



COMPANIONS AT PLAY HOLIDAY CLUB INFORMATION GUIDE

Mission Statement

Teach the children with all the kindness and gentleness possible.

Article 3: Acting in the best interest of the children in our care.



Dear Parents and Guardians

Welcome to FCJ COMPANIONS AT PLAY EXTENDED DAY AND HOLIDAY CLUB

The purpose of this booklet is to give you as much information as possible in order to facilitate your child's transition into our extended day and holiday clubs.

There is a separate Data Check List & Permissions Booklet enclosed with this information guide, which contains a list of all the consents we require from you. Please sign this and return to the club.

Please keep this information guide so that you can refer to it if needed.

We will do all we can to ensure your child is happy, safe and thrives during their time with us, at FCJ Companions at play Holiday Club.

Thank you for your co-operation.

Donna Lenzi
Headteacher

ABOUT THE CLUBS

FCJ operates a Holiday Club available during the Easter and Summer Holidays. Our club has a Certificate of Registration as a Childhood/Childcare Provider under the Day Care of Children (Jersey) Law 2002. This registration has to be renewed every year and standards are checked by the Childcare and Early Years Services (CEYS) team. As the club is registered, this entitles parents and carers to claim tax relief on dues paid, up to £16,000 pa.

The clubs are managed by existing FCJ staff and priority places are offered for children from FCJ from *Pre-School to 13 years old/end of Year 9.

All children must be toilet trained to attend the Holiday Club.

COMPANIONS AT PLAY HOLIDAY CLUB

The club will open from **8am until 4pm daily**.

AIMS

At FCJ Companions at Play Club, we aim to provide a happy, safe, secure and relaxed environment, offering high quality accessible play opportunities for your child. We follow the Play-work Principles, which establish the professional and ethical framework for play-work.

Our goal is to provide each child with a positive, supportive and emotionally safe environment where they can build confidence, self-esteem and make lasting friendships.

We believe play is crucial for a child's wellbeing and healthy development as an individual.

STAFFING

FCJ Staff organise, lead and manage the clubs, with additional staffing comprised of staff known to the FCJ family.

The staffing team has a wealth of experience and qualifications between them, ranging from: Childcare Diplomas, Play-work, Sports Coaches, and Childhood Studies Degrees. We also have staff that excels in art and craft and others who have sport, singing drama and dance study backgrounds.

All staff have undertaken appropriate, professional training and have significant experience of working with children. The staff are all DBS checked. We maintain at least a staff /child ratio of 1:8 for children under 5 and 1:10 for children aged 5 or above. This is in-line with statutory requirements. There is also at least one staff member fully trained in paediatric first aid on site.

If you have a query or concern at any time, please speak to the EDC Manager, or the on-duty nominated Deputy, when you collect your child.

HOLIDAY CLUB

WHAT WE OFFER AT HOLIDAY CLUB

The focus will be on having as much fun as possible, whilst making the most of the wonderful facilities our school building and environs offer including our hall, and music/dance studio.

We are lucky to have access to our large outside playground area with climbing equipment at the back of the school, as well as the area outside our foundation stage.

Our extensive playing field is situated at the front of the school and offers a fantastic play space where the outside “classroom” with seating area is situated. There, the children can be imaginative and produce as well as perform their own shows.

This area is also fantastic for outdoor water activities during the warm summer months.

Our club has a particular focus on teamwork, confidence building and wellbeing.

Daily bookings for the Holiday Club made once the school is closed for the summer break close at 11.00am the previous day.

Please email edc@fcj.sch.je to enquire about availability.

Each day is action packed and fun filled with lots of different activities including, but not limited to:

Water Fun	Drama
Football	Dance
Netball	Karaoke
Lacrosse	Movies
Rounders	Art & Crafts
Cricket	Battle of Flowers Floats
Netball	Jewellery Making
Rugby	3D Printing
Olympics	VR Headsets
FCJ Bikes	Lego We Do
Talent Shows	Disco
Den Building	Bubble Making
Bake Off	Pizza Making
Smoothie Making	Fun Science Experimenting

Drop off and pick up

The school's main entrance will be used for drop off and pick up.

Children can be dropped off from 8:00am at the roundabout by the school entrance, where staff will assist them to get out of your car.

Should you wish to park and walk your child to the school entrance, please park in the Grainville School top car park.

Children must not be dropped off for Holiday Club before 8:00am, as no supervision is provided until 8.00am; if arriving earlier, an adult must stay with the child until a member of staff comes on duty.

We kindly ask that you collect your child promptly by 5pm.

