

# **Goldington Green Academy**



## **Honeysuckle Club Brochure**



**The before and after school club for  
Goldington Green Academy pupils.**

## **Welcome**

This booklet has been produced to explain the aims, objectives, policies and procedures of Goldington Green Academy's Honeysuckle Club.

It is very important that parents, guardians and carers have read and understood the information in this booklet.

## **Contents**

1. General Information
2. Responsibility and Management
3. Contact
4. Opening Times
5. Admissions Policy
6. Club Fees and Payment Procedures
7. Behaviour and Discipline
8. Health and Safety
9. Equal Opportunities
10. Safeguarding Children
11. Complaints Procedure
12. Confidentiality

## **1. General Information**

Honeysuckle Club was set up by Goldington Green Academy over 20 years ago for the benefit of children attending the school. The staff are employed by the school and the club is funded by the school and fees payable by the parents/guardians of children attending the club.

Honeysuckle Club aims to provide quality before and after school care in a safe, happy and fun environment.

A range of indoor and outdoor activities are planned and made available to the children. These activities include sport, games, craft, imaginative play, puzzles, construction and small world. However, plans are always flexible to allow the children to make their own choices as far as possible in the types of activity they wish to take part in. Television, computers and games consoles are available but monitored and if necessary restricted. Before school activities are chosen to give the children a quiet, calm start to the day.

Children always have access to water during the sessions. They are also encouraged to bring a healthy packed breakfast snack or tea from home to eat while they are at the club.

**It is not our policy to ensure that homework is completed; our staff will support the children if they request help with such tasks.**

**Please Note: Toys from home are not encouraged in Honeysuckle Club. Any toys from home will/should be passed to the class teacher for safe keeping.**

## **2. Responsibility and Management**

Honeysuckle Club is part of Goldington Green Academy. Hence the club is managed by the Headteacher Mrs C Skingsley. Under her responsibility for children in the school, the Honeysuckle staff team is led by the Deputy Headteacher.

The Honeysuckle club is run on a daily basis by a team of dedicated staff comprising of the following people:

Miss I McGuinness	Honeysuckle Leader
Miss N Seager	Honeysuckle Leader
Mrs J Brace	Honeysuckle Assistant
Mrs L Fuller	Honeysuckle Assistant
Mrs M McCormack	Honeysuckle Assistant
Mrs L Gordon	Honeysuckle Assistant.

### 3. Contact Information

Honeysuckle Club is part of Goldington Green Academy and hence may be contacted via:  
Goldington Green Academy

Goldington Road  
Bedford. MK41 0DP

Email: [GMeakins@GoldingtonGreenAcademy.co.uk](mailto:GMeakins@GoldingtonGreenAcademy.co.uk)  
[admin@GoldingtonGreenAcademy.co.uk](mailto:admin@GoldingtonGreenAcademy.co.uk)

Honeysuckle club may be contacted by telephoning Goldington Green Academy on **01234 326335**. Your call will be transferred to Honeysuckle staff or the office staff will take a message.

## 4. Opening Times

The Honeysuckle Club sessions are available between:

8.00 am – 8.30 am

3.00 pm until 4.00 pm or 5.00 pm or 5.30 pm

After club sessions until 5.00 pm or 5.30 pm

On normal school days only.

Registration and Bookings for club sessions can be made at online via <https://GoldingtonGreenAvademy.magicbooking.co.uk>. A parent's user guide can be found on the school website.

We ask parents to respect our closing time. Children **MUST** be collected by 5.30 pm as staff are only paid until this time. A penalty charge is made for late collection (see club fees). Unfortunately, persistent late collection will result in parents being asked to remove their children from the club. Please note that if a child has not been collected and parents have not contacted the club by 5.30pm the school may contact social services and the police.

## 5. Admissions Policy

Honeysuckle Club is only accessible from children attending Goldington Green Academy. Children can only attend the term after their 3<sup>rd</sup> birthday.

Honeysuckle club cannot accept any child to attend a club session unless a completed, online registration form has been completed by the parent/guardian. Parents must ensure that the information in their registration is amended and updated as necessary.

