



Welcome to More Clore, our wrap around programme. We offer working parents peace of mind that their children are well looked after while they work and offers Clore children the chance to experience more of all the fun they enjoy in school!

Please read the following guide carefully.

Opening Times & Prices

Breakfast Club: 7.45am – 8.15am (in the library). **£4 per morning.**

After School Club: 3.30pm – 6.00pm. Collection of children can be at any time up until 6.00pm. **£18 per session (regardless of time spent in the provision).** If children would like to attend an alternative school club, and then “Extra More Clore” at 4.30, the cost will be **£10.**

Payment should be made via Arbor and bookings can be taken on an ad hoc basis as long as there are places available.

If a cancellation is made during the week, we are not able to offer a refund, as our resources have already been purchased for that week. If a cancellation is made more than a week in advance, we are happy to swap the payment for the booking to another date. If a parent has paid in advance for More Clore and then decides not to continue in the provision, a decision about refunds will be made at the discretion of the Headteacher.

Collection

Please ask the security guard to radio More Clore when you arrive to collect your child.

Please note that we will need to be told if someone other than a parent is collecting your child.



Play & Learning

More Clore will provide a wide range of age-appropriate activities through free play and organised activities. We offer opportunities for the children to confidently make their own decisions. We encourage the children to be independent, to develop their emotional, social, cognitive and physical skills through free play.

Activities will be planned for all children from different age ranges allowing them to experience opportunities to have some freedom of choice. At least one adult led activity will be planned daily.

Children will be supported by staff during challenging activities depending on their age, needs and understanding. No child will ever be left alone.

Children will be offered access to outdoor play every day, subject to the weather. If unable to access the outdoors we will head to the hall when vacant (at the latest 4.30pm) for physical activity.

If a child is happy to, staff will be happy to listen to their daily reading homework or supervise some on-line top up work, but this is not in any way compulsory.

Children will be asked on a regular basis for ideas to update our activities.

Healthy Eating

Children will be offered a healthy breakfast or a healthy snack after school with a choice of sandwiches, fruit and vegetables. All dietary needs will be met and we will make every effort to respond to children's' food preferences although this may not always be possible. In the case of very particular eaters, parents are welcome to send a snack in line with our school Healthy Eating policy. There will be water for the children to drink.

Children will be encouraged to help prepare food in line with food safety regulations and to develop independence skills.

All staff will wash their hands prior to preparing food (in the cookery room) and wear an apron. Long hair will be tied back.

Children are encouraged to wash their hands before snack time and also when they have visited the toilet.

Spillage

The children are encouraged to inform a member of staff if there is a spillage. The spillage will be dealt with immediately and if it should be on the floor then a wet floor sign will be used.



Behaviour

We expect the same high standards of behaviour at More Clore as we do throughout our school day. Children will be expected to adhere to the school Code of Conduct and our school behaviour policy which can be found on our website.

Positive Behaviour

Staff will encourage and recognise positive behaviour by carrying out the following:

- Building positive relationships with every child.
- Referring to 'Chesed, Resilience, Respect' as our non-negotiable school values.
- Modelling positive behaviours and always highlighting the behaviour we want to see in positive terms.
- Planning a daily activity that is fun and engaging.
- Promoting intrinsic motivation.
- Seeking both resolution and learning when dealing with incidents.
- Always reminding children about expectations.

To help achieve this we would expect all children to:

- Treat each other and all members of staff with respect.
- Have a caring attitude towards each other.
- Show a positive team spirit by allowing everyone to join in and participate.
- Respect each other's property as well as their own and that of our schools.
- Listen to school staff.
- Abide by the agreed rules of behaviour set out by the children and our school rules.

To Modify A Behaviour

We seek to restore relationships and change behaviours rather than punish the actions a child may have taken. Although this does not exclude the use of sanctions, we seek the most appropriate way of supporting children to develop robust stress-regulation systems and therefore the skills of self-control, empathy and emotional management.

Where there has been an incident of behaviour that requires modifying the member of staff who has the best relationship with the child will:

- Offer choices.

