



Hiltingbury Hangouts Welcome Booklet

Hiltingbury Infant School Before and After school clubs

Hiltingbury Infant School
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Hiltingbury Hangouts is the wrap around care for children at Hiltingbury Infant School. There are 2 sessions available:

Hiltingbury Hangouts morning session runs every day from 8am until the start of the school day. It operates from the main school hall and the playground (when the weather permits). At the end of the session the children are taken straight to their classroom. Please note we do not serve breakfast at the before school club.

Hiltingbury Hangouts afternoon session runs from the end of the school day until 6pm. It operates within the school hall, classrooms and the school outside areas. Teachers bring the children to the club at the end of the day. If your child is taking part in another activity club after school (within the school grounds) they can still attend Hiltingbury Hangouts. Once their activity club is finished they will be taken to Hiltingbury Hangouts by the activity club leader.

All sessions run daily during term time.

Fees

The cost of the morning session is £3.50.

The cost of afternoon sessions are as follows:

For children attending straight from school:

£5.00 - 3.15pm until 4.30pm (minimum charge)

£10.00 - 3.15pm until 5.30pm

£12.50 - 3.15pm until 6.00pm

For children attending following another school activity club (e.g. football/yoga):

£5.00 - 4.15pm until 5.30pm (minimum charge)

£7.50 - 4.15pm until 6.00pm

Payment is required in advance by debit/credit card through Arbor, Childcare Vouchers or the Government Tax Free Childcare Scheme. There is no facility to run a debit balance for any sessions. If there are any issues with payment, please contact the school office.

If you intend to pay for your sessions using HMRC [Tax Free Childcare](#), please search for Hiltingbury Infant School as the childcare provider. If you use an alternative childcare voucher provider, please contact adminoffice@hiltingbury-inf.hants.sch.uk to confirm your account provider and reference number so we can ensure your Arbor account is set up to accept childcare voucher bookings.

Booking sessions

To book a place for either a morning or afternoon session, please use the Arbor app/ Parent Portal. Access to Hiltingbury Hangouts will only be available when sessions are paid for at the time of booking. If you are suffering from financial hardship or there are extenuating circumstances, please do get in touch as soon as possible.

Morning sessions can be booked at any time up to 8am on the day of the session.

Afternoon sessions can be booked via Arbor up until 2pm on the day the session takes place. Emergency bookings after 2pm can be made via the school office. Please ensure there is enough credit on your account to cover your booking prior to contacting the office.

Cancelling sessions

Please contact the school office to cancel bookings made via Arbor.

Cancellations before midday - if the request for cancellation is received before 12 midday on the day the session takes place, the cost of the session will be credited back to your account.

Cancellation after midday - cancellations received after midday will be charged at the full rate.

If your child is sent home unwell, we will cancel the session on your behalf and no charge will be made. Please alert a member of the office team when you collect your child so we can cancel the booking for you.

Dropping Off/Collection of Children

All children will need to be dropped off and signed in at Hiltingbury Hangouts morning session by an adult.

Children will need to be collected at the end of the day by their parent/carer, or someone appointed by them. All children must be signed out in the book provided. If staff have any concerns regarding the person collecting, enquiries will be made with the child's parents/carers.

Written consent must be provided in advance if a child is being collected by someone other than their parent/carer.

Late Collection Charges

Please collect your child promptly by 6.00pm at the latest. When children are collected after this time there will be an additional charge of £5 per 10 minutes, charged in 10 minute blocks.

Security

For security reasons the entrance by the school office is not accessible for parents to deliver and collect their children when using the clubs. We therefore ask that you use the gate on the right hand side of school and continue around to the double doors at the back of the school hall to drop off/collect your child.

Access

The clubs are available to all children who attend Hiltingbury Infant School from Reception to Year Two. Reception children are welcome to join us once they have started school full time.

We welcome children of all abilities, cultures, faiths, gender, personal or physical circumstances. We aim to provide a play environment that has kindness and consideration and respect of others at its heart.

Food

During the afternoon session we provide the children with a healthy snack which may include crackers, sandwiches, wraps and fresh fruit or vegetables. We offer a choice of fillings, such as cheese, jam, tuna etc. There is also a selection of drinks available e.g. water, squash and juice. Please provide full details of any known allergies and, if appropriate, we invite you to provide your child with a suitable snack.

Activities

We provide a varied and enjoyable setting for the children. We use structured planning for some art activities and indoor and outdoor games and also encourage the children to enjoy free play. We ask the children daily what they would like to do and endeavour to please all. We offer a range of activities that include painting, drawing, craft making, play dough, construction, train track, dinosaurs, cars, lego, puzzles, outside games (weather permitting), small world play and dressing up.

Children's clothing

Every effort will be made to protect your children's clothing when participating in art and activities. We cannot accept liability for clothes damaged in the sessions. Please ensure that all items are clearly named.

Aims

It is the Clubs aim to provide a happy, stimulating, safe and comfortable environment, which would offer each child security and the freedom to develop self-expression and confidence in play.

Children will always be given play choices and we will encourage them to reach their full potential by learning and gaining experience through play opportunities.

Most importantly, we want all children and staff to have happy memories and to provide parents/carers with an excellent service.

Enquiries

If you would like to discuss any matters with regards to Hiltingbury Hangouts, please contact the school office or talk to the Club Leaders. If you would like to visit our setting you would be very welcome and we look forward to meeting you. If we can help in any other way, please let us know.

Staffing

In the Before School Club we have:

Debbie Winmill	-	Leader
Liz Lane	-	Play worker

In the After School Club we have:

Liz Lane	-	Leader
Sarah Pearson	-	Play worker
Debbie Winmill	-	Play worker
Abi Henley	-	Play worker
Ruth Gompertz	-	Play worker
Amanda Crooks	-	Play worker
Clare Howe	-	Play worker

All Hiltingbury Hangouts staff are employed by the school and have suitable qualifications and/or experience in play work/childcare. All staff have regular safeguarding training and key staff members also hold first aid and food hygiene certificates.

Monitoring and Evaluation

Hiltingbury Infant School is committed to providing a quality service that offers the children a range of activities in a safe environment. We will constantly be monitoring our policies and procedures.

If you have any recommendations or views on how the clubs operate your opinions will be gratefully received. Occasionally we will send out surveys which we hope you will fill in to give us feedback and to make further improvements.

Complaints

If you have any reason to complain about the setting, please follow the Complaints Procedure Policy. You can obtain a copy of this from the school [website](#).

GDPR - Privacy notice

A copy of our privacy notice can be found on the school [website](#).