



THE  
GLASGOW ACADEMY

Founded 1845



Handbook for After School Care Parents  
2011-2012





## The Cool Kids' Club Handbook for 2011-2012

### A Warm Welcome from the Pre-School and After School Care Manager

Hello to all Glasgow Academy parents, old and new; this handbook is to inform you about the After School Care Services available to you from 8 am – 6 pm, 50 weeks of the year.

At After School Care your child takes part in a varied range of activities, whether it be everyday or once in a while. What you can be assured of is a warm welcome and a service that is well resourced with equipment and professional staff.

The staff in After School Care follow the school vision of encouraging children to develop a can do, will do approach in play, socialisation and life skills. We recognise that we are here to support our parents, offering a quality care service when school is out. But our emphasis is on flexibility for parents, fun and an exciting environment for the children with a sense of belonging to the Glasgow Academy community for everyone.

Our duty of care to our families is to offer a safe and stimulating place, where the children want to be. What we strive for is a partnership between parents and ourselves to do what is enjoyable for the children at the end of a school day or during holiday periods. We continually ask children and parents for feedback, suggestions and ideas to help us

enhance our service further, to be all it can be for you.

Although we leave the curriculum education to the teaching staff, the children continue to learn at After School Care. Through planned activities the children can learn life skills such as preparing snacks and participating in team games. Their communication and socialisation skills are also developed when attending the after school care services. They can make new friends with children of all different ages. They can gain confidence in skills such as taking turns and being responsible for their belongings. With the older children there are opportunities for them to be caring and to mentor our younger children.

I trust that the handbook will answer all your questions, but if you require any further information please do not hesitate to contact the After School Care Coordinator on 0141 342 5487. You can also download our booking forms from the Glasgow Academy Website on [www.theglasgowacademy.org.uk](http://www.theglasgowacademy.org.uk). It is also possible to contact us and book by email, [asc@tga.org.uk](mailto:asc@tga.org.uk)



**Mrs Jeanann Thompson**  
Pre-school and After-school Care Manager  
Qualification: P.G. Diploma Childhood Practice  
B.A. Teaching Qualification in Further Education

## After School Care Staff

### Kelvinbridge

#### Miss Julie Peteranna

After-school Care Co-ordinator

SVQ Level 4, Early Education and Childcare

#### Miss Sarah Chalmers

Qualified Playworker

SVQ Level 3, Early Education and Childcare

#### Miss Victoria Hopper

Playworker

SVQ Level 2, Playwork

#### Miss Julie McDonald

Playworker

SVQ Level 2, Playwork

#### Mr Robert McPhee

Playworker

SVQ Level 2, Playwork

#### Miss Claire Rafferty

Qualified Playworker

HNC Early Education and Childcare



## Contact Details and Opening Times

### Kelvinbridge

After School Care Service

The Glasgow Academy

Colebrooke Street

Glasgow G12 8HE

Telephone: 0141 342 5487

Email: [asc@tga.org.uk](mailto:asc@tga.org.uk)

School Text: 07860 003835

### Opening Times

Term Time

Breakfast Club

8.00 am - 8.50 am

After School - 3.10 pm - 6.00 pm

### Holiday Clubs

All day - 8.00 am - 6.00 pm

Kelvinbridge



Julie Peteranna



Sarah Chalmers



Victoria Hopper



Julie McDonald



Robert McPhee



Claire Rafferty



## After School Care Staff

### Atholl

#### Mrs Chrisna Jones

Qualified Playworker  
HNC Early Education and Childcare

#### Miss Michelle Gray

Early Years Assistant  
SVQ3 Children's Care, Learning and Development

#### Miss Claire Whitelaw

Early Years Assistant  
HNC Health Care



### Contact Details and Opening Times

#### Atholl

After School Care Service  
The Glasgow Academy, Atholl  
Mugdock Road  
Milngavie G62 8NP  
Telephone: 0141 956 3758  
Email: [asc@tga.org.uk](mailto:asc@tga.org.uk)  
School Text: 07860 003835

#### Opening Times

Term Time  
Breakfast Club  
8.00 am - 8.50 am  
After School - 3.10 pm - 6.00 pm

#### Holiday Clubs

Holiday clubs are not available at Atholl.  
Children are welcome at Kelvinbridge.