If an alternative person is picking up the child that is not authorised, this needs to be brought to the attention of the manager that is present that day.

For all information relating to the drop off and pick up of children at FCJ, please refer to the Early Arrival and Late Collection Policy which can be found on our website: <https://www.fcj.sch.je/school-policies/>

What to bring and wear

- Please bring a **NUT FREE** packed lunch and drinks with you, as well as plenty of snacks as we have lots of breaks during the day.
- Please bring a refillable water bottle so we can ensure that everyone drinks plenty of water.
- Please supply a cap and apply sun cream before you attend the day as we will be outside as much as possible.
- Please also send a coat in case of cooler or wet weather. Whatever the weather we will always try to get some fresh air.
- Please dress in comfortable clothes and shoes that are easy to move in (i.e. trainers, leggings etc).

Snack

We provide a healthy snack at 10.30am that includes various fresh fruit and vegetables. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is always available. Any special dietary requirements are catered for e.g. allergies, vegetarian, gluten free.

We promote independence, encouraging the children to help in preparing the snack, setting the tables and clearing and cleaning the tables. In our cooking activities children are able to prepare food for the next day.

Personal items

A locker will be provided for children attending the holiday club, in order for them to store their personal effects.

Electronic devices and gadgets are not permitted.

FCJ Companions at Play cannot be held responsible for any damage to personal items.

Fees

Examples of Costs

Early Booking cost per week:

Summer Holiday Club (for the 5-day week) will be £258.75.00 Easter Club will be £180.00 (4-day week) and £220.00 (for the 5-day week).

Full payment is required at the time of booking. Clubs are non-refundable.

Early Booking will be open on a priority basis to parents who wish to book full weeks in the club.

The cost of for Summer Club will be £270.00. Easter Club £190.00 (4-day week) and £230.00 (5-day week) or £56.25 per day after the early booking window closes. (This is subject to change due to Bank Holidays etc).

Parents of FCJ children and primary aged siblings booking full weeks are guaranteed a place, provided this has been pre-booked.

General Information for Morning, Extended Day and Holiday Clubs

- There are limited places for the Holiday Clubs.
- Holiday Clubs are registered. Parents can request confirmation of fees paid for tax purposes.
- We kindly ask that you keep a list of your bookings (obtainable from your ParentMail payment history), and check that you have booked the correct dates. We will not be in a position to accept children whose parents have made incorrect bookings.
- **Children must not be dropped off before 8:00 am**, as no supervision is provided until 8:00 am. If arriving earlier, an adult must stay with the child until a member of staff comes on duty.

- We kindly ask that you collect your child promptly by 5:00 pm. Please note that due to the regulatory requirements of the EDC Licence, all children must have left the premises by 5:00 pm.
- If a pupil is not collected by 4:55 pm, a member of EDC staff will contact the parents to ensure that parents/guardians are on their way to collect their child/ren. They will also follow the above.
- **Telephone Contacts**
We would ask that you use 07829 723 067 if you need to contact the EDC Manager. **Please note this number should be used in emergency situations only.** It is not to be used to call to advise you are running a few minutes late, **(please note that calling will not exempt a parent from any late charges).**
- The booking procedure is similar to online shopping. Please see instructions on how to book in the ParentMail section of this booklet.
- If you find that you cannot book a session, this is either because the Club is full, or you have already booked the session. You can check this by looking at your payment history.
- Staff who facilitate the Clubs are retained based on the number of bookings received. Because of this, bookings are not transferrable; refunds are only offered in exceptional circumstances and at the School Business Manager's (SBM)'s discretion on a case-by-case basis. Requests must be made in writing to the SBM, e-mail address s.joynt@fcj.sch.je.
- Refunds or credits/transfers will not be offered in the event of school closures/reduced service - (whether due to inclement weather, industrial action, pandemic or any other reasons).
- We appreciate that sometimes bookings are made in error, however FCJ is invoiced for every transaction, including refunds; there is also an administrative cost for manually entering refunds and altering registers; therefore, all refunds will incur an administration charge of 10% with a minimum fee of £5.
- By using the Holiday Clubs, you are agreeing to the Terms and Conditions set out above.
- **Removal from Holiday Club's**
Parents/guardians may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Headteacher/EDC Manager that the continued presence of the child is incompatible with the interest of the club/s. The child will also forfeit their place at the club if the parent/guardian is persistently rude to any member of FCJ Staff. There will be no refund of fees in these circumstances.

For all information relating to the drop-off and collection of children at FCJ, please refer to the Early Arrival and Late Collection Policy which can be found on our website: <https://www.fcj.sch.je/school-policies/>

Non FCJ parents - Prior to your child attending the club, we require a completed set of registration forms. This information will be treated as confidential and will be stored appropriately, in line with recent GDPR guidelines.

