

St Norbert's Catholic Voluntary Academy

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Mission statement: To live, love and learn in the footprints of Jesus.

ST NORBERT'S IS A RIGHTS RESPECTING SCHOOL

19th January 2023

Dear Parents/Carers,

Goldstar after-school club

We are committed to providing quality wraparound care which, in addition to our Breakfast Club provision, includes Goldstar after-school club. To ensure that our procedures continue to safeguard children, current and potential future users of the Goldstar service should please note the following.

From today, you will be provided with a link to our online form so that when booking places in the after-school club, you can provide a safe word / password to be used when collecting your child; your booking should still be made and paid for separately through ParentPay.

You will be able to change your password at any time, should you need to, and will be prompted to change this every few weeks by the office staff.

Parents collecting children from Goldstar

When either parent arrives at school to collect your child (where shared responsibility applies), staff working in Goldstar may or may not choose to ask you for the password, depending on how well they know you.

Other designated adults collecting children from Goldstar

If you need a different adult to collect your child from the after-school club, either parent (where shared responsibility applies) should notify the school office beforehand; staff will always need to ask the collecting adult for the safe word / password.

It will be your responsibility to ensure that any adult collecting your child is given the latest safe word / password that you have chosen; we will not be able to handover your child until we are confident that we have verified the identify of any adult collecting. Your support and understanding is much appreciated.



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Policies and procedures

All bookings are made on the understanding that school policies apply to the Goldstar after-school club, where relevant. This includes but is not limited to our Safeguarding Policy, Medical Needs Policy, Contenance Policy, Good Behaviour Policy and Uncollected Children Policy.

Contenance and changing

To ensure that Goldstar is an inclusive after-school club, no child will be refused a place in relation to continence issues. We understand that 'accidents' happen occasionally; however, we acknowledge that there may be children with longer-term continence issues for whom an individual health care plan may need to be put in place. In addition, there may be children joining us in school who are at various points of developing their independence in toileting who may well need short-term support in this important area of self care.

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 so that we can discuss individual needs.

Yours sincerely,

A handwritten signature in cursive script that reads "A Dawson".

A Dawson