## **6. Club Fees and Payment Procedures**

### Morning Session Fees

8.00 am – 8.30 am £ 2.50 per child per session

### Afternoon Session Fees

3.00 pm	until 4.00 pm	£ 5.00 per child per session
3.00 pm	until 5.00 pm	£ 10.00 per child per session
3.00 pm	until 5.30 pm	£12.50 per child per session

After club until 5.00 pm	£ 5.00 per child per session
After club session until 5.30 pm	£ 7.50 per child per session

Late booking fee. £ 2.00 per child per booking  
Late pick up £ 5.00 per quarter hour or part of quarter hour after  
5.30 pm per child.

Please note that fees are reviewed annually.

**All fees are payable online in advance.**

Credit of attendance fees will only be made against the absence of a child if the booking is cancelled more than 1 hour prior to commencement.

## 7. Behaviour and Discipline

As Honeysuckle club is part of Goldington Green Academy it follows the policies and principles of the school. A copy of the behaviour policy and behaviour booklet can be obtained from Honeysuckle staff or the school office.

We have built up a reputation as a caring and fun place to be after school. In order to continue to be a club where children can relax and play after the concentration of lessons the school reserves the right to refuse to take or continue to take children who cause disruption or annoyance to other children or staff. Thus, we aim to preserve the comfortable atmosphere for everyone attending Honeysuckle Club. Should your child not meet our behaviour expectations you will receive a warning letter. If this does not rectify the situation we may have to exclude your child from the club. Under extreme circumstances your child may be excluded without warning at the discretion of the Headteacher.

Bullying is not acceptable in our school as explained in our behaviour policy. Any incidents of bullying are recorded and discussed with parents in line with the school behaviour policy.

## **8. Health and Safety**

As Honeysuckle club is part of Goldington Green Academy it follows the policies and principles of the school. A copy of the Health and Safety policy can be obtained from Honeysuckle staff or the school office.

We are concerned with the welfare of the children whilst in our care and we have staff that have been trained and hold certificates in first aid. If a child becomes ill during a club session every attempt will be made to contact one of the people designated on the registration form to arrange collection of the sick child. The child will be cared for until collected.

In the case of accident, first aid will be administered and if necessary the parent contacted to discuss the course of action to be taken. All accidents and emergencies are entered in the accident book

## **9. Equal Opportunities**

TAs Honeysuckle club is part of Goldington Green Academy it follows the policies and principles of the school. A copy of the Equal Opportunities policy can be obtained from Honeysuckle staff or the school office.

The Club recognises that genuine quality can be achieved only in partnership with equality, by valuing diversity.

All pupils will be given equal opportunities regardless of race, culture or religion. Honeysuckle Club promotes and celebrates diversity. Any prejudice related incidents will be referred to the school deputy head and dealt with in line with school policy.

## **10. Safeguarding Children**

As Honeysuckle club is part of Goldington Green Academy it follows the policies and principles of the school. A copy of the full Safeguarding Children policy can be obtained from Honeysuckle staff or the school office.

We believe that our school promotes the welfare, health, safety and guidance of every child through its positive, safe and stimulating environment.

## **11. Complaints Procedure**

As Honeysuckle club is part of Goldington Green Academy it follows the policies and principles of the school. A copy of the Complaints policy can be obtained from Honeysuckle staff or the school office.

We believe that all complaints against the Honeysuckle Club must be dealt with as quickly and as efficiently as possible. All complaints must be dealt with fully, fairly and carefully and urgent matters should be given priority.

From time to time there may be a complaint against some aspect of our Club, or a member of its staff or management. It will usually be possible to resolve these problems as and when they occur. However, if this is not the case the formal complaints listed below should be followed.

Formally present your complaint to the Club Leader. This may be in writing, or using a suitable alternative media. The details need to include the date the incident(s) occurred, the names of the people involved and the aspects of the incident that you are unhappy about, or the nature of the complaint in general.

## **12. Confidentiality and Data Protection**

As Honeysuckle club is part of Goldington Green Academy it follows the policies and principles of the school. A copy of the Confidentiality policy and or Data Protection Policy can be obtained from Honeysuckle staff or the school office.

Goldington Green Academy aims to ensure that:

- Confidentiality is maintained where appropriate
- Information on pupils/staff is divulged only as professionally appropriate
- The General Data Protection Act is adhered to