



"Pupils enjoy attending a range of after-school clubs, including karate, swimming and football. Many pupils learn to play musical instruments such as the guitar, piano and harp. The sewing club and science, technology, engineering and mathematics club help pupils to develop additional talents."

Ofsted 2022

Out of Hours Child Care

Out of Hours Child Care Manager: Miss Turnbull

Mobile: 07805073614

Email: ehpa@balmorallearningtrust.co.uk

Find out more at
www.ehpa.co.uk



WELCOME TO OUT OF HOURS CHILDCARE

At East Herrington Primary Academy we pride ourselves on providing a warm and welcoming beginning, and end to your child's school day.

Our childcare team aim to create a happy and secure environment for your child to play and develop. We aim to safeguard and promote pupils welfare, safety, health and guidance.

We are an equal opportunity setting and will not discriminate against anyone on the grounds of gender, class, colour, religion or disability.

STAFFING

Miss M Turnbull	Out of School Club Manager
Mrs. K Allcroft	Play Assistant
Miss. S Rackstraw	Play Assistant
Mrs R Mckeown	Play Assistant





OPENING HOURS

Out of Hours Childcare is open every school day (190 days of the year.) Breakfast Club is open from 7.50 am and After School Club runs until 5.30 pm. The provision is closed on INSET days.

OFSTED

Our Ofsted inspections are included within the school.

We are compliant with the food-based and nutrient-based standards for the Department for Children, Schools and Families (DCSF).

SAFEGUARDING PROCEDURES

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a pupil may be subject to ill treatment, neglect or other form of abuse, staff have no alternative but to follow Sunderland Local Safeguarding Children Procedures and inform children's services of their concern. The Designated Person for Child Protection is Mrs Hair.

COMPLAINTS PROCEDURE

We have an open door policy and Miss Turnbull will be pleased to speak to you about any concerns you may have.

BREAKFAST CLUB

At breakfast your child will be offered a wide variety of breakfast cereal, toast, sweet waffle, fresh fruit with fruit juice or milk to drink. Breakfast Club is open from **7.50 am** Monday to Friday during term time and is charged at **£3.50** per day.

AFTER SCHOOL CLUB

In the afternoon session we serve light healthy snacks. (With fresh fruit, and yoghurt always available.) Should you have any dietary needs for your child please discuss these with us.

After school club fees are as follows:

- **Collection before 4.30 pm - £3.50**
- **Collection between 4.30 to 5.30 - £7.00**

Late collections after 5.30pm closing time may be liable to pay **£10.00** fine. If you are delayed please call or text on: 07805073614

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BOOKING

Please book and pay for your sessions online via:
[EHPA Kids Club HQ Login](#)

We also accept childcare vouchers. Please discuss and arrange your payment method with Miss Turnbull.

We **do not** accept cash payments, but you can make a bank transfer payment.

Please use these details:

Lloyds Bank
Balmoral Learning Trust
Sort Code: 30-98-34
Account number: 44932760
Reference: Child's name

If you have any problems registering or using the online booking system, please contact us and we will be happy to assist you.

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MORNING DROP OFF AND COLLECTION

Please ensure you always escort your child to the entrance of the Out of Hours club. The drop off/collection point for the clubs will be the link entrance between the Infant and Junior school. Please press the intercom and a member of staff will assist you. On collection your child will be brought to you by a staff member.

If another family member or friend needs to collect your child then please advise them of your collection password and send a text message advising us of the change. **Please note children will not be handed over to anyone under the age of 14.**

If we have not been contacted, and you fail to collect your child by **5.30pm** we will then follow this procedure.

- If we fail to contact yourself or another family member to make alternative collection arrangements we would then contact Social Services out of hours team.

Please note if your child isn't attending for any reason then Miss Turnbull must be advised by either text or email.





PARKING

For Health and Safety reasons please **do not** park your car in the staff car park. Parking space should be available in either Balmoral Terrace or Charter Drive. Please respect the local residents and allow access to their properties.

FIRST AID AND MEDICAL NEEDS

A qualified first aider will be on duty at each session. If your child becomes ill during the school day/play session you will be contacted. Only prescribed medicines by a G.P can be administered at the discretion of the Head Teacher. A form is available from the office/ club and must be completed before any medicines are given to a child.

PUPILS WITH SPECIAL NEEDS

Once a request for childcare is received for a child identified with special needs, we will seek an early liaison with other agencies to assess the child's needs, and ensure the school can offer appropriate childcare facilities. To facilitate access the school has the following features:

- all on one level
- ramp access
- one disabled toilet

SCHOOL RULES

We promote positive behaviour in club.

- Walking when moving around the school.
- Addressing everyone appropriately and courteously.
- Proceeding out of school buildings in an orderly manner, observing road safety rules and courtesy to other pathway/road users.
- Keeping the school free of litter.
- Whether inside or outside children must consider the safety and well being of others.
- Keeping to school paths throughout the school grounds.
- Any form of bullying, by or to adults or pupils will not be tolerated.
- Children are not allowed to wear jewellery in school.

The children also have their own play rules which are on display in the club.

Children are allowed to come to school on bikes and scooters and an area is provided for storage. However, for safety reasons bikes and scooters must be pushed on school grounds. Bikes and scooters are left at their owners own risk.





Contact Us

**East Herrington Primary Academy
Balmoral Terrace
East Herrington
Sunderland
Tyne & Wear**

Email: ehpa@balmorallearningtrust.co.uk

Tel: 0191 563 4243

Fax: 0191 520 3463

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