



THE
GLASGOW
ACADEMY



2023-2024 After-school Care Parents' Handbook

A Warm Welcome from the After-school Care Manager, Colette Bremridge M.Ed

Welcome to all Glasgow Academy parents, old and new; this handbook will inform you about the After-school Care and Holiday Club services (known as Cool Kids' Club), available to you from 8.00am to 6.00pm, 50 weeks of the year (excluding in-service days) at Kelvinbridge, 8.00am to 6.00pm at TGA Milngavie Term time and from 7.30am to 6.00pm Term time at TGA Newlands.

At Cool Kids' Club your child has the opportunity to take part in a variety of activities and experiences, delivered by professional staff in a warm, welcoming and stimulating environment.

Our Ethos in Cool Kids' Club, is the same as in the rest of the school, encouraging children to make the most of every opportunity available at The Glasgow Academy. We recognise that our role is to support parents and children, offering a quality care service at the beginning and end of the school day. We do this by providing a fun, exciting environment for your children with breakfast served at the beginning of the day and a healthy snack for each service at the end of the day.

Our duty of care to our families offers a safe, stimulating and encouraging community where the children feel valued and welcomed. We strive to create balance between parental requirements and children's choice. We welcome all parental input and work together with our parents and children to enhance our service and continue to meet your needs.

We are happy for the formal curriculum based education to be the domain of the teaching staff, although the children continue their learning while with us in Cool Kids' Club. We provide Health and Wellbeing activities that encourage the

children to manage their emotions and develop successful communication and socialisation skills. We encourage physical activity each day, children's artistic talents can flourish with access to a wide variety of materials and staff skills as well as the tremendous experience of making new friends from various year groups.

At Cool Kids' Club the children have the unique opportunity to interact with children outside their peer group, both older and younger and gain mentoring and caring experience while playing and relaxing together, holiday clubs extend children's experiences to trips out to Historical sites, beaches, local parks, the Science Centre and local museums as well as fun competitions to develop our life skills.

I hope that this handbook will answer any questions you may have about Cool Kids' Club service, but if you require any further information please do not hesitate to contact the After-school Care Manager and staff on **0141 342 5487** or **07933 233 048**

Download our [booking forms from our website](#). It is also possible to contact us and book by email, asc@tga.org.uk

Cool Kids' Club, After-school Care : Kelvinbridge

Contact Details

Kelvinbridge

After-school Care Service
The Glasgow Academy
Colebrooke Street
Glasgow G12 8HE

Telephone 0141 342 5487

Mobile 07933 233 048

Email: asc@tga.org.uk or C.Bremridge@tga.org.uk

School Text: 07860003835

Opening Times

Term time

Breakfast club 8.00am to 8.30am

After-school 3.10pm to 6.00pm

Holiday Clubs

All day: 8.00am to 6.00pm

am: 8.00am to 1.00pm

pm: 1.00pm to 6.00pm



Cool Kids' Club, After-school Care : Milngavie

Contact Details

Milngavie

After-school Care Service
The Glasgow Academy, Milngavie
Mugdock Road
Milngavie G62 8NP

Telephone: 0141 956 3758
Email: asc@tga.org.uk
School text: 07860003835

Opening Times

Term time

Breakfast Club 8.00am - 8.30am
After-school - 3.10pm to 6.00pm

Holiday Clubs

Holiday clubs are only available at Kelvinbridge, where all children are welcome.



Cool Kids' Club, After-school Care : Newlands

Contact Details

Newlands

After-school Care Service
The Glasgow Academy, Newlands Nursery/
Kindergarten
29-31 Langside Drive
Glasgow G43 2QQ

Telephone 0141 632 1569

Email: asc@tga.org.uk

Opening Times

Term time

Breakfast club 7.30am to 8.50am Newlands
Nursery/Kindergarten
After-school 3.10pm to 6.00pm



Holiday Clubs

Holiday clubs are only available at Kelvinbridge, where all children are welcome for After-school Care at Kelvinbridge, TGA Milngavie and TGA Newlands.

