



13th February, 2020

Re The Development of our Kids' Club

Dear Parents / Carers

At the heart of our Kids' Club provision is the desire to ensure the safety and happiness of all children in our care, along with the delivery of a 'wrap around care' service that meets children's needs and offers interesting and stimulating activities that children enjoy.

With the completion of the new Saplings building drawing near, there will be changes in Kids' Club about to happen and we felt this was a great time for the new team in charge of Kids' Club, Andrea Stephenson White - KC leader and Debbie Davanna - KC deputy leader, to embark on the exciting new vision that we all share for Kids' Club!

With this letter, there is a copy of the 1st version of our KC Development Plan, to enhance the provision in Kids' Club. Having had an extremely positive and useful discussion in the Parent Forum, we all agreed that it would be useful for all parents to hear about our vision for further developing our super Kids' Club, that provides such a valuable service to parents.

Kids' Club Structure

Once the new building is complete, we will be re-structuring our KC provision.

Children from The Saplings and Pine will be cared for in the new Saplings Building and children Y1-Y4 will be in the existing Hollows building as before. We are very excited by this because it will enable us to make our provision more accurately tailored to the needs of these two groups of children.

Whilst retaining overall leadership for both parts of KC, Andrea Stephenson-White will be directly managing the Y1-Y4 provision and Debbie Davannah, who has a wealth of early years experience, will be managing care in the Saplings Building.

Safeguarding

Another key area of change will be the arrangements for drop off and pick up at Kids' Club.

- Firstly, to ensure children's safety we need to ensure that KC follows the same procedures as the main school. For this reason we will be implementing a new system after half term where parents will need to drop off their child in the lobby just outside the small gate in Kids' Club rather than coming into the main building itself. If a parent needs to come in for any reason e.g. to talk to a member of staff, they will be signed in and given a visitors lanyard.
- Secondly, once the Saplings building is complete, all parents arriving at Kids' club for drop off or pick up, will need to use the new gate that will be further up the service road. There will be an intercom system that is linked to KC and The Saplings building and staff will let parents in

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remotely. Once we are ready to move over to using this entrance we will let parents / carers know.

Fun Activities

As you will see from the Development Plan, Andrea and Debbie are very keen to build on the already very successful activities trialled so far this year by moving towards the development of 'Activity Plans' that will be published on our website and will be displayed in KC so parents are aware of the opportunities being offered to children.

Sometimes children want to come into KC and chill and that's fine, but we want engaging activities to always be on offer, that they may find too much fun to miss out on!

Good Food

Andrea has been gradually introducing more fruit and vegetables into the KC tea provision and we want to continue this process, to create a good balance between different types of food, with some treat food occasionally, to put a smile on the children's faces!

Our aim is to introduce rotating menus that we will publish to parents, in the same way as the activity lists, so parents know what their child will be offered for tea at Kids' Club.

Communication

We really value the warm and friendly relationship between KC staff, parents and children and we want to increase the opportunities for parents to find out about Kids' Club news and updates. For this reason, Andrea and Debbie have decided to launch a KC Newsletter next half term, that should help to keep everyone informed about all the fun being had at The Firs Kids' Club!

Yours sincerely,



Adam J G Campbell
Headteacher

Kids' Club Development Plan



Area of development	Key Actions	Meeting / Deadline dates	Staff involved
Safeguarding Arrangements	<ol style="list-style-type: none"> 1. Letter to detail new arrangements below 2. New arrangements with parents remaining behind the internal gate in the existing building / lobby area in the new building. 3. Revised safeguarding folders to be created for Saplings / EYFS Kid's Club and Main Kids' Club 4. Lists for teachers re who is attending KC 	<p>Before half term March 20</p> <p>Monday 24th</p> <p>March 20</p>	<p>AC ASW</p> <p>AC</p> <p>ASW</p>
Kids' Club admin role	<ol style="list-style-type: none"> 1. New admin role to be created for Kids' Club - 12.5 hours 2. ASW job description to be altered e.g. <ul style="list-style-type: none"> • admin aspect to be deleted, instead ASW will assist the admin person by passing on info. • ASW to have new line re planning for activities added (see below) 	By time new building completed (earlier if possible)	SAC / ASW
Kids' Club Activity Plans	<ol style="list-style-type: none"> 1. 'KC Activity Plans' to be created and published to parents, that set out the 'adult led' activities on offer each day in kids' club e.g. art and craft, decorating biscuits, sport based activities outside, projects with a theme etc. 2. TV use to be carefully monitored and added to plan 'only sparingly'. 3. Create budget to resource activities including half termly bought in experiences. 	March 20	ASW / AC / KM / CB / DD
Food	<ol style="list-style-type: none"> 1. Conduct review of food on offer at Kids' Club - do research of parents / children's views. 2. Create a KC Menu that rotates over a few weeks. Ensure it provides a balance between different food groups and that 'treat' elements are used proportionately. 	<p>Complete by end of term spring 20</p> <p>Summer 20</p>	ASW / CB
Supervision	<ol style="list-style-type: none"> 1. Review KC staffing to allocate staff to the two buildings. 2. Create rotas for outside support - ensure that there is some opportunity in the 'outside rota' to lead some KC Activities from KC Activity Plan, as well as supervising children. 	By the opening of the new building.	ASW / DD

Kids' Club Development Plan



KC Brand	<ol style="list-style-type: none"> 1. Agree on final name for KC including 'sub names' for the EYFS and Y1-Y6 parts. 2. Agree on ideas for a KC logo 3. Create KC logo and add to all paperwork 4. Create signage for KC using this logo. 5. Create uniforms for staff 	<ol style="list-style-type: none"> 1. By opening of new building 2. As above 3. By end of term 4. Summer 20 5. Summer 20 	ASW / CB / AC / SAC / DD
Communication with stakeholders	<ol style="list-style-type: none"> 1. Hand over information to parents? 2. Kids' Club newsletter- A letter half termly 3. Introduce competitions, projects and increased use of display 4. Annual KC questionnaire 	<p>Review sum 20 Begin March 20 March 20</p> <p>Early sum 20</p>	ASW / DD / AC / SAC
Kids' Club Policy	<ol style="list-style-type: none"> 1. Search for useful wrap around care templates. 2. Create new policy template and share with all staff . 3. Amend this plan to suggest different areas for staff to work on. 4. Revised Kids' Club Policy completed and placed on website. 	<p>Feb 20</p> <p>March 20</p> <p>April 20</p> <p>End of term 20</p>	<p>SAC</p> <p>AC</p> <p>AC</p> <p>ASW, AC, SAC, DD, CB</p>
Kids' Club Cleaning Arrangements	<ol style="list-style-type: none"> 1. Discuss implementation of new schedule 2. Recruit new member of staff to join cleaning team 	<p>May 20</p> <p>Sum 20</p>	CB liaising with ASW
Expansion of Holiday Club	<ol style="list-style-type: none"> 1. Get feedback from parents to ascertain what uptake might be if we expanded Holiday Club 2. Review holiday provision in summer and Easter. 	<p>March 20</p> <p>March 20</p>	<p>AC / ASW</p> <p>CB / AC / ASW / DD</p>