Atholl



Chrisna Jones



Michelle Gray



Claire Whitelaw



## After School Care Staff

### Dairsie

**Miss Louise Aitken**  
Qualified Team Leader  
SVQ Level 4, Children's Care, Learning and Development

**Eileen Kennedy**  
Qualified Playworker  
D.C.E.



### Contact Details and Opening Times

**Dairsie**  
After School Care Service  
The Glasgow Academy, Dairsie  
54 Newlands Road  
Glasgow G43 2JG  
Telephone: 0141 632 0736  
Email: [asc@tga.org.uk](mailto:asc@tga.org.uk)  
School Text: 07860 003835

**Opening Times**  
Term Time  
Breakfast Club  
8.00 am - 8.50 am  
After School - 3.10 pm - 6.00 pm

**Holiday Clubs**  
Holiday clubs are not available at Dairsie.  
Children are welcome at Kelvinbridge.

Dairsie



Louise Aitken



Eileen Kennedy





## Hours for After School Care at Kelvinbridge, Atholl and Dairsie

Term Time Activities	Cost	Late Booking*
<b>Breakfast Club: 8.00 am – 8.50 am</b> <i>(available to all children aged 3 years to 14 years)</i>	£4.55	<b>N/A</b>
<b>Mini Cool Kids' Club: 3.10 pm – 3.50 pm</b> <i>(available to children in P1 – P4)</i>	£5.45	<b>£7.70</b>
<b>Short After School Care 3.50 pm – 6.00 pm</b> <i>(available to children in P5 – Transitus and Term-Time Nursery/Kindergarten children)</i>	£9.60	<b>£11.90</b>
<b>Full After School Care: 3.10 pm – 6.00 pm</b> <i>(available to children P1 – P4)</i>	£11.90	<b>£14.30</b>

### Holiday Club available at Kelvinbridge only

<b>Holiday Club – Full-day: 8.00 am – 6.00 pm</b> <i>(available to all children aged 3 years to 14 years)</i>	£29.25	<b>£31.90</b>
<b>Holiday Club – Half-day: 8.00 am – 1.00 pm or 1.00 pm – 6.00 pm</b>	£15.15	<b>£17.70</b>

\*On-the-day bookings will be charged at this higher rate.

### Fees

If you book any of the After School Care services, you will be invoiced by the school at the end of each calendar month. There is now the facility to organise Direct Debit Payments and Credit Card Payments with the Accounting Staff in the School Administration Centre on 0141 334 8558. Pre-Booking by term is the best option as this is at the lower rate; if you book on the day the fees are higher.

Please note there will be no refunds for the days when the children are absent.

This is due to the activities being booked and staff ratios being covered.

### Bookings

All bookings must be received in writing. The initial booking is requested by parents completing the relevant form. These are available on the school website [www.theglasgowacademy.org.uk](http://www.theglasgowacademy.org.uk). Thereafter, emails can be used to amend any bookings. This enables us to ensure staff ratios are in place each day and we are catering to the correct number of children in attendance at After School Care. Telephone calls can

be accepted but parents will be asked to confirm any amendments in writing.

### Childcare Vouchers

You can also pay your After School Care fees with Childcare Vouchers. The Glasgow Academy currently accepts vouchers from many providers. If you receive vouchers from a new provider, we would simply register with them. Please contact us if this would be your preferred payment option as we would be required to give you the appropriate information.

## Holiday Clubs

(£29.25 per day - £15.15 per half-day if pre-booked,  
£31.90 and £17.70 if booked on the day)

These Holiday Clubs are accessible for all children aged 3 – 14 years of age.  
(Nursery/Kindergarten – S2 pupils)

### Holiday Clubs throughout the Year

Summer Holiday 2011

From Wednesday 22nd June to Friday 19th August 2011.

Half-term Holiday – October Week

Friday 14th, Monday 17th October – Friday 21st October 2011, inclusive.

Festive Season – Christmas Holiday

Monday 19th December - Friday 23rd December 2011 and  
Wednesday 4th - Friday 6th January 2012.

Half-term Holiday – February Week

Monday 13th February – Friday 17th February 2012, inclusive.

Spring Holiday – Easter

Monday 2nd April – Thursday 5th April 2012,

Tuesday 10th April - Friday 13th April and

Monday 16th April 2012.

### The service will be closed on the following dates

Monday 22nd August and Tuesday 23rd August 2011

as they are *in-service days*.

Friday 23rd and Monday 26th September 2011.