Kelvinbridge After school care Fees 2023/2024				
Service	Times	Cost	Reservation made within 24 hours	Reservation made on the day
Breakfast Club	8.00am – 8.30am	£3.20	+£2.80	+£5.50
Mini After School Care	3.10pm – 3.50pm	£7.60	+£2.80	+£5.50
Short After School Care	4.00pm – 6.00pm	£13.80	+£2.80	+£5.50
Full After School Care	3.10pm – 6.00pm	£16.70	+£2.80	+£5.50
Holiday club Full Day	8.00pm – 6.00pm	£39.00		+£2.80
Holiday club Half day	8.00am – 1.00pm 1.00pm – 6.00pm	£21.00		+£2.80
Bus only charge £5.00 Late charge £10.00 per child				

Newlands After school care Fees 2023/2024		Cost	Reservation made within 24 hours	Reservation made on the day
Breakfast Club	7.30am – 8.00am	£6.50		
Morning supervision	8.00am – 8.30am	£3.00		
Mini After School Care	3.10pm – 4.30pm	£7.60	+£2.80	+£5.50
Full After School Care	3.10pm – 6.00pm	£16.70		
Any child attending a club is only charged mini ASC				

Milngavie After school care Fees 2023/2024		Cost	Reservation made within 24 hours	Reservation made on the day
Breakfast Club	8.00am – 8.30am	£3.00		
Mini After School Care	3.10pm – 4.30pm	£7.60	+£2.80	+£5.50
Full After School Care	3.10pm – 6.00pm	£16.70		
Milngavie N/K	2.00pm – 6.00pm	Included in Fees		
Any child attending a club is only charged mini ASC				

Term-Time Regular Users

The vast majority of parents who use ASC know their requirements in advance. As regular users, you will be asked to complete a booking form at the start of each term. You will then receive an invoice shortly afterwards based on intended usage. Maintaining the appropriate staffing levels and standards of ASC means that there will be no refunds for absences or cancellations except where:

- A change in circumstances means you have to cancel for the remainder of the term. Please notify us in writing at least three weeks in advance of any changes if you wish to receive a refund on any pre-paid sessions.
- A pupil has sickness absence exceeding a consecutive period of three weeks.
- Non-attendance is due to a child attending a school trip.

- At the end of the Autumn and Spring terms, we will contact you by email asking if there are any changes to the weekly pattern for the next term.

Term-Time Occasional Users

- Because of the nature of their working week, a minority of parents find it impossible to predict from one week to the next what their childcare needs will be. We aim to continue to run a service that is flexible enough to cater to your needs
- As an occasional user you will be able to book the service by contacting ASC staff at least 24 hours in advance. These bookings will be subject to a surcharge as printed on page 6. This process also applies to regular users who wish to book additional sessions.
- We will also offer an emergency service for anyone who has no other option on-the-day. There will be a limited number of places available and any last-minute or on the day bookings will be subject to a surcharge as printed on page 6.
- Invoices showing the sessions used will be issued at the end of each term.

Holiday Clubs

Holiday Club booking forms will be available before each holiday for you to book your child's place. They are required to be booked in advance. The whole amount is normally payable in advance; however for the Summer Holiday Club parents can pay each month in advance. The surcharge only applies to on-the-day bookings for Holiday Clubs. Throughout Holiday Clubs swapping of booked days will be possible, but cancellations will not be refunded.

Payment

Payment is accepted by one of the following methods:

- Payment of the invoice in full within 30 days.
- For those parents who pay school fees by Direct Debit, we can include the payment of ASC invoices.
- Payment of the invoice minus the value of any childcare vouchers which you will be redeeming during the course of the term.
- Debit/Credit card.

Should you require further information regarding ASC service, or you wish to book any of our services, please contact us at asc@tga.org.uk or call us on 0141 342 5487. For any matters regarding ASC, please contact Mrs Colette Bremridge on 0141 342 5487 or C.Bremridge@tga.org.uk.

Queries regarding invoices or outstanding accounts should be directed to our accounts department on 0141 342 5498 or enquiries@tga.org.uk





Further information on these services may be accessed from the respective service:

Kelvinbridge 0141 342 5487

Milngavie 0141 956 3758

Newlands 0141 632 1569

Email asc@tga.org.uk

Up-to-date information will be communicated throughout the session

Half-Day Holiday Club

We also offer a half-day service for parents. The service will be from 8.00am to 1.00pm or 1.00pm to 6.00pm. This will not be available on days in which the Cool Kid's Club is going on trips, only for activities accommodated within the school. The charge will be £21.00 per half day if pre-booked and £26.00 if booked on the day.

