

## The Bee Hive

Cookridge Primary School  
Tinshill Drive, Leeds, LS16 7DH  
Headteacher, Mrs L Hunter  
**Tel. 0113 3862503**  
Email: [info@cookridge.leeds.sch.uk](mailto:info@cookridge.leeds.sch.uk)



Updated Sept 2019

Dear Parent/Carer,

Welcome to 'The Bee Hive' We hope that this letter forms the start of a happy and constructive partnership between you and ourselves. We are looking to maintain a good quality before and after school club to meet the needs of our families.

We want all families who use the club to feel happy, informed and reassured about arrangements that we put in place to look after your children, both before and after school.

This pack has been put together to include all the necessary information that you may need to understand who we are and how we operate and that will allow us to specifically care for your children. **Please read it carefully.**

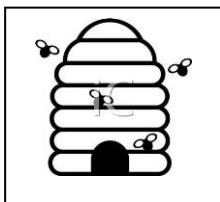
It contains information about our procedures, some statutory information that we have to pass on to you and some that we want to share with you so you can see how we operate. It contains information about who to contact in the event of a problem and how to do it. **It also contains some forms for you to complete and return before your child can access the club.** Information must be returned quickly in order that we can complete the necessary administration in time for your planned start date. If you have any problems with these forms, please contact Mrs Lucas in the school office who will be happy to assist you.

We hope that your child will enjoy being in the club. If you require any more information or have any questions then please do not hesitate to contact us.

Yours sincerely,

Mrs L Hunter  
Head teacher

**Direct Bee Hive No: 0113 3862503**



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## **Committee and Staff List**

'The Bee Hive' is run by Cookridge Primary School.

It will be inspected by Ofsted as part of the school inspection.

We will ensure that high quality provision is offered to our children, both before, during and after school.

The members of the Governing Body with specific responsibility for the Extended Services are:

Lynne Hunter (Head teacher)  
Katie Stewart & Faye Thompson (Chair of Governors)  
Elio Biondo (Vice Chair)

The staff working at the club are:

### **Breakfast Club**

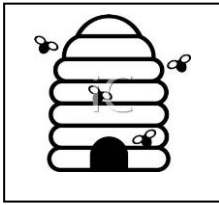
Manager	Lindsay Phelan
Assistant	Sandra Gill
Assistant	Karen Hey

### **After School Club**

Manager	Lindsay Phelan
Assistant	Karen Hey
Assistant	Sandra Gill
Assistant	Ann Colefax

In the event of a query please email: [info@cookridge.leeds.sch.uk](mailto:info@cookridge.leeds.sch.uk) . Staff can be contacted via the school office on (0113) 3862500 or during Beehive hours on 0113 3862503.

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## **Information about 'The Bee Hive'**

### **Mission Statement**

This document is a statement of the aims and objectives of the before and after school club based at Cookridge Primary School.

### **Our assurances:**

The club provides the best possible service.

The club works with parents to develop a service which meets the needs of our families.

The club is staffed by appropriately qualified people.

The club works within legal frameworks to fulfil statutory duties.

Parents' will be notified of any incidents or accidents.

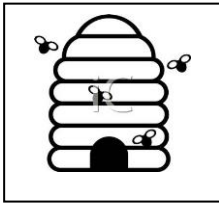
Any complaints will be taken seriously and thoroughly investigated.

The club operates under policies and procedures agreed by Cookridge Primary School Governors, available to view on the website.  
<http://www.cookridgeprimaryschool.org.uk/parents/policies.php>

### **Aims**

- ✓ We aim to ensure that, through play, children learn to be confident and independent.
- ✓ We aim to provide a play setting that is appropriate to the age range of the children and to the different cultures in our school.
- ✓ We aim to encourage children to develop an understanding of healthy eating and to make good choices from a range of options.
- ✓ We encourage involvement from children, parents and staff.
- ✓ We encourage anti-discriminatory behaviour, promoting consideration and respect at all times.

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### **Activities**

We aim to provide a relaxing atmosphere for your children to play and learn in the hours before and after the school day. We will provide activities such as arts and crafts, activities, games, TV and video as well as allowing for quiet activities such as reading and homework. We will have equipment and activities that cater for all age ranges in the club and that allow equal access for all.

### **Catering**

We will provide a breakfast consisting of cereal, toast, fruit and a choice of cold drinks, and at tea time we will provide a snack. Both meals will have a variety of choices that cater for all needs. If there are special dietary requirements we will be happy to work with you to accommodate them.