Monday 26th December 2011 – Tuesday 3rd January 2012.

Friday 6th April and Monday 9th April 2012.

Monday 7th May 2012.

Friday 1st June, Monday 4th and Tuesday 5th June 2012.





## All about Cool Kids' Club

The After School Care Service is managed by Mrs Jeanann Thompson, our Pre-school and After School Care Manager at The Academy, and is available to all pupils aged 3 to 14 years of age. At Kelvinbridge the ASC service is in a dedicated space in the terrace; at Atholl and Dairsie ASC services are in the respective Prep School Halls.

Every day will be fun-filled, with many activities available in a relaxed, caring and friendly atmosphere. Activities will include board games, baking, outdoor games, arts and crafts, table football and karaoke, to name just a few. The children and parents of children taking places in this provision will be invited to suggest their own ideas.

### Holiday Clubs 2011/2012

Daily activities will commence from close of Prep School on Wednesday 22nd June and will continue throughout the whole of the summer holiday until Friday 19th August. In-service days for all staff take place on 22nd and 23rd August, therefore there is no After School Service available on these dates.

We offer a flexible service which means that parents and children can choose whichever dates suit them. A full programme will be published on the web in advance of any holiday clubs.

This service is only available at Kelvinbridge, but is open to pupils from Atholl and Dairsie. The service also accommodates former pupils'

children and siblings and family relations of current pupils. We also welcome children from other schools but for administration purposes these bookings must be paid for in advance. The service operates from the After School Care Service area at Kelvinbridge.

Holiday clubs are open from 8 am – 6 pm. You can book a full day 8 am - 6 pm or half-day bookings which are 8 am – 1 pm or 1 pm - 6 pm. Half-day bookings will not be available when full-day trips are planned in the programme.

There is a morning and afternoon snack provided each day. The children are also given lunch, normally served at 12 noon.

If children are attending any Holiday Clubs can we please ask that the children have appropriate clothing for the day's weather or for the activity they will be taking part in. For example when the hill walking day takes place in the summer a summer dress and flip flops are not appropriate.

We do not allow any of the children to bring money to holiday clubs.

### After School Care Aims

To offer a welcoming and flexible service for parents and a fun-filled environment for their children.

At After School Care we strive to build positive relationships between home and the After School Care staff to create a caring atmosphere.

We provide opportunities for children to participate in activities and energetic play, both indoors and outdoors.

The After School Care service encourages children to make new friends and have an enjoyable time with their existing friends too, which helps develop communication and socialisation skills.

We promote children's self-esteem and confidence by displaying children's work and photographs of the children at play. We award a star of the month Award and children and staff are able to present children with praise cards.

Our staff are motivated and enthusiastic in presenting children with appropriate activities for different ages, sometimes challenging, always fun.

The children can develop independence and build life skills whilst taking part in After School Care, e.g. helping prepare their own snack, tidying up, looking after their belongings and washing hands before snack time. We encourage good manners and citizenship skills too. We also do baking and cooking activities together.

We listen to our service users and work as partners using their feedback, comments and individual requests, and incorporate appropriate suggestions to improve and enhance our service.

## Continuity of Care

The After School Care staff are all employed by the Glasgow Academy. Although their role for After School Care is predominantly in the afternoons and school holidays some have additional roles such as Classroom Assistant and Early Years Practitioner during the morning sessions. They also help out at lunch time with nursery and kindergarten children. A member of staff from Atholl and Dairsie work at the holiday club at Kelvinbridge. This allows continuity for the children and in most services there will be a familiar face. The staff are committed to the school community and will be seen helping out at school events such as the Abernethy trip, Atholl BBQ, Highland Games, Street Party and school clubs.

## Combined After School Care between Kelvinbridge, Atholl and Dairsie

Kelvinbridge pupils who live in the north or the south of the city and have participated in Mini

Cool Kids' Club (see above) may, if they wish, continue their After School Care at Atholl or Dairsie. A coach will leave Kelvinbridge for Atholl and Dairsie at 4 pm. Parents must be confident that their children are able to alight the bus and go to the ASC service.

## Continual Professional Development

All our staff are continually involved in professional development, from care needs such as First Aid and Food Hygiene to professional qualifications such as B.A. in Childhood Practice. Any staff progression will be communicated to parents through our monthly newsletters. Staff also have weekly team meetings where good practice can be shared, discussed and then implemented into the service when appropriate.



