

## **Aims**

After a day in school, with its formal teaching structure, we believe children should be offered an alternative freer environment in which they choose how to fill their time. We are committed to treating the children in our care as individuals, giving them individual attention.

We aim therefore to provide a creative but safe play environment in which a diversity of activities and resources offers the children a variety of ways to fill their time, encouraging both their creativity and independence, as well as providing a comfortable space for relaxation.

To achieve this we encourage our staff to bring their different skills and interests to the Club, enabling them encourage and support the children's interests.

## **Who and where we are**

The Fun Club is registered with Ofsted (no.509713). [Click here to see our latest Ofsted report.](#)

We are also registered with the Charity Commission as the After School Club (Richmond) (no.1157917).

We are based at Mortlake Hall in Mullins Path, SW14 8EZ behind Mortlake High Street. The Hall offers a large well-equipped play room, an art room, a large hall for indoor sports and games, and a dedicated outdoor play ground and a separate football/ sports area.

Mortlake Hall is registered as the Mortlake Church of England Education Foundation with the Charity Commission (no. 299726). Mortlake Hall also houses a drop-in playgroup for under 5s in the mornings.

We enjoy a close working relationship with East Sheen Primary School, St Mary Magdalen Primary School and Thomson House.

## **Facilities we offer**

The Fun Club is open every weekday from 3.30pm until 6.00pm during term time.

We provide a range of play materials, activities and play environments to which the children add their imagination to create their own games, activities and play as they choose.

We have a home corner, dressing up clothes and other resources for role play. We have an art and craft area with crayons, paints, collage and modelling materials, as well as resources for knitting, sewing and cooking. We have a book corner, and jigsaws and board games. There are toy cars, animals, trains etc for small scale play and foam blocks and tubes for large scale play. Outside we have a slide and climbing areas, sand pit and a soft surfaced playground for ball games etc. When the weather prevents outdoor play, the large hall provides space for indoor games. At other times it can also be a venue for talent shows, story telling etc. We also have space for growing seeds and plants.

During the year we mark festivals such as Christmas and Diwali and special days such as Red Nose Day and Children in Need Day.

## **Meals**

The food we provide at the Fun Club is not intended as a substitute for a main evening meal. We provide healthy snacks each day which usually includes a sandwich, fresh fruit and vegetables, and a biscuit. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. Tea is always eaten seated at tables and we encourage polite table manners. As all the children eat tea together, this is also a time for staff to discuss issues with the children.

## **Staffing**

The Fun Club is staffed by the Manager Evelyn Whitehorn, Deputy Manager Will Warner and playworkers, Lauren, Stacy, Nicola, Stephanie and George.

Evelyn Whitehorn's designated roles are Early Years Foundation Stage coordinator, Child Protection and Safeguarding officer, Fire Safety officer, First Aid coordinator, Health and Safety officer. Will Warner's designated roles are Special Needs coordinator, Behaviour Management coordinator, Child Protection and Safeguarding officer.

All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:8 for children under the age of eight, in line with statutory requirements.

If you have a query or concern at any time, please speak to a member of staff at the Fun Club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the Manager.

## **Management**

The Fun Club is run by After School Care (Richmond), a registered charity set up to provide after school care for local children.

All parents automatically become associate members of the Fun Club and can help shape the direction of the Fun Club.

The Fun Club is managed by a Management Committee that comprises the trustees of the charity. The Committee meets every half term and is bound by the rules of the Club's constitution, available on request. The Manager and Deputy Manager attend these meetings. The Management Committee is responsible for the smooth running of the Club, its finances and compliance with current safeguarding legislation in order to secure the care of the children and staff. The Manager and Committee are responsible for the recruitment and appointment of new staff.

There is an Annual General Meeting of the Fun Club each September which all parents are invited to attend.

## **The Manager's Role**

The first point of contact for all parents with any query or concern is the Manager, whose responsibilities include:

- Ensuring that the approved ratio of staff-to-children is always met and that a full range of activities are available to each child at all times
- Receiving and processing applications for places, maintaining a waiting list and registering new children as places become available
- Collecting fees and issuing receipts if required, keeping records of payments and maintaining appropriate documentation in conjunction with the Fun Club's Treasurer
- Representing the Fun Club within the local community
- Communicating with the linked primary schools, especially with their respective headteachers.
- Liaising with the Management Committee as necessary on all aspects of Fun Club operations, sitting on the interview panel for staff and conducting annual appraisals for all staff and

## **Trustees**

The Trustees are:

Annie Watson	Chair	<a href="mailto:anniewatson01@live.co.uk">anniewatson01@live.co.uk</a>
Bryan Jackson	Treasurer	<a href="mailto:bjteck@supanet.com">bjteck@supanet.com</a>
Julian Watson		<a href="mailto:jkrwatson@gmail.com">jkrwatson@gmail.com</a>
Alice Whately		<a href="mailto:alice.whately@gmail.com">alice.whately@gmail.com</a>
Lindsey Tomes		<a href="mailto:lindseytomes@yahoo.com">lindseytomes@yahoo.com</a>

New Trustees are always welcome: please contact a current trustee to find out more.

## **Policies and procedures**

The Fun Club has clearly defined policies and procedures. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times.