



Saint Norbert's Catholic Primary Voluntary Academy

Goldstar Out-of-School Club



Information for Parents/Carers

Goldstar telephone: 07754 107294 (from 3pm-6pm)

School telephone: 01724 710249 (8am-3pm)

STAFF

Manager: Mrs Metcalfe
Playworker: Miss Jaques

We regularly review our staff training needs and comply with all statutory requirements.

SAFEGUARDING

Mr Dawson is the Designated Safeguarding Lead; Miss Tonge and Mrs Belton are the Deputy Designated Safeguarding Leads. All Goldstar staff and school staff are trained in safeguarding. If you have any safeguarding concerns, please speak to a member of staff.

Our child protection policies and procedures reflect North Lincolnshire Multi-Agency, Resilience and Safeguarding arrangements.

SESSION TIMES

Goldstar takes place from 3pm-6pm, every day, from Monday to Friday during term time. The sessions will not take place on the last day of the autumn, spring and summer terms.

BOOKINGS

Bookings with payment should be made in advance using Parentpay. Children can be booked in to Goldstar on the same day, but we politely request some notice so that staff can be allocated and staffing ratios enforced. Please contact Mrs Fletcher for further information.

COST OF SESSION

Goldstar costs £8.20 per session, which includes three hours of childcare and a healthy snack. The cost for additional children is £7.30 per session.

SNACKS

A healthy snack is provided during Goldstar sessions and water is available. It is essential that the school is kept informed of any changes to individual needs, health complications or allergies. We will use this information to plan menus for the week ahead.

ACTIVITIES

A range of activities are timetabled in consultation with children and parents:

- Adventure playground
- Indoor and outdoor games
- Painting and craft activities
- Healthy eating/food preparation
- Board games
- Homework support
- Library
- Prayer area
- Music practice area
- Free time to chat and relax

COLLECTION OF YOUR CHILD

Please telephone 07754 107294 to alert staff and collect your child from the main pedestrian gate. We will not allow any child to go home with another adult unless we have been informed, in which case a password will be issued to the collecting adult.

You are very welcome to see what children have been doing and we are happy to show you around the children's area. However, we do have a busy schedule so please make an appointment if there is something you need additional time to discuss. If staff have information for you, they will make a point of meeting you. Your cooperation is much appreciated. Thank you.

MINOR ACCIDENTS

A staff member or playworker will inform you of any minor accident, which will have been recorded using the school Accident Record. You will be asked to sign that this has been discussed with you in the event of a head injury. All staff have First Aid qualifications and access to First Aid supplies.

It is important that parent/carers contact details are kept updated and that any changes to individual needs or circumstances are shared with us.

MEDICINE AND ILLNESS

Our school Medical Needs Policy applies to Goldstar. This is available for you to view on our school website.

CONTINENCE

Should your child require more frequent 'changing' when attending the Goldstar after-school club, or indeed at any point during the school day,

please arrange to meet with the Class Teacher in the first instance, so that we can discuss individual needs.

SUGGESTIONS

A Suggestion Box is available at the Goldstar door. Alternatively, you may hand suggestions in to the School Office. Thank you - we value your feedback.

COMPLAINTS PROCEDURE

Please follow the school policy; details can be found on our school website.

INCLUSION AND EQUAL OPPORTUNITIES

We aim to provide a high quality experience for all children using Goldstar. Our school's Diversity, Equality and Community Cohesion Policy is available on our website.

REWARDS

There is a weekly 'Star of the Week' awarded in the Goldstar out-of-school club, alongside our merit system.

The information contained within this guide was correct as of January 2023 but may be subject to change without prior notice. Please check with the school office should you wish to clarify anything.