### **Security**

In providing the relaxed atmosphere for your children to play, we have to ensure that we are confident that they are also in a safe environment and are coming and going in a safe way. We do this by ensuring that, together with parents/carers, we have a joint understanding and agreement of the procedures for signing your child in and picking them up. It is important that club staff are kept informed of changes to the child's circumstances and who is authorised to pick them up.

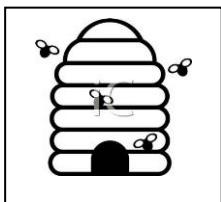
### **Health and Safety**

We work with parents and carers to ensure that the club is safe and also a healthy place to be. All equipment will be checked and cleaned on a regular basis to ensure it is fit for use. We expect all our children to come to club in good health so that the risk of passing illness to staff or other children is minimised.

### **Safeguarding**

Staff will be rigorous in their registration of pupils at the beginning of sessions and in ensuring pupils are escorted to their classrooms following breakfast club. We will also ensure that pupils are collected from classrooms at 3pm and depart safely at the end of the after school session. Parents/carers need to ensure they sign their child out of Bee Hive when they are going home. If at any time a pupil cannot be accounted for, staff will follow the school's safeguarding policy. It is essential that parents help us in our pupil safeguarding by notifying the school office if their child will not be attending any pre-booked sessions at the club.

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### **Fire or Evacuation**

It is important that in the event of a fire or evacuation a clear procedure is identified, agreed and followed. Staff and children will exit the building via the nearest available exit, congregate and staff will register the group on the field. **It is vital, therefore, that parents taking their children from the setting notify staff and follow signing out procedures so that an accurate register is maintained throughout the session.**

### **Medicines**

Staff will operate under the guidance of the schools Medicines policy. This policy clearly sets out the procedures for having medicine administered to your child, and the correct consent form must be completed on each occasion that you require medicines to be issued. Please note, non-prescription medications such as Calpol cannot be administered by school or club staff.

**If your child has short or long term medical needs, please arrange to speak to Mrs Hoyle (SENCo) as a matter of urgency so that appropriate provision can be assured.**

### **Child Protection**

Staff will operate under the guidance of the schools Child Protection policy. This policy clearly sets out the procedures for reporting and managing disclosures which any child may choose to tell an adult at any time. Club staff will follow procedures and notify designated child protection staff should any such concern should arise.

Designated Child Protection Officers in school are:

Mrs Lynne Hunter

Mr Maldonado

Mr Ben Kerr

Mrs Susan Brosnan

Mrs Rachel Hoyle

Mrs Lindsay Phelan

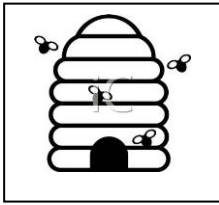
Mr Lewis Morgan

If a matter did arise during before and after school club, designated staff will make every effort to contact parents within the same day.

### **Complaints**

We hope any concerns can be sorted out informally with the Club Assistant or Head Teacher. Should you have cause for complaint about the Club there is a formal complaints procedure – a copy of which will be made available by the school office.

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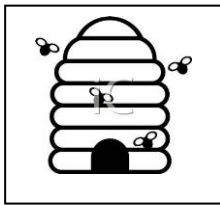
**Parents must ensure that contact details are always up to date so that parents can be contacted in the event of any emergency.**

## The Bee Hive': Terms and Conditions

Before we can accept your booking, you must read and agree to the following terms and conditions of the club:

