booked in for a Fair Play after-school session but does not need collecting from school because you have made other arrangements, or because he or she is unwell.

Call or text Sarah on 07843 694 200,

or call or text another member of staff on 07927 081 986.

We usually arrived back at the Waverley/Hall Club by 3.20pm; at the Edison Club by 3.35pm;

We return to school at 4.15pm and 4.30pm to collect a maximum 15 children from one of the privately run extra curriculum clubs offered at the end of the school day by Coleridge. These later picking up from school arrangements are offered to children on a first come, first served basis.

Please note, we only *collect* children who are in Year 1 and above from Coleridge-based clubs. We do not drop off at later times.

If your child is in reception and is attending a club at the end of the school day, please make your own arrangements to collect your child at 4.15pm or 4.30pm and do not use up a booked place for them at Fair Play on those days. Please also note: if you have signed your child up to one of these clubs and it doesn't run for whatever reason, Fair Play will not be able to care for your child after school instead unless we usually collect them from it.

In reasonable weather, there may be occasions when children from all three clubs play together in (often separated by age group) designated areas in the infant playground at Coleridge School. If we do this, we will send you a text, so you know where to come to collect your child.

### Collecting your child from their after-school Club

We close at 6pm. Please make sure you arrive on time to collect your child.

We accept that on rare occasions, lateness is unavoidable. If you are going to be late, please call us as soon as possible so we can tell and re-assure your child.

If we do not hear from you by 6pm, we will call your mobile, the other parent's mobile (if applicable) and then your emergency contact number.

If we are unable to contact anyone who can collect your child, we will call Haringey Council's social services department and ask for advice.

It is very important to let us know if someone other than you, or the regular 'collector' is going to pick up your child from the Club on a particular day. Please let us know the person's full name, with a brief description, in advance, otherwise we will not hand over your child.

On occasions, your child may not be at their usual venue. If that is the case, we will let you know by text before pick-up time. Please always check your phone before you come to collect your child.

Please do not collect your child if you are drunk or have taken recreational drugs. Instead, please inform us by phone or text who you will be sending to collect your child on your behalf.

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### **If your child is unwell**

Please do not bring your child to Breakfast Club if they are unwell, and please do not expect us to collect them after-school if the school has informed you that your child is unwell.

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## **If your child becomes unwell while at Club, or needs medical attention for any other reason**

If your child becomes unwell while at Club, we will (isolate them, if suspected infection is related to Covid – 19) and contact you, your child's other parent (if applicable), or your emergency contact.

You are asked on the registration form to give consent for professional medical advice or treatment to be given to your child if necessary, while in our care.

If an accident occurs, or medical advice or treatment is sought for any other eventuality, we will inform you, the child's other parent (if applicable) or your emergency contact as soon as possible.

Fair Play documents all accidents and incidents where professional medical advice or treatment is needed or sought.

## **Using the Toilet**

If your child still uses nappies, they will not be able to come to Fair Play. If they are still having occasional accidents, they should have underwear and clothes in a bag that they can change into without help. Unlike a nursery Fair Play does not have the washing and disposal facilities to deal with nappies or constant accidents hygienically.

We do not train children to use the toilet and wipe themselves. Parents should ensure they train their child *before* they start school.

If your child has a diagnosed medical condition affecting their ability to use the toilet independently, unfortunately, we will not be able to care for them, again because Fair Play does not have the staff or facilities.

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## **Allergies**

You are asked to tell us about any known allergy your child has when you register, and to attach the child's emergency plan to the completed registration form. Please keep us updated about allergies at least once a year, or when your hospital consultant or GP advise.

Please note, if your child has been prescribed an EpiPen, we cannot care for them unless you supply us with one for use when they are in our care.

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## **Food at after-school clubs**

We only provide vegetarian food. We do serve cheese and eggs, so please let us know if your child cannot eat dairy food. We never serve peanut butter or nuts.

Parents are asked to tell us about any food allergies or dietary requirements your child has when you register. Please keep us updated about food allergies and dietary requirements at least once a year, or when your hospital consultant or GP advise (also see 'Allergies' above).

Between 3.40pm-4pm, we serve a substantial snack – for example, toast/bagel/wrap, raisins, raw carrots, always fresh water and always fresh fruit.

Due to infection control measures we no longer encourage children to help us prepare the snack.

If you send a snack from home, please do not include nuts or peanut butter.

We sometimes serve cakes and children may be given a biscuit. As a rule, we do not usually give children any sweets.

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## **Children's property**

Children will be allocated a space at Club in which to store their belongings.

We encourage children to remember all their belongings when we pick them up from school – school bag, reading folder, packed lunch bag, homework, musical instrument, PE kit etc. However, we cannot guarantee they will always remember to bring everything with them!

Please do not ask staff to remember things for your child.

Please check you have all your child's belongings when you collect them from Club.

We encourage parents not to allow their children to bring a mobile phone, camera, iPad etc to a Fair Play club. We cannot be responsible for these items and children may be at risk of unsupervised access to the internet without our knowledge.