## Admission

Admission to After School Care and Holiday Clubs is firstly by completing a booking form to indicate which service you require and the days you wish your child to attend. Booking forms for these services will be available on the school web site [www.theglasgowacademy.org.uk](http://www.theglasgowacademy.org.uk), by following the link to the After School Care area. They are also available from each service, generally attached to the Parent information boards.

If a waiting list arises because of demand we will give regular users priority, then on a first come first-served basis. We try to be as flexible as possible at all times.

New children attending will be given individual attention by a member of the After School Care staff and introduced to children in the same year group. This can help them to settle and learn about the areas, toys, routines, toilets, snacks and After School Care rules.



When completing a booking form it can either be returned to us at school or e-mailed to [asc@tga.org.uk](mailto:asc@tga.org.uk). Any additional booking or changes to bookings should also be sent by e-mail or in writing. Initially a confirmation letter will be sent, thereafter written replies to emails for any alterations or additional bookings.

### Arrival and collection of pupils for After School Care

All children from P1 to P4 will be collected from their class by a member of the After School Care Staff and escorted to the After School Care session at 3.10 pm. P5 – P7 children will be given the responsibility of coming along unattended to After School Care at 3.50 pm. The After School Care staff have a note of who is attending that day and will remind children being collected that they are attending After School Care at the end of the school day, prior to the school bell ringing at 3.10 pm. When possible, the same member

is responsible for one year group each term. Kindergarten children will be brought to After School Care by the Kindergarten staff.

Mini Cool Kids' Club is from 3.10 pm – 3.50 pm and takes place in the respective After School Care areas. At Kelvinbridge children will be brought out into the playground, weather permitting, in the same way as the 3.10 pm dismissal. If the weather is poor, parents can collect their children from door 7 of Colebrooke Terrace. Parents at Atholl and Dairsie are asked to go into the Prep School Hall to collect their children. Parents will be asked to sign the children out. If parents arrive early to collect their children, they will be asked to wait in the entrance hall while a member of staff collects their child. This is purely for security purposes.

After School Care is open until 6 pm. Children must be collected by this time. On collection, parents are asked to use the school entry system to enter the school. In the time that parents walk along to the hall to collect their

child, the child will be informed that their parent is here to collect them. On leaving the school parents will sign their children out. At this time children will be asked to be tidy and presentable.

If someone else is collecting a child other than the usual parent or carer, notice in writing is preferred by letter or by e-mail; failing that, a verbal message must be given to the After School Care staff. A password for collection will be created and both the parent and the After School Care staff must use this password on collection. Failure to do this will mean that the school will insist that the child remains at After School Care until further enquiries are made and the After School Care staff are satisfied about the identity of the collector.

After 4 pm on Term Time days and during Holiday Club the school car park can be used by parents to collect their children, if there are free spaces available.





### Arrival and collection of pupils at the Breakfast Club

The Breakfast Club is open from 8.00 am. Parents should take the children straight to the respective After School Care area, where a member of the After School Care staff will welcome them. The parent should sign the child into the Breakfast Club; from there the After School Care staff will ensure the children have a healthy breakfast and some fun before school begins. Games and activities will be provided until school starts.

At approximately 8.45 am the children will be asked to get ready to go to class. The After School Care staff will ensure that the children arrive in class before 8.50 am.

### Clothes for After School Care

During term-time children remain in school uniform at After School Care. For comfort,



children may bring trainers or gym shoes to change into. The children can also bring along a change of shirt to a T-shirt or sweatshirt if they wish.

During the Holiday Clubs children dress in casual clothes.

Throughout all the After School Care services all staff wear a uniform of polo-shirt and sweatshirt so that they are instantly recognisable to the parents and the children. During Holiday Clubs this is more relaxed on non-trip days.

### Games Days for P5 – P7 at Anniesland

If your child is in P5 – P7 and will be attending games activities at Anniesland, they will be collected from the sports ground in school transport and brought back to Kelvinbridge to continue After School Care until normal collection times. We cannot take bookings for this service after 2.15 pm as the children have left the school at Kelvinbridge and we cannot get the message to them about a change in their collection arrangements.





It is absolutely vital that you inform the school if your child is being collected from Anniesland by yourself or someone else as this has implications for the transport being used. It also saves time for the children waiting at Anniesland to get back as After School Care staff will start looking for your child and wait until the last child has gone before setting off back to the school.