The programme will state clearly the days on which this service will be available.

Holiday Club Dates for Term-Time Nursery and Kindergarten Children

Holiday Club is available only at Kelvinbridge, but all Milngavie and Dairsie children are most welcome to join us at the 'big school' Prices for this service are £39.00 per day - £21.00 per half day if pre-booked. Tax Credits available.

Holiday Clubs available throughout the year

Cool Kids' Club is closed along with the whole school on 22nd & 25th September 2023

Holiday Club dates

October Friday 13th and Monday to Friday 16th to 20th

Closed with the whole school on November 24th and 27th

December Holiday

From 20th December to 22nd December 2023 and 4th and 5th January 2024

February Holiday Club 2024

Monday 12 - Friday 16 February 2024 inclusive

Spring Break Holiday Club 2024

Tuesday 2nd April - Friday 5th April and Monday 8th April - Friday 12th April 2024

Public Holiday Friday 29 March and Monday 1 April 2024

Staff inset

Monday 15 April, Pupils return Tuesday 16 April 2024

Summer Holiday Club 2024

From Wednesday 19 June 2024

Cost for Full day holiday club will be £39.00 and half day £21.00

All about Cool Kids' Club

The After-school Care service is managed by Mrs Colette Bremridge and is available to all pupils aged 3 - 14 years of age. At Kelvinbridge the ASC service is situated in a dedicated space in the terrace; at Milngavie ASC service is in the School Hall and at TGA Newlands the ASC service is provided in TGA Newlands Nursery/Kindergarten.

Every day will be fun-filled, with a variety of activities available in a relaxed, caring and friendly atmosphere. We offer themed activities each day, suggested by the children and parents during the planning of the programme, while still offering our range of activities will include outdoor games, board games, messy play (including baking), arts and crafts, table football, Wii sports and dance to name but a few.

This puts us in the unique position when it comes to holiday clubs, of being able to offer supported activities such as Dance, Sport and Art while still providing an inclusive environment where children can play together or by themselves in a way that lets them enjoy their holiday and build memories.

Summer Holiday Club

Daily activities will commence from close of Prep School on Wednesday 21st June 2023 and will continue throughout the whole of the summer holiday.

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

This service is only available at Kelvinbridge and is open to pupils from Milngavie and Newlands. The service also accommodates former pupils' children and siblings and family relations of current pupils.

The service operates from the After-school Care service area at Kelvinbridge.

Holiday Clubs are open from 8.00am - 6.00pm, full-day bookings are from 8.00am - 6.00pm and half-day bookings are from 8.00am - 1.00pm or 1.00pm - 6.00pm.

Half-day bookings are not available when full day trips are planned in the programme.

There is a morning and afternoon snack provided each day, along with a homemade lunch, normally served at 12.00 noon.

If the children are attending any Holiday Club please ensure they have appropriate clothing for the day's weather or the activity planned for that day. For example, when hillwalking, please provide sturdy footwear and light, long trousers to prevent legs being scratched.

We do not allow children to bring money with them to Holiday Clubs.

After-school Care Vision

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, inclusive atmosphere.

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

Cool Kids' Club After-school Care service encourages children to make new friends and have an enjoyable time with their existing friends too; this helps develop communication and socialisation skills.

We promote children's Health and Wellbeing by celebrating their

achievements both in and out of school; we award a 'star of the month' for personal development and social interaction. We display children's work and work with the principles of Getting It Right for Every Child to promote children's rights throughout the service.

Our staff are well qualified, enthusiastic and motivated to work with children of all ages and build on their individual strengths and skills. We take part in a variety of training courses throughout the year to maintain our standards and meet all relevant legislation.

Children in Cool Kids' Club can develop independence and life enhancing skills, like time management, healthy snack preparation, mindfulness and stress management. We encourage manners and citizenship with our culture of respect for ourselves and each other.

We actively seek the opinions of our service users and work partners, using opinions and suggestions to develop and enhance our service.