If your child does have a mobile phone, please tell them they cannot use it while at club and the staff manager must be told.

Please do not allow your child to bring other valuable or precious things to the Club, as we cannot be responsible for them.

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## **Local outings**

Club activities may sometimes include visiting local parks or other short trips in the neighbourhood. You are asked on the registration form to give permission for your child to go on local trips during Club time.

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## **Sunscreen**

We ask you to on the registration form give permission for Fair Play staff to apply sunscreen to your child in situations when protection from the sun is needed. You may leave your own sunscreen with us to apply to your child.

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## **Behaviour**

We promote positive, considerate, and caring behaviour throughout the Club so that all children and adults can enjoy and benefit from their time spent together.

We welcome input and ideas from both children and parents about behaviour.

We have developed a set of 'golden rules' with the children and these rules are clearly displayed in each Club.



Fair Play has a Behaviour Policy that we review each year. This policy is displayed on noticeboards and a copy is available in the 'information for parents' folder' at each Club.

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## Data protection and privacy

All information you provide is stored securely and processed according to data protection law. We collect and store personal information about you and your child to provide a high level of care.

We will keep the information about you and your child up to date and ask you to tell us about any changes in the information you have given us.

You have a right to ask to see the information we hold about you and your child, and to ask for errors to be corrected.

We will erase personal information about your child when they stop attending the Club. However, occasionally we do need to retain records of accidents, attendance and complaints after your child ceases to be in our care. If you want to find out more about why we do this, please speak to Sarah Miller.

We will not share personal information about you or your child with another organisation without your permission unless:

- we have a safeguarding concern about your child
- are required to do so by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf – a bookkeeper, for example.

## Photographs

We sometimes take photographs of Club activities. The only purpose is to share images with parents. We ask you on the registration form to agree that we can take photographs of your child for this purpose. If you do not consent, we will not include your child in any photographs.

If we want to take photos for any other reason, we will seek your permission.

We ask all parents and carers **not** to use their camera phone while on Fair Play premises.

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## Child Safeguarding

At Fair Play we believe that the welfare of all children in our care is of paramount importance.

We will listen to children and their concerns. If we are concerned because of listening, we will discuss our concerns with parents.

We have a legal responsibility to report to Haringey Council Social Services Department any unexplained injuries or serious concerns we have about your child's physical and emotional well-being.

If the manager at Fair Play decides a matter should be taken further, we will inform the child's parents. On extremely rare occasions it may be necessary not to inform parents before making a referral to Haringey Council Social Services.

Under the Counter Terrorism and Security Act 2015, our staff have a duty to protect children from radicalisation and extremist ideas. A member of our staff has received training about this 'prevent duty'. Please ask Sarah Miller if you want more information about our responsibilities in this area.

Our Child Protection Policy includes clear guidelines for staff. A copy of the policy is included in the 'information folder for parents' at each Club.

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## Procedures and policies

We have a full set of Fair Play's policies and procedures for parents to view at any time. They are all included in the 'information for parents' folder at each Club. Some policies are also displayed on our noticeboards.

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## Complaints

We accept that sometimes we may not get things right and we will always welcome your suggestions and value your feedback on our service.

If you have any concerns, please speak to the member of staff in charge at the Club, or manager Sarah Miller.

If you feel you would like to take a matter further, our Complaints procedure is displayed on our noticeboards and a copy is included in the 'information for parents' folder' at each club.

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## School holiday clubs

We also run clubs in most school holidays. Full day (8.30am to 5.30pm) and part day (9am to 3pm) places are available. We also offer a 'drop off and collect from Coleridge Sports Camp' service.

Please contact Sarah if you would like to book your child in for any days during the holidays. Places are limited so be sure to book as soon as possible.

	<b>Cost per child per day</b>
part day in school holidays 9am-3pm	£35
full day in school holidays 8.30am-5.30pm	£40
before Coleridge Sports Camp (from 8.30am to drop off at Sports Camp)	£8
after Coleridge Sports Camp (collect and care until 5.30pm)	£19
Parents pay for one May bank Holiday per year <i>and</i> if the school is closed for the day for any reason (eg strike action, no heating or water)	Inset days may also be charged if not part of school holidays as our costs remain the same on these training days

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## Staff (at June 2024)

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**Breakfast Club at Waverley** (before school for infants) **Breakfast Club at Edison** (before school for juniors)

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③ **Sarah Miller**

owner/senior manager

③ **Anya**

assistant senior manager  
(all clubs)

③ **Ben**

assistant manager

③ **Issey**

admin support & assistant  
manager

③ **Jessica F**

assistant manager

③ **Kiel**

assistant manager

③ **Charo**

playleader

③ **Nazifa**

playleader

③ **Muneeb**

playworker

③ **Teddy**

playleader

③ **Jade**

playleader

• **Kaya**

trainee playworker

• **Lawrence**

trainee playworker

We regularly train our staff in first aid and food hygiene. All our staff are DBS checked.

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