All participants are covered by Public Liability Insurance. FCJ Companions at Play cannot be held responsible for any act, omission or loss or damage unless proven to be caused specifically by the club's negligence.

DATA PROTECTION POLICY

Under Data Protection Law (Jersey) 2018, schools act as individual data controllers. We collect information to provide better services to all our students. There are occasions when we receive requests to share your information with third parties, for example, with the Department for Children, Young People, Education and Skills (CYPES) or with Health and Social Services. We also use several third-party services to help facilitate learning, track progress and celebrate success.

All data will be processed in accordance with the Data Protection Law (Jersey) 2018. Information about how we collect, use and store your data is detailed in our Privacy Policy. A copy can be obtained from the School Office or downloaded from our website. We hope that you will take the time to read the policy carefully and give your consent to various services listed in the Data Check List and Permissions Booklet enclosed in your starter pack.

You have the right to opt-out and withdraw consent from any of the services listed in the Data Check List and Permissions Booklet at any time. Should you wish to withdraw consent then please e-mail the School Office: admin@fcj.sch.je

Please refer to our website for more information regarding our Policies and Procedures. [Policies \(sch.je\)](#)

INTERNET SAFETY

USE OF THE INTERNET AND E-MAIL

As part of FCJ's Computing programme, we offer pupils supervised access to the internet.

Our curriculum encourages pupils to learn about how to use the internet in a safe way, making use of the wide range of information available. They also learn to communicate and collaborate through an awareness of their digital behaviours. Esafety and digital citizenship is taught through Computing lessons and within our Jigsaw lessons. FCJ takes a range of measures to minimise risks to children. This includes content filtering and 'Impero' (which restricts content to any inappropriate materials). All children know what to do if they are concerned about anything they see online. Children have the right to be protected from harm (Article 19) whilst also having access to reliable information (Article 17).

At FCJ, all Key Stage 2 pupils use Google Classroom both in class and for homework. This is a fantastic tool which promotes engagement in learning and is helping our pupils become proficient in the technological world in which we live.

Although internet use is supervised and filtered at FCJ School, families should be aware of the 12 rules below:



Keeping Safe: stop, think, before you click!

12 rules for responsible ICT use

These rules will keep everyone safe and help us to be fair to others.

- I will only use the club's computers.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.
- I will not bring files into club without permission.
- I will ask permission from a member of staff *before* using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or Extended Day and Holiday Club staff have approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission, or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless I have been given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or staff member has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a club staff member / responsible adult.

CONDITIONS

I accept that ultimately, the club cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the club will take every reasonable precaution to keep children safe and to prevent children from accessing inappropriate materials. These steps include using an educationally filtered service, along with Impero, employing appropriate teaching practice and teaching e-Safety skills to pupils.

I understand that the club can check my child's computer files, and the Internet sites s/he visits, and that if there are concerns about her/his e-Safety or e-behaviour, the club will contact me.

I will support the club by promoting safe use of the Internet and digital technology at home and will inform the club if I have any concerns over my child's e-Safety.

VIRTUALLY REALITY HEADSETS KS2 ONLY

Thanks to the fundraising efforts of our amazing PSA, we have purchased some VR headsets which will enhance and bring alive the school curriculum.

- The headsets will only be used for approximately five minutes at a time
- The use of headsets will be dependent on curriculum content.
- The staff will monitor the users and the content.
- The use of headsets is optional.
- Children can also view the content on the playworker's hand-held device or on the ICT suite screen.

In order to give your consent **please sign the relevant box in the Data Check List & Permissions Booklet.**

CHILD PROTECTION

We do our utmost to create an environment in which children feel safe, where any suspicion of abuse is responded to appropriately. We comply with local and national child protection procedures and ensure that all staff undertakes regular safeguarding training. For more details, see our: Club's Safeguarding Policy.

EQUAL OPPORTUNITIES

Our club provides a safe and caring environment, free from discrimination. The club is available to children in our school community, including children with additional needs.

- We respect different racial origins, religions, cultures and languages in a multi-ethnic society, so that each child is valued as an individual.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

CHILDREN'S BEHAVIOUR

We have a clear Behaviour Management Policy, a copy of which is distributed to all parents and carers.

The Club promotes an atmosphere of care, consideration and respect for everyone attending, including children and staff.

We encourage appropriate behaviour through; praise for good behaviour, emphasis on co-operative play and sharing, talking to children with the courtesy that we expect from them, and engaging children in activities.