Continuity of Care

Cool Kids' Club After-school Care staff's responsibilities during term-time begin from 2.15pm at Kelvinbridge and 3.00pm at Milngavie and Newlands, where they ensure the environment is inviting, stimulating and well-prepared for the children.

Nursery and Kindergarten children are supported through their lunch by both After-school Care staff and Nursery/ Kindergarten staff; this ensures children of all ages are familiar with our environment and staff and supports a smooth transition into After-school Care and Holiday Clubs. All of our staff are committed to the school community and you will meet us at various events throughout the school year.



Combined After-school Care between Kelvinbridge, Milngavie and Newlands

Kelvinbridge pupils who live in the north or the south of the city and have participated in Mini Cool Kid's Club may, if they wish, continue their after-school Care at Milngavie or Dairsie. A coach will leave Kelvinbridge for Milngavie and Dairsie at 4.00pm. Parents must be confident that their children are able to alight from the bus and go to the After-school Care service.

Continual Professional Development

All our staff are continually involved in professional development, from essentials such as First Aid and Food Hygiene certificates, to leadership qualifications such as B.A and M.Ed in Childhood Practice. All staff progression will be communicated to parents through our regular newsletters. Staff also have weekly team meetings where good practice can be shared, discussed and a monthly inter-site meeting supports our community of practice.

Admissions

Admission to Cool Kids' Club and Holiday Clubs is made through completing a booking form, indicating which service you require and the days you wish your child to attend. Booking forms for these services will be available on the school [website](#) They are also available from each service and are generally attached to the parent information boards.

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 will help them settle and learn about the

areas, resources, routines, snacks and After-school Care rules. Completed booking forms can either be returned to us at school or emailed to asc@tga.org.uk Any additional booking or changes to bookings should also be sent by email or in writing. Bookings will be confirmed by email; if you do not receive a confirmation please contact us directly.

Arrival and collection of pupils for Cool Kids' Club

All children from P1 will be collected from their class', we now only collect P1 from their class to prevent a build-up of children in the reception area. P2 – P4 are collected from outside Prep Reception by a member of After-school Care staff and escorted to the After-School care base for the Mini session. P5 – P7 children will be given the responsibility of coming along unattended to Cool Kids' Club at 3.50pm.

Mini Cool Kids' Club is from 3.10pm – 3.50pm at Kelvinbridge. At TGA Newlands and Milngavie this continues to 4.30pm. At Kelvinbridge children will be brought out into the playground, weather permitting, in the same way as for the 3.10pm dismissal. If the weather is poor, parents can collect their children from door 7 of Colebrooke Terrace. Parents at Milngavie and Newlands 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 6.00pm. 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 email; 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 result in the Cool Kids' Club staff following the school Child Protection Procedures and insisting that the child remains within the school until further enquiries are made and the After-school Care staff are satisfied about the identity of the collector.

After 4.00pm on term-time days and during Holiday Club the school carpark 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 at Kelvinbridge is open from 8.00am. The service at Newlands is open from 07.30 in line with Nursery/ Kindergarten registration. Parents should take the children to the respective After-school Care area, where a member of the Cool Kids' Club staff will welcome them. The parents should sign the children into the Breakfast Club; from there the Cool Kids' Club staff will ensure the children have a healthy breakfast and some fun before school begins. After the children have eaten they will be escorted to their respective school entrance area. Kindergarten children will be taken into Kindergarten and supported in signing in and preparing for their day.

Children attending TGA Newlands Breakfast Club, may arrive from 07.30am

and will be escorted by two members of staff to the Main school building at 08.30am, please arrive no later than 08.10 if you wish your child to enjoy the delicious breakfast provided.

Clothes for After-school Care

During term-time children remain in school uniform at Cool Kids' Club. 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.



Games Days for P5 – P7 at Anniesland

If your child is attending games activities at Anniesland, they can be collected from the sports ground in school transport and brought back to Kelvinbridge to continue After-school Care at Cool Kids' Club until collection at normal times. We do not recommend booking after 2.30pm as the children have already left and it may cause confusion at pick up times.

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 to get back from Anniesland as Cool Kids' Club staff will start looking for your child and wait until the last child has gone before setting off to the school.