- ✓ The club will operate during term time only.
- ✓ Before bookings are made you must register your child, even if you only intend to use the club occasionally. Registration is free, and forms are available at the school office or by email.
- ✓ Routine bookings must be made by email to [info@cookridge.leeds.sch.uk](mailto:info@cookridge.leeds.sch.uk). Pre-booked places will be allocated as a priority but if we have spaces available, flexible or emergency bookings may be accommodated if a place is available.
- ✓ Sessions will be charged via Parentpay for your usage at the end of the calendar month. Payment should be made within 7 days. If the fees have not been received within a 14 day period, we reserve the right not to admit the child/children concerned until the fees have been received in full.
- ✓ Children who are ill should not attend the club and in the event of sickness or diarrhoea must be off for 24 hours after the sickness or diarrhoea has finished. **No refunds can be given for non-attendance of pre-booked places eg: illness.**
- ✓ You must inform us, preferably by email, if anybody else other than those listed on the registration sheet will be collecting your child.
- ✓ Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable then please telephone us so that we can reassure your child.
- ✓ Parents who are late collecting their child (after 5.45pm) will incur a charge of 50p per child for every additional minute. In line with Leeds guidelines, except in exceptional circumstances staff will notify Leeds Social Work Services if children are not collected by 6.00pm.
- ✓ If you wish to stop using 'The Bee Hive' then you must give one calendar months' notice in writing or you will be charged for the place.
- ✓ Anyone picking a child up will be expected to sign them out of the club when they leave and record the time of signing. All children must be collected at the end of their time at the after school club.
- ✓ Staff will administer medicine such as those provided for asthma, diabetes etc. Staff will not administer non-prescription drugs and no children should be in possession of them.
- ✓ Parents should park on the road and use the main entrance into school when collecting their child / children from the club. Please do not use any other entrance into school.
- ✓ Parents must inform the Club of any change of address or contact phone numbers.
- ✓ If your child has been booked in for the full session and you collect your child early, no refund or reduction will be made, you will be invoiced for the full session.
- ✓ If you book your child in for a Part/Half session and you are over 5 minutes late collecting them, you will be charged for a full session.

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### Other Information

- ✓ The Club will adhere to Cookridge Primary School policies and procedures and any legislation in place such as: Disability Discriminations Act, Race Relations Act, Sex Discrimination Act, Children’s Act, Data Protection Act and Keeping children safe in education. These policies will be kept in the school office and can be viewed at any time.
- ✓ The Club operates consistent with Cookridge Primary School Positive Behaviour policy, and the same rewards and sanctions will be used. Behavioural concerns will be discussed with parents and if the problem cannot be resolved then the child may be asked to leave the Club.

### Breakfast Club:

- ✓ Breakfast Club is from 7.45am – 8.45am.
- ✓ Breakfast will consist of cereal/porridge, toast, Crumpets, Tea cakes (with a selection of spreads), fresh fruit and drinks.
- ✓ We will endeavour to cater for all special dietary requirements – **please consult with the club assistants.**
- ✓ All children will be taken to their classrooms at 8.45am.

### After school:

- ✓ After School is from **3.05pm – 5.45pm.**
- ✓ We will provide a snack with drinks.
- ✓ There will be activities at the After School Club such as art, craft, board games, ICT, play and (weather permitting) outdoor activities. We will also provide an area for reading and homework.
- ✓ Children will be escorted from their classrooms and taken to the club by a member of staff. Pupils will be collected from after school clubs, where applicable.
- ✓ All children will be registered by the Club leaders upon their arrival at the club.

✂-----

### ‘The Bee Hive’

Name of child:..... Class.....

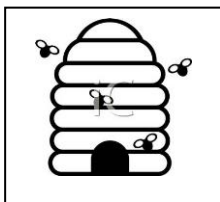
**I confirm that I have read and will abide by the terms and conditions of usage.**

Name..... Signed.....

Date: .....

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## 'The Bee Hive' Club fees and payment arrangements.

The payment fees will be as follows:

<b>Session times/costs</b>		
Morning Session 7.45–8.45	£ 4.00	1 Hour
Evening Part Session 3.05-4.35	£ 6.00	1.30 Hours
Evening Full Session 3.05-5.45	£10.00	2.40 Hours
Evening Half Session 4.15-5.45	£ 6.00	1.30 Hours

### Club bookings

Club users must complete and return the 'Intended Club Usage' form, enclosed.

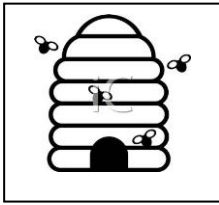
The maximum number of pupils permitted at the club under the direction of 4 members of staff is 40 pupils (1:10 ratio).

From time to time, if sessions are available, it may be possible to rearrange some sessions within your intended usage pattern (e.g. it may be possible to swap a pre-booked Monday session for a Thursday). Please email [info@cookridge.leeds.sch.uk](mailto:info@cookridge.leeds.sch.uk) to check availability and register your enquiry.

Places will be allocated on a first-come, first-served basis and so please return your usage form promptly.

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### **Club cancellations**

Due to staffing commitments, no refund will be given if a child fails to attend a pre-booked session. 4 weeks notice is required for cancellation of pre-booked sessions.

### **Payment**

Payment can only be made through ParentPay please contact the school office if you require a login.