- Give a reminder of our behaviour expectations.
- Repeat reminders if necessary.
- De-escalate and decelerate where reasonable.

Please note that if a child repeatedly refuses to adhere to our behaviour expectations we may remove the offer of provision.



Safeguarding

We will create an environment in which children are safe from abuse and in which any suspicion of abuse is responded to promptly and appropriately.

Our staff are fully vetted and trained in safeguarding procedures and will abide by our safeguarding policy which can be found on the school website.

Our designated safeguarding lead is Mrs Lax and the deputies are Mrs Woolstone and Mrs Blaker.

Inclusion

Clore Shalom adheres to the current Special Education Needs and Disability code of Practice and as such, we believe that all children should have access to More Clore. We recognise that individuals are unique in their interests, abilities and motivation, and differing needs are met through a varied and flexible provision at More Clore.

We understand children may require additional support and assistance. All Staff will provide support and commitment to working with parents/carers and other agencies to help accommodate and include children with additional needs. Any special resources that are needed will be made available where possible, and any special training that is necessary undertaken.

Children attending More Clore from our Reception class will have their own key worker and the name of that key worker will be given to parents. If a child from Reception struggles to attend longer sessions, we will discuss with parents and we will not offer the provision if it is judged by staff that the child is too young for a longer school day. Please note that if children are not fully toilet trained we cannot always have both male and female members of staff on site and attendance at More Clore will need to be discussed with parents.

We are committed to taking reasonable and appropriate action to make sure that all our children are able to access wrap-around care. If it is not possible to make reasonable adjustments for a child, we reserve the right to not offer or withdraw the provision.

First Aid

We will adhere to the First Aid procedures outlined in our policy which can be found on the school website. Parents will be told if First Aid is administered or if a child bumps their head.

Health and Safety and Emergency Evacuation

Our primary care is the personal health and safety of all its employees and children who attend. There is a qualified First Aider on site at all times.

Risk assessments will be carried out regularly in order to maintain a safe environment, prevent injury and to protect staff and children.

All employees will be encouraged to take a responsible attitude towards their own safety and that of others.

Children will, through the planned programme of activities be encouraged to take responsibility for their own health and safety and to become involved in the prevention of accidents.

All incidents relating to Health and Safety will be recorded and investigated as required in line with our Health & Safety policy and procedures.

In the event of an accident on the premises advice is to be sought from the First Aider. First Aid should be administered and a report made in the Accident Book. If hospital treatment is required then the parent/ carer or nominated person must be contacted. In the event of a child being taken to hospital, he/she will be accompanied by a member of staff if a parent/ carer is not available.

Before every session the areas to be used will be assessed for possible risks or hazards likely to cause harm, and dealt with accordingly. Gates will be checked to ensure they are closed.

In the event of an emergency evacuation we will:

- Raise the alarm by breaking the glass on the nearest call point
- Evacuate the children and escort them to the assembly point on the playground by the muster point.
- One adult will collect the register and sweep the toilets closing all passing doors and proceed to the assembly point.
- One adult to meet the fire brigade at the front of school.
- All children to be accounted for and anyone missing will be reported immediately to the Fire Brigade.
- If/when the all clear is given, the children will return to the building.
- Children will be reassured at all times.

Practices will sporadically take place, for although the drill is the same as what we do in school, pupils will be in different locations dependent on what activity they are doing at the time.



Complaints, comments and compliments

When an issue or concern first arises, please approach our staff first as they will be best placed to help you directly or by letting you know which other member of staff you should be speaking to.

We encourage parents to approach staff with any concerns they may have, and aim to resolve all issues with open dialogue and mutual understanding. We will take your concerns seriously and make every effort to resolve the matter as quickly as possible.

If the complaint is not resolved then we will follow the school's Complaints Procedure. At this point the Head teacher will become involved. You can find our complaints Procedure on the school website.

We will carry out a yearly survey for parents and children at More Clore and appreciate formal feedback through this forum but please don't hesitate to give us daily feedback at drop off and pick up.