P1 – P4 Siblings on Monday and Friday games days

We also offer a service to take the children from P1 – P4 down to Anniesland after Mini After School Care. This is available only on Monday and Friday afternoons. 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 Cool Kids' Club After-school Care staff. Following the school administration of medication policy a medication form a Medication

Permission Form must be completed by a parent to allow medicine 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 in Kelvinbridge to the After-school Care service until 4.30pm 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 Cool Kids' Club, 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 will be taken to the Royal Hospital for Children, while efforts to contact you would continue.

Infectious Diseases

Children with infectious diseases (e.g. diarrhoea, conjunctivitis, chicken pox, etc) should not attend After-school Care. In the case of sickness or diarrhoea there must be two full days clear of symptoms before a child returns to Cool Kids' Club. 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 in infection control for children in schools and in pre-5 establishments. An overview of the main illnesses affecting our pupils and relevant guidelines are listed on the school website. If in doubt, please seek advice from your G.P.

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 Cool Kids' Club staff.

Additional Information for parents of children in Nursery, Kindergarten and After-school Care

In the event that your child has a bump to the head, the school will contact you to inform you of the injury. Depending on the severity of the injury, you may be asked to collect your child as a precaution.

Parental Partnership

The Cool Kids' Club operates an 'Open Door' policy whereby staff are very happy to discuss children informally with parents.

If you have any concerns or problems about Cool Kids' Club, the After-school Care Manager is always happy to see you personally. The After-school Care Manager is available throughout the day: the direct line number is **0141 342 5487**.

Duke of Edinburgh Award and Students

The After-school Care Manager arranges for Duke of Edinburgh students to attend Cool Kids' Club to complete the Service element of the award.

It is the practice of the school to facilitate students completing early years qualifications, a Bachelor of Arts degree in Childhood Practice or equivalent degree by offering a placement within Cool Kids' Club.

This statement is to make you aware that students may be working with your children in After-school Care services and they will be identified by wearing a 'visitors badge'.

Cool Kids' Club After-school Care Curriculum

Cool Kids' Club staff follow Curriculum for Excellence guidelines, concentrating very much on learning through play, supporting social, emotional and physical development reflecting Playwork Principles.

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

Suggestions

Cool Kids' Club staff are always open to suggestions and ideas about the service from children as well as parents. If you have any suggestions about the service please speak to the After-school Care Manager or any Cool Kids' Club staff as soon as possible: they are always happy to listen. We have various resources for parents to make suggestions, such as 'Tree of Interests' and suggestion boxes. Each newsletter asks for parents' ideas and suggestions to enable us to enhance and improve our service while meeting your needs.

Complaints

If you have a complaint please speak to the After-school Care Manager or any Cool Kids' staff as soon as possible; 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 Prep School. You will receive an answer to your complaint as soon as possible, and certainly within 28 days.

You can also contact the Care Inspectorate at any time; this is the regulatory body for Scotland for Social Services. The contact details are:

Care Inspectorate, Scotland,
Central West Region
4th Floor
1 Smithhill Street
Paisley
PA1 1EB

No Smoking

The Glasgow Academy is a no smoking establishment and smoking, including the use of e-cigarettes, on the premises is absolutely forbidden.

Homework Policy

If parents request it, homework can be completed during Cool Kids' Club up to a maximum of 60 minutes. We are happy to accommodate written homework, but reading must be completed with parents at home. If you wish your child to complete homework in Cool Kids Club, then please complete the separate permission form for homework. It remains the responsibility of our parents to check homework and to sign the homework diaries.

Positive Behaviour

Positive reinforcement is used to encourage good behaviour. We support the school Children's Rights Charter and have adopted the same positive behaviour procedures that are used in Prep School classes. We encourage respect for ourselves and others at all times and have high expectations of all service users.

Minor issues will be dealt with by staff as and when they arise and the After-school Care Manager will be informed of these by the completion of an incident form or accident form. More serious situations will be taken to the Head of Prep School for consultation and parents will be informed and invited to discuss any problems which may explain unusual behaviour.

Assistance with Positive Behaviour

Children are brought together at the beginning of the new school year to discuss their own "Cool Kids' Club 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 staff and the children, they are displayed in Cool Kids' club. The rules apply equally to staff and children integrating Getting it Right for Every Child and Rights Respecting Schools Award ethos.