### P1 - P4 Siblings on Monday and Friday sports days

We also offer a service to take the children from P1 - P4 down to Anniesland from Mini After School Care. This will only be available on the Monday and Friday afternoons when the minibus is going down to the sports ground to collect After School Care children anyway. This service can now be booked on the After School Care booking form.

### Medication Information

All parents should complete the school Medical and Emergency Form giving relevant and up-to-date information, as well as the Cool Kids' Club Permission Form, which is attached to all booking forms. Parents are asked to keep the school informed of any changes.

If your child needs medication then you must discuss this with the After School Care staff. Prescribed drugs will be given at the discretion of the school. A Medication Permission Form must be completed by a parent to allow medicines to be administered during school hours. The first dosage of any medicine in the day should be administered by parents. The School Nurse is available to the After School Care service until approximately 4.00 pm during term-time; thereafter an After School Care qualified first aider will care for any child who is poorly or has been involved in an accident or incident.

If your child becomes unwell at After School Care either you or your emergency contact will be notified. If an accident occurs which requires first aid, the child will be treated by an After School Care qualified first aider. From this treatment the first aider will decide if the child is distressed and will then call the parent to collect the child. Should a serious accident occur, your child would be taken to Yorkhill Hospital while efforts to contact you would continue.

## Infectious Diseases

Children with infectious diseases (e.g. diarrhoea, conjunctivitis, chickenpox, etc.) should not attend After School Care. In cases of sickness or diarrhoea there must be two full days clear of symptoms before a child returns to After School Care. Parents will be notified of an outbreak of an infectious or contagious disease as deemed appropriate by The Academy.

The Academy follows public health guidelines on infection control for children in schools and pre-5 establishments. An overview of the main illnesses affecting our pupils and relevant guidelines are listed next to this text. If in doubt, please seek advice from your GP.

## Minor Accidents or Upsets

Parents will be notified by telephone or at the time of collection of any incidents or minor accidents. Parents will be asked to sign the Accident Form or an Incident Form noting any action taken by the After School Care staff.

ILLNESS	GUIDELINES	
	EXCLUSION PERIOD	ADVICE
CHICKEN POX	5 DAYS FROM ONSET OF THE RASH.	THE CHILD MAY RETURN TO SCHOOL ONCE ALL SPOTS HAVE CRUSTED OVER AND THE CHILD IS FEELING WELL.*
CONJUNCTIVITIS	NONE.	THE CHILD MAY RETURN 24 HOURS AFTER TREATMENT COMMENCED.
DIARRHOEA AND VOMITING	48 HOURS FROM LAST EPISODE OF VOMITING AND/OR DIARRHOEA.	THE CHILD SHOULD BE EXCLUDED FROM SWIMMING FOR 2 WEEKS FOLLOWING THE LAST EPISODE OF VOMITING AND/OR DIARRHOEA.
FOOD POISONING	24 HOURS FROM LAST EPISODE OF VOMITING AND/OR DIARRHOEA (48 HOURS IF UNDER 5).	
GLANDULAR FEVER	UNTIL THE CHILD IS WELL .	
INFLUENZA (FLU)	UNTIL FULLY RECOVERED.	
MEASLES	5 DAYS FROM ONSET OF THE RASH.	
MUMPS	5 DAYS FROM ONSET OF SWOLLEN GLANDS OR UNTIL SWELLING HAS SUBSIDED.	
RUBELLA (GERMAN MEASLES)	5 DAYS FROM ONSET OF THE RASH.	
SCARLET FEVER	5 DAYS AFTER COMMENCING ANTIBIOTICS.	
SHINGLES	THE CHILD MUST NOT ATTEND SCHOOL IF THE RASH IS WEEPING AND CANNOT BE COVERED.	THE CHILD MAY RETURN TO SCHOOL IF FEELING WELL ENOUGH AND AFTER THE START OF TREATMENT <b>ONLY IF THE LESIONS ARE IN A COVERED AREA.*</b>
SLAPPED CHEEK	UNTIL THE CHILD IS WELL.	
SWINE FLU	48 HOURS AFTER TEMPERATURE HAS RETURNED TO NORMAL OR UNTIL CLINICALLY RECOVERED.	
TONSILLITIS	NONE.	
WHOOPING COUGH	5 DAYS AFTER COMMENCING ANTIBIOTICS OR 21 DAYS IF NOT BEING TREATED WITH ANTIBIOTICS.	

