



Happy Harbour

POLICY

Tollgate Primary School

Tollgate Lane

Bury St Edmunds

IP32 6DG

Plan Owner / Author:	Hannah Brookman
Date of Implementation:	
Date of Current Version:	October 2017
Next Review:	October 2019
Version Number:	2

Document Change History

Version	Author	Date	Change Details
2	Hannah Brookman	October 2017	2.5 & 2.6 – added to policy 3.1 – Change of ratio 5.5 – added to policy 6.4 – added to policy 8.1 – changed to Trust staff not just Tollgate staff 12 – Safeguarding specific to Happy Harbour



Introduction (including aim)

Happy Harbour is the before and after school provision run by Tollgate Primary School. Children aged between 3 and 9 years old, who are registered at the school, can attend. Happy Harbour is run by a Higher Level Teaching Assistant (HLTA) with support from a member of the Senior Leadership Team (SLT). Happy Harbour provides breakfast before school and a snack after school. The aim of Happy Harbour is to provide a facility which cares for the children and offers a wide range of activities for them to participate in.

As Happy Harbour is run by the school, all school policies are adhered to.

1 Times

1.1 Happy Harbour will be open from 7.30 - 8.45 am and 3.20 – 6 pm Monday to Friday.

2 Health and Safety (including Behaviour)

2.1 Happy Harbour will provide a safe and healthy environment in line with the school's Health and Safety Policy.

2.2 Children will be supervised at all times. After school, children can access an outside area. This will be supervised by a member of staff and will happen once the other pupils have left the school site to ensure the area is safe and easily supervised.

2.3 Children will be expected to behave and behaviour will be managed in line with the school's policy.

2.4 SLT have the right to refuse a child's attendance if they feel their behaviour means they cannot be kept safe.

2.5 Happy Harbour is accessed through an external door, a bell must be rung to gain access into the school.

2.6 Parents/Carers must sign their child in, and out, of Happy Harbour each day

3 Staffing

3.1 Happy Harbour will be staffed at a ratio of 1:13. If a child present is Nursery age, then the ratio is 1:8, in line with the *Statutory Framework for the Early Years Foundation Stage*.

3.2 All staff will have completed an 'Introduction to Safeguarding' course and Prevent training.

3.3 At least one staff member will hold a Level 3 qualification in childcare. If a child of Nursery age is present, then a level 3 qualified member of staff will be present.

3.4 Between 7.30 and 8 am, only one member of staff is present. The member of staff will be familiar with the risk assessment for lone working and know the procedures to follow.

3.5 The Happy Harbour leader holds paediatric first aid and a food hygiene qualification.

4 Registration and Booking

4.1 Any child who wishes to attend Happy Harbour must have a completed registration form (Appendix 1), which includes contact details of parents and/or carers, emergency contact details and any medical information. This must be completed before a child can attend Happy Harbour. A copy of this form will be kept securely in Happy Harbour.

4.2 All bookings and payments must be made in advance – no later than 12 pm on a Friday for the following week. A booking form must be completed (Appendix 2). Bookings can be made on a weekly, monthly, half termly or termly basis. Ad-hoc sessions can be booked, if there is space available for the child.

4.3 Happy Harbour will have all the relevant information they need with regard to Photo Permissions. This form is completed at the time of admission to the school.

5 Fees and Payment

5.1 All sessions must be paid for in advance (on booking) at the office or through BACs. Happy Harbour staff cannot take any monies.

5.2 Happy Harbour fees are as follows:

Morning Sessions

7.30 – 8.45 am £4.00

8 – 8.45 am £3.50

Afternoon Sessions

3.20 – 4.20 pm £4.00

3.20 – 5.20 pm £6.00

3.20 – 6 pm. £7.00

5.3 All parents/carers will be required to sign a copy of the Terms and Conditions (Appendix 3) with regard to payments.

5.4 If a child attends sessions that have not been paid for in advance their account will go into debt. If an account is £50 or more in debt, then the parents/carers will be given 14 days to pay this debt.

a If the debt is not paid, then SLT can make the decision to stop a child from attending Happy Harbour.

b If an account is consistently going into debt, then SLT have the right to stop a child from accessing Happy Harbour.

5.5 If a family are in financial, or build up a debt, then the school will work with them to develop a suitable payment plan.

6 Medical

6.1 Any medical conditions must be recorded on a child's registration form.

6.2 Staff can only administer life-saving prescribed medication e.g. inhalers.

6.3 Parents are expected to provide medication to be retained by Happy Harbour, even if there is medication in school. For the safety of the pupils, staff cannot source medication from elsewhere in school.