Cool Kids' Club at Kelvinbridge, Milngavie and Dairsie all have Star of the Month Award in place for children from Kindergarten through to P4. This is presented at Cool Kids' Club 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 P5-S1 children at Kelvinbridge; children receive a £10.00 gift voucher for a store of their choice. Photographs of winners will be displayed in Cool Kids' Club.

Adult to Child Ratios at Cool Kids' Club

The adult to child ratio for children aged 3-14 years will be one to ten during term and one to eight during Holiday Club. During term-time in Cool Kids' Club we will adhere to the standards set in the 'National Care Standards for Early Education and Childcare up to the age of 16' document, which states 'where children aged 3 and over attend facilities providing day care for a session which is less than four hours in any day the adult: Child ratio may be 1:10, providing individual children do not attend for more than one session per day. At least two adults will be in attendance at any given time in the play areas used by Cool Kids' Club. On outings or walks, the ratio will be one adult to four children.



Children's Own Toys

Children are discouraged from bringing their own toys to the After-school Care service. There is a wide variety of play resources available to the children. If any child does bring along a toy or game, they will be expected to share it with other children and After-school Care staff will not be responsible for any loss or damage to the toy.

Lost Property

Please ensure that all your children's uniform is labelled with their own name to minimise the amount of lost property that we accumulate in Cool Kids' Club.

Any items left in ASC will be hung up or gathered in one place for collection the next day.

At the end of each month, lost property will be taken to Prep Reception for storage in the Prep Lost Property Area.

During Holiday Clubs, named items will be returned to parents. Items that are not named will be displayed for collection.

The Glasgow Academy Policy on Uncollected Children

The Glasgow Academy staff have an obligation to remain with any uncollected child at the end of each day until the child is collected.

The school will 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 for the arranged collector and the member of staff will 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 Cool Kids' Club diary.

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 shared with as few people as possible on a "need to know" basis.

Personal information about children, families and staff is kept securely on our Isams system or 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 are 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.

All staff working with children in Scotland must now be registered with the Care Inspectorate or with the General Teaching Council Scotland. This is in place for all our early years staff. They all have Protection of Vulnerable Groups certificates too.

Inspections and Registration

We are regularly inspected by the Care Inspectorate, each child has an individual inspection and the reports are available to you in the Care Inspectorate website www.scswis.com. There is a copy displayed in the welcome area of each service. We follow the Scottish Government 'National Care Standards for Early Education and Childcare up to the age of 16' for inspection purposes.





Other Recognised Awards achieved at The Glasgow Academy



The above awards are achieved by a dedicated staff team in all areas of the school. Staff and children work together, offering ideas and suggestions to improve the life of our school through professional achievement.

All of our Early Years Policies and Procedures are available on the school website www.theglasgowacademy.org.uk. If you would like a hard copy of any of our policies please ask any member of After-school Care staff.

Our Policies and Procedures include:

- Child Protection Policy
- Complaints Procedure
- Children's Participation Policy
- Record Keeping Policy
- Healthy Eating Policy
- Staff Recruiting and vetting policy
- Policy for Outings
- Policy for Working Together

- Equal Opportunity Policy
- Fire Evacuation Policy
- Whistle Blowing Policy
- Parents as Partners

Copies of these policies are kept in the office: please speak to the After-school Care Manager if you wish to discuss any of our policies or procedures.

The Glasgow Academy has stringent Child Protection procedures in place; our After-school Care Manager is one of our Child Protection Co-Ordinators and will be happy to discuss any concerns you may have about the school's policy and procedures in relation to Child Protection.

In accordance with national guidelines, any significant concerns will be reported as appropriate.

Parental quotes

“Staff are very professional and caring for children and parents too !”

“Absolutely love the variety! I can see when I collect my child, she thinks Cool Kids is Cool!”

“Very Friendly staff and the kids love being there and have great fun. Extremely happy with the service - Gold Star”

“Absolutely delighted with the service, especially enjoy the parent and child breakfast mornings”

Children's quotes

“Thank you for all the activities and fun. My favourite things were bubble painting, the party and the staff! You do a very good job of entertaining us”

“Thank you for a wonderful year!”





THE
GLASGOW
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