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves and others, we will require you to collect from the club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to exclude, permanently, a child from the club.

ADULT BEHAVIOUR

We will not tolerate from any person, whether a parent, carer or visitor, bullying, aggressive, confrontational or threatening behaviour, or behaviour intended to result in conflict. Our club is a place of safety and security for the children who attend and the staff who work here. We reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

ACCIDENTS & FIRST AID/ILLNESS

Every precaution is taken to ensure the safety of the children and the club is fully insured. Our staff are trained in first aid; a first aid kit is always kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

For full details see our: Illness and Accidents Policy.

WALKING CONTRACT

If your child is in KS2 and you would like him/her to walk home at the end of the day, please read the following conditions, sign a walking contract (please ask the Manager for a contract) and return it to the club before your child is to start walking home:

- a) Please ensure that you have walked the route with your child and you are satisfied that your child feels confident about walking home after club.
- b) It is important that your child understands that s/he must conduct themselves in a safe and sensible manner whilst walking home; they are representing the club.
- c) Please ensure your child knows which day/s s/he will be walking home.
- d) Children who walk home after club are allowed to bring a mobile and leave it with the EDC/Holiday Club manager until home time, in case they need to communicate with you on their way home. They MUST NOT use the phone at any other time or for any other purpose.
- e) Once a child has left club to walk home, they must not return to club that day, unless accompanied by an adult.
- f) We strongly advise that your child has reflective stickers or strips on their coat.

MEDICAL POLICY AND HEALTH CARE PLANS

Parents of children at FCJ with current Health Care Plans in place may choose for the information to be used for the holiday club as well. Should your child not have a Health Care Plan, this should be completed and sent to the club prior to medication being brought into school, if:

- Your child requires any ongoing medical care or has any allergies and their medication needs to be kept in school.
- Your KS2 child has a temporary illness which requires medication during the day. Please note that we do not have cold storage facilities for medicines and any medication must come to club **in a single dose – in an appropriate named container - that your child can take by themselves.**

If your child is in Foundation Stage or KS1 and has a temporary illness requiring medication during club hours, you will need to make arrangements for their medication to be taken before or after club; alternatively, you may arrange to meet your child in the school reception area to administer the medication personally.

Health Care Plans can be obtained from the club or downloaded from our website.

TERMS AND CONDITIONS

Our clubs are accessible to all children from FCJ. Bookings can be made via Parentmail. **These places are allocated on a first come, first serve basis.**

Prior to your child attending the club, we require a completed set of registration forms. This information will be treated as confidential and will be stored appropriately, in line with recent GDPR guidelines.

POLICIES AND PROCEDURES

The Club has clearly defined policies and procedures. Key points of the main policies are included in this handbook. Copies of the full policies and procedures are always available for parents/carers to consult.

CONTACTING THE CLUB

Telephone Contacts

We would ask that you use 07829 723 067 if you need to contact the EDC Manager. Please note this number should be used in emergency situations only. It is not to be used to call to advise you are running a few minutes late, (please note that calling will not exempt a parent from any late charges).

If you would like to discuss an issue regarding your child, please contact the club manager in the first instance to make an appointment. Email: edc@fcj.sch.je

**ACADEMIC YEAR 2024 2025
TERM DATES**



AUTUMN TERM 2024

Staff Inset Day: Monday 02, Tuesday 03 & Thursday 12 September

Wednesday, 04 September – Thursday, 19 December

Start of Term

In school: Wednesday 04 September - Friday, 25 October

School closed for International Air Display on Thursday, 12 September

Half Term Holiday: Monday 28 October - Friday, 01 November

In school: Monday, 04 November - Thursday, 19 December (11.50am finish)

Feast Day: Friday 6th December (half day, 11.50 finish)

SPRING TERM 2025

Monday 06 January – Friday 04 April

Start of Term

In school: Monday 06 January - Friday, 14 February

Half Term Holiday: Monday, 17 February - Friday, 21 February

In school: Monday, 24 February – Friday 04 April (11.50am finish)

Open Day: Thursday 13 February

SUMMER TERM 2025

Staff Inset Day – Tuesday, 22 April

Wednesday 23 April – Friday 11 July

Start of Term

In school: Wednesday, 23 April - Friday, 23 May

Half Term Holiday: Monday, 26 May - Friday, 30 May

In school: Monday, 02 June - Friday, 11 July (11.50am finish)

Year 6/7 Transition Days: 3 and 4 July 2025 TBC

Bank/ Public Holidays: Monday 5 May; Friday 9 May & Monday 26 May



** Costs are subject to periodic review. Please contact the school office for current prices on 01534 723063*