6.4 Happy Harbour have their own first aid kit and recording sheets which are checked regularly.

7 Food

7.1 At least one member of Happy Harbour staff will hold a Food Hygiene certificate.

7.2 We will provide children with breakfast before school and a snack after school. There is a variety of options on offer for breakfast e.g. cereal, toast. The children will have a healthy snack after school e.g. cheese and crackers, a piece of toast, piece of fruit.

7.3 There will always be fruit available to the children at breakfast and after school.

7.4 All food is stored appropriately and in line with food hygiene.

8 Staff Children

8.1 Bury St Edmunds All-Through Trust staff can use the Happy Harbour facilities free of charge.

8.2 A registration form must be completed and children will need to be booked in to sessions to ensure staffing ratios can be met.

9 Pupil Premium

9.1 Pupil Premium children can access Happy Harbour. To make it more accessible to them, a discount of £0.50 per session will be applied to their fees.

9.2 As part of our provision at Happy Harbour, staff will use the time to listen to children read, prioritising pupil premium children.

10 Provision

10.1 We plan our provision to ensure a balance of activities throughout the week. There is always access to creative materials, books, construction and small world.

10.2 When weather permits, the children have access to outside provision.

10.3 The staff will plan specific activities for children to take part in e.g. harvest craft, Christmas cards etc.

11 Contact

11.1 Happy Harbour can be contacted through the school office during the working day.

11.2 Happy Harbour can be contacted on 07842 499254 between the hours of 3.30 – 6 pm, if a parent needs to contact staff to let them know of a change of collection or if they are going to be late.

12 Safeguarding

12.1 Staff at Happy Harbour have access to 'Record of Concern' forms.

12.2 Staff know how to contact the Designated Safeguarding Lead or an Alternative to inform them of any disclosures.

12.3 Staff can report directly to Customer First on 0808 800 4005

12.4 In an emergency, staff would call the Police.

Appendix 1 – Registration Form

	<h1>Happy Harbour</h1> <p>Registration Form</p>	<p>Tollgate Primary School Tollgate Lane, Bury St Edmunds, IP32 6DG</p> <p>01284 752742 admin@tollgateschool.org http://burytrust.org/tollgate</p>
---	---	--

Child's Name Date of Birth

Address

Post Code Home telephone number

Mother's full name and address

.....

Father's full name and address

.....

Please provide relevant information regarding family circumstances (eg separation or step-parent/s details)

.....

Emergency Contact Details:

Please provide all contact details and telephone numbers.

Home Telephone Number

Mother's Mobile Number Work Number

Father's Mobile Number Work Number

Any Other Numbers

If both are unavailable, please give details of an alternative contact:

Name Contact number/s

Who will normally collect your child from Happy Harbour

Doctor's Name and Address

..... Telephone Number

Medical Details *Please advise us of relevant information regarding your child's health (including hearing or speech difficulties, any medical conditions for example, asthma, epilepsy, allergies etc)*

.....

Medication *Please provide details including medication name and dosage. Emergency medication must be held in school at all times eg asthma inhalers and severe allergy medication (for example, nut allergy)*

.....

Dietary Requirements *Please advise us of any dietary requirements eg vegetarian, any foods forbidden due to religious observance, nut allergy. (Nut Allergy: please see medication information above).*

.....

I am aware that sessions must be booked and paid for in advance.

Signed Parent/Guardian Name Date

Happy Harbour

Booking Form

Sessions must be booked a week in advance (by 12 pm on Friday).

Sessions to be paid for on booking.

Payments can be made by cash, cheque (payable to Tollgate Primary School) or BACS payment

Tollgate Primary School bank details:

Lloyds Bank Account Number: 29319868 Sort Code: 30-64-22

Details for Voucher Registration: DfES number 9352029 URN 140998

No charge for cancellations provided at least 24 hours' notice is given.

All payments to be made at the school office.

Name.....

Class

Week commencing:.....

Please tick the days and times you would like your child to attend.

	Cost	Monday	Tuesday	Wednesday	Thursday	Friday
7.30 – 8.45 am	£4.00					
8 – 8.45 am	£3.50					
3.20 – 4.20 pm	£4.00					
3.20 – 5.20 pm	£6.00					
3.20 – 6 pm	£7.00					

Please indicate the length of this booking:

One Week

One month

Half-Term

Term

I enclose payment of £..... or I will make a BACS payment.

Signed Date

Happy Harbour

Terms and Conditions

Please read the statements below and sign to show your agreement.

- I understand all bookings must be booked and paid for in advance. Last minute bookings cannot be guaranteed.
- I understand that should my account fall into debt of £50, I will have 14 days to pay any outstanding balance. If the balance is not paid, then my child may not be able to access Happy Harbour.
- I understand that I will be charged for a booking, if I do not give 24 hours cancellation notice.
- I will contact Happy Harbour if I am going to be late collecting my child.

Signed: _____ Date: _____

Name (please print): _____

Name of Child(ren): _____