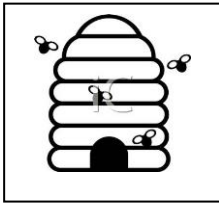
### **Payment via childcare voucher schemes**

Parent wishing to make payment through childcare voucher schemes e.g. Fidelity should quote the following Leeds City Council details for payments to be made.

Natwest Bank  
Account Name – Leeds City Council  
Branch – Leeds Park Row  
Sort Code – 57-12-72  
Account number – 00000000

Please quote 10/210 with **The Bee Hive Club** and the name of your child in any narrative.

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### 'The Bee Hive' Intended Use Agreement Form

Please complete and return to advise us of your intended use of the club. Please indicate which sessions you will be taking up.

Session times/costs	
Morning 7.30-8.45	£ 4.00
Evening Part Session 3.05-4.35	£ 6.00
Evening Full Session 3.05- 5.45	£10.00
Evening Half Session 4.15- 5.45	£ 6.00

Late collection of children after 5.45 ppm will result in a charge of £0.50 for every minute over agreed pickup time, Social Services may be contacted if collection after 6pm..  
Late collection of children from Part sessions will result in a Full Session charge. (More than 5 minutes late)

✂.....

Name of Child: ..... Class .....

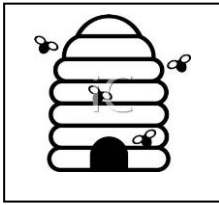
Name of Parent: ..... Contact number.....

Please select relevant choice W/c .....

	7.30-8.45am	3.05-4.35pm	3.05 – 5.45pm	4.15- 5.45pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

**N.B Four weeks' notice by email will be necessary for any changes to the above sessions required. Failure to do so will result in you being invoiced for these missed sessions.**

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**‘The Bee Hive’ Parent/Carer Contact Details**

Full name of child.....

**Parent/Carer 1** Full name .....

Address .....

Postcode ..... Legal Guardian Yes / No

Tel No home..... Work ..... Mob .....

**Parent/Carer 2** Full name .....

Address .....

Postcode ..... Legal Guardian Yes / No

Tel No home..... Work ..... Mob .....

**Emergency Contact** (should parents/carers not be contactable)

Name ..... Relationship to Child .....

Address .....

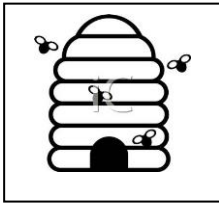
Postcode .....

Tel No home..... Work ..... Mob .....

Signed Parent/Carer 1 ..... Date.....

Signed Parent/Carer 2 ..... Date.....

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**Parent/Carer Permission for Administering Emergency Treatment**

In order for staff to ensure your child receives the best and most appropriate care, attention and treatments should there be an emergency in the provision, please complete, sign and date the declaration below.

*To be completed by the parent/carers:*

Full Name of Child.....Date of Birth.....

Name of Parent/Carer 1 .....

Name of Parent/Carer 2 .....

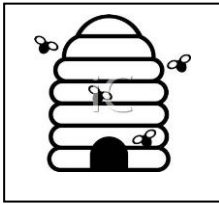
*Please sign the following declaration:*

I agree to the member of staff in charge taking the necessary steps to ensure that my child receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision. I understand that the member of staff in charge will make every effort to inform me of any emergency or accident as soon as is possible but that they may have to accompany my child to hospital in my absence. I give my permission for the member of staff in charge to authorise hospital staff to administer essential treatment until my arrival.

Signed Parent/Carer 1 .....Date.....

Signed Parent/Carer 2 .....Date.....

If you do not agree with the above declaration, please do not sign but make your views known to staff. The member of staff in charge will discuss this with you and do their best to accommodate your wishes.



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## The Bee Hive – Registration Form

Full name of child..... Male/Female

Address .....

.....Post code .....

Date of birth ..... / ..... / ..... Class..... Religion .....

Name of Parent/Main Carer .....

Doctor's Name .....

Address .....

.....Postcode..... Tel no.....

Any known special dietary requirements/food allergies:

Any known medical conditions:

Any known allergies to medication:

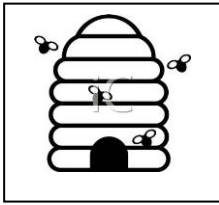
Any additional needs:

Any other important information:

Parent/Carer Signature..... Date.....

Print name.....

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