\* PLEASE INFORM THE SCHOOL NURSE WHEN YOUR CHILD RETURNS TO SCHOOL.

## Parental Partnership

The After School Care service operates an 'Open Door' policy whereby staff are very happy to discuss children informally with parents.

If you have any concerns or problems the Pre-school and After School Care Manager is always happy to see you personally. The Pre-school and After School Care Manager is available throughout the day: the direct line number is 0141 342 5497. You can also contact the After-school Care Co-ordinator on 0141 342 5487.

## Sixth Year Students, Duke of Edinburgh Award and Danish Student

As the Pre-school and After-school Care Manager teaches Early Education and Childcare to 6th year students in the school it is sometimes appropriate that the students attend placement periods in After School Care.

The After-school Care Co-ordinator organises the Duke of Edinburgh students who attend After School Care to complete the Service element of the award. Again the students may be present in the service at different times.

It has also been practice for the last few years that the school facilitates an international placement for a Danish Student completing a Social Educator Bachelor Degree from the National Institute for Social Educators in Holstebro. The Danish students are placed by the Scottish Out of School Care Network. This statement is to make you aware of other

students that may be working with your children in the After School Care Service.

## After School Care Curriculum

The After School Care staff follow curriculum guidelines, including Curriculum for Excellence, although our emphasis is very much on play aspects of the curriculum, including social, emotional and physical development.

Children at The Glasgow Academy work extremely hard in class, so it is appropriate that the children attending After School Care will find time to relax, play, meet new friends and have fun.

## Suggestions

The After School Care staff are always open to suggestions and ideas from children as well as parents. If you have any suggestions please speak to the Pre-school and After-school Care Manager or any After School Care staff as soon as possible: they are always happy to listen. We have a white board in each service where a parent can write up any suggestions at any time. There is a visitors' book where you can give a written comment on the service too. We continue to enhance and improve the service as a staff team but ideas and suggestions from the parents and children ensure we are meeting your needs.

## Complaints

If you have a complaint please speak to the Pre-school and After-school Care Manager or the After-school Care Co-ordinator as soon as

possible, as they are always happy to listen.

If you feel that a complaint has not been satisfactorily resolved, then please put this in writing to the Head of the Prep School.

You will receive an answer to your complaint as soon as possible, and certainly within twenty-eight days.

You can also contact the Scottish Care and Social Work Improvement Scotland at any time; this is the regulatory body for Scotland for Social Services. The contact details are

**Scottish Care and Social Work  
Improvement Scotland  
Central West Region  
4th Floor  
1 Smithshill Street  
Paisley, PA1 1EB**

## No Smoking Policy

The Glasgow Academy is a no smoking establishment and smoking on the premises is absolutely forbidden.

## Homework Policy

We recognise that if parents request it, homework can be completed during After School Care time. We are happy to accommodate written homework, but reading must be completed with parents at home. If you wish your child to complete homework at After School Care then please let the After School Care staff know in writing so we can ensure this is completed each day.



## Positive Behaviour

Positive reinforcement is used to encourage good behaviour from children. Feelings of self-worth, self-respect and respect for others are encouraged at all times.

Minor issues will be dealt with by staff as and when they arise and the Pre-school and After School Care Manager will be made aware of these. For more serious situations, the Head of Prep will be consulted and parents will be informed and invited to discuss any problems which might explain unusual behaviour.

## Assistance with Positive Behaviour

The children are brought together once a year to create their own "After School Care Rules"; the children are all encouraged to contribute ideas and suggestions for their own safe and fun environment. When the final sets of rules are agreed with the staff and the children they are displayed in the Prep School Halls.

The After School Care Services at Kelvinbridge, Atholl and Dairsie all have Star of the Month award in place for Kindergarten through to P4 pupils. This is presented at After School Care to a pupil that has demonstrated star qualities e.g. nice manners, sharing equipment, helping others etc. There is also a Star Pupil Award for the P5 - P7 children at Kelvinbridge. The decision for these awards is made by the After School Care staff. A photograph of the Star of the Month and Star Pupil is displayed in the After School Care areas. The staff also use praise cards on a regular basis.

