



Coleridge Primary School

Learners for life

CREATIVE, CARING, RESILIENT

Coleridge Youth Club

Information for parents

(January 2025)

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COLERIDGE YOUTH CLUB

Times of club

The Coleridge Youth Club will start at 3.25pm and finish promptly at 6pm.

Fees per session

- £15 per session from 3:25-6:00 pm.
- Bookings can be made via the Arbor App or Arbor Portal.
- Fees must be paid in advance.
- Fees are non-refundable even if your child is absent for any reason.
- Days cannot be swapped as places are limited.
- If fees remain unpaid by the end of the month, your child's attendance will be suspended until arrears are cleared. Your child's place may then be reassigned to another child.
- Fees will not be charged when Coleridge is closed for inset days, or if the school is closed due to bank holidays, strikes, polling, snow days, or other unexpected reasons during term time.

Activities will include

- Crafts
- Dance
- Lego
- Reading
- Football
- Board games
- Puzzles
- Table tennis

Contact Details

- Coleridge Youth Club mobile - **07548 281 935** - please call if you need to pick up earlier than 6pm. Any other queries, please email admin@coleridgeprimary.net

Your child's meeting point:

- Children registered for the club will meet in the Year 5 Corridor and line up ready for their first activity. Please let your children know that this is the meeting point.

Collecting your child from the Coleridge Youth Club

- Pick up time is **6pm** from the West entrance - please ensure you arrive on time to collect your child.
- If you would like to pick up your child earlier than 6pm, please call the Coleridge Youth Club team on **07548 281 935** to arrange pick up.

- If you anticipate being late, please call us as soon as possible to inform and reassure your child.
- If we do not hear from you by 6pm, we will call you or your listed emergency contact.
- A late pick-up fee will be charged to cover additional staff costs – the following late fees will be charged through Arbor:
 - 1-15 mins late - £5
 - 15-30 mins late - £10
 - 30-45 mins late - £15
 - 45-60 mins late - £20
- Consistent lateness may result in your child's place being offered to another student.

If your child becomes unwell while at the Club or needs medical attention

- If your child becomes unwell while at Club, we will contact you or your emergency contact.
- We will administer prescribed medication to your child only if you have given prior consent to the school office that medical treatment to be given to your child while in our care.
- In case of accidents or when medical advice or treatment is necessary, we will inform you, the child's other parent (if applicable), or your emergency contact as soon as possible.
- The school documents all incidents requiring professional medical attention.

Allergies

- Please ensure the school is updated about any known allergies your child has, and provide a health care plan to the school office.

Food at the Coleridge Youth Club

- We will not provide food at the club. If your child needs an afternoon snack, please send a healthy, **nut-free option**.

Children's Property

- Children are not allowed to bring a mobile phone, camera, iPad etc to the Coleridge Youth Club. We cannot be responsible for these items.
- If your child has a mobile phone, they are not allowed to use it while at the club, and the staff manager must be informed.
- Please avoid sending valuable or precious items with your child, as we cannot be responsible for them.

Behaviour

- We promote positive, considerate, and caring behaviour throughout the school and the extended day provision so that all children can enjoy their time together.
- Behaviour will be dealt with in accordance with the school's behaviour policy. This will be made clear to the children.

- If a child repeatedly misbehaves, we will inform parents so we can work together to improve the behaviour. If there is no improvement, we reserve the right to cancel their place in the club and offer it to another child.

Photographs

- We may take photographs of club activities to share with parents. If you have not consented to the school using photos of your child, they will not be included in any photographs.
- If we want to take photos for any other purpose, we will seek your permission first.
- We ask all parents and carers not to use a camera while on school premises.

Safeguarding

- All staff are DBS checked
- All staff are First Aid and Safeguarding trained
- Any Youth Club leader who has any concerns about a child's welfare will record their concerns on an incident log and share this with the schools Safeguarding team for advice and guidance on next steps

Staff (Autumn Term 2024)

- Monday – Amy and Zelia
- Tuesday – Charlie, Josephine and Amy
- Wednesday – Ayse, Josephine and Lucia
- Thursday – Lucia, Zelia and Basak

These are all staff already working in the school. We regularly train our staff in first aid and Safeguarding. All our staff are DBS checked.