## Adult: Child Ratios at After School Care Service

At The Glasgow Academy After School Care our adult/child ratio for children aged 3-5 years of age will be one to eight. For children aged 5 – 14 years of age the ratio will be one to ten during term time and one to eight during Holiday Clubs. At least two adults will be in attendance at any given time in the play areas used by After School Care. On any outings or walks, the ratio would change to one to four. These ratios are in line with the standards set out in the "National Care Standards for Early Education and Childcare up to the age of 16 years" document.

## Children's Own Toys

Children are discouraged from bringing their own toys to the After School Care service. There are plenty of play resources available to the children. If any child does bring along a toy or game, they will be asked to keep it in their school bag until the end of the play session. If the children bring the toy into the playroom the After School Care staff cannot be held responsible for any loss or damage to the toy.

## Lost Property

It is recommended that all your children's clothes are labelled with your child's name to minimise the amount of lost property that we accumulate in After School Care. All lost property is collected at the end of the day. If the item is named then the After School Care

Staff will take items to the child's class the next morning when taking children from Breakfast Club to school. If the item is not named then it is kept in a Lost Property box for a week then passed to the Lost Property area in Senior School.

During Holiday Clubs named items are returned to the parents. Items that are not named are displayed as lost property for a month. If not claimed they will be given to charity.

## The Glasgow Academy Policy on Uncollected Children

The school obviously has an obligation to stay with any uncollected child at the end of each day, until that child is collected.

The school must not release the child to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting. A password system will be used where the member of staff will ask an authorised person for a password for the child and the person collecting will have to disclose this password.

The authorised person should give the name and a physical description of the arranged collector and the member of staff should check this description and the password before permitting the child to leave.

A record will be kept of all children who are not collected by the due time; their names will be added to the After School Care diary.

“What we learn  
with pleasure  
we never forget.”



Fool Kids'  
Club



In the event that a child is not collected by 6 pm the following procedures will take place. On the first occasion a member of the After School Care staff will remind you that the final collection time is 6 pm. On the second occasion the Pre-school and After School Care Manager will write to you to inform you the reason why 6 pm is the final collection time. On the third occasion the Head of Prep will write to you to inform you of a fine and that the service may be withdrawn if late again.

## Confidentiality Policy

We aim to ensure that all parents and carers share their information in the confidence that it will only be used to enhance the welfare of their children. It is our priority to respect the privacy of children and their parents and carers.

This is achieved by the following procedure:

- Parents have ready access to the files and records of their own children, but will not have access to information about other children.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects the child's needs.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need to know" basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

- Students and volunteers are advised on our confidentiality policy and required to respect it.

The above statement ensures one of the main commitments of the school, which is the safety and well-being of the children and staff.

## Other Policies and Procedures for After School Care Service

There is a folder available in the After School Care office which holds all other policies and procedures relating to the internal operation of the service. The documents included are:

- **The Child Protection Policy**
- **The Complaints Procedure**
- **Children Participation Policy**
- **Record Keeping Policy**
- **Healthy Eating Policy**
- **Staff Recruiting and Vetting Policy**
- **Policy on Outings**
- **Policy on Working Together**
- **Equal Opportunity Policy**
- **Fire Evacuation Policy**
- **Whistle Blowing Policy**
- **Parents as partners**

Copies of the above policies are kept in the school. Please speak to the After School Care Staff if you wish to discuss any of these policies. At the Glasgow Academy, stringent Child Protection procedures are in place. Documents pertaining to this important issue are available to view on the school website: [www.theglasgowacademy.org.uk](http://www.theglasgowacademy.org.uk); a hard copy can also be given on request. In accordance with national guidelines on this issue, any significant concerns are reported as appropriate.



## THE GLASGOW ACADEMY

Founded 1845

### **Kelvinbridge**

After School Care Service  
The Glasgow Academy  
Colebrooke Street  
Glasgow G12 8HE  
Telephone: 0141 342 5487  
Email: [asc@tga.org.uk](mailto:asc@tga.org.uk)  
School Text: 07860 003835

### **Atholl**

After School Care Service  
The Glasgow Academy, Atholl  
Mugdock Road  
Milngavie G62 8NP  
Telephone: 0141 956 3758  
Email: [asc@tga.org.uk](mailto:asc@tga.org.uk)  
School Text: 07860 003835

### **Dairsie**

After School Care Service  
The Glasgow Academy, Dairsie  
54 Newlands Road  
Glasgow G43 2JG  
Telephone: 0141 632 0736  
Email: [asc@tga.org.uk](mailto:asc@tga.org.uk)  
School Text: 07860 003835

