



Summer Camp 2025

Information Pack For

Parents



Welcome to Beckstone Primary School Summer Camp. Our information pack will hopefully answer any questions you may have about how this provision will operate.

About us

We aim to provide support for working and non-working parents of Beckstone. We have a management committee made up of Governors, Organisational Director, School Administrator, Senior Play Leader and Headteacher. We employ staff who run the scheme during the school holidays. We are a dedicated team who are supportive to one another, making ours a successful and happy working environment for staff and an exciting and stimulating learning environment for children.

Staff

We employ Senior Play Leader and Play Workers, who will be working together as a team. All staff hold First Aid Certificates and there will always be a paediatric first aid trained member of staff on site. All have attended mandatory safeguarding training. All staff are DBS checked. There is a rota in place for school management in case of emergency.

Opening Hours

The opening hours for summer camp are 8.00am – 4.00pm for the full day. There is also the option for your child to do half a day, either the morning session which is 8am – 12pm or the afternoon session which is 12pm – 4pm. We would appreciate it if you could ensure that you are on time as our hard-working staff will be ready to leave at the end of their shift.

Bookings

All bookings should be made by emailing bookings@beckstone.cumbria.sch.uk by the relevant deadline. There is a maximum number of places available on each day and once sessions are full, we are unable to take any further bookings

Payment

The cost is £30 for a full session and £25 for a half session. Payments should be made in advance via Parentpay or childcare voucher schemes including the government tax free childcare voucher scheme. For Nursery children with 30 hours entitlement, hours can be banked and used for these sessions but must be agreed at the start of the school year (September), please note this needs to be agreed with school when your child starts

Nursery. A full list of childcare vouchers that we accept can be found on the school website. Your booking is only confirmed once you have paid in full by the specified deadline.

Dropping off and collecting children

Your child/children may be dropped off and collected from the Breakfast Club door only. You can park in the main school car park at the rear of the school or walk up the school hill.

You will be required to sign your child 'in' at drop off and 'out' at the end of the day. If for any reason you need someone else to collect your child, please let us know beforehand at drop off.

Food provision

Parents must provide a packed lunch for dinner time. School will provide snacks and drinks throughout the day. All food should be 'nut free'.

Clothing

We would ask that your child attends summer club in suitable clothing and footwear. We would suggest comfortable clothes, joggers/leggings and trainers. Please ensure your child's name is in their clothing. Please can you also provide a sun hat and/or raincoat dependant on the weather. If the weather is sunny, please ensure that you have applied sun cream to your child before drop off.

Activities

Where possible we plan to be outside using the extensive grounds around the school which include a large playing field, adventure playground, sandpit, early years garden, and kitchen growing garden. For indoor play we have a large selection of toys and games available for the children to play with as well as materials for craft sessions. We will also be able to use the hall for games and musical activities and the computer room. Please note that children are not allowed to bring their own electronic devices, phones or smart watches and the school accepts no responsibility for loss or damage to children's personal belongings.

Other important information

If your child has an accident whilst in our care, it will be noted in the school accident book. When you come to collect your child, we will inform you of the accident. If your child needs to take any form of medication whilst in our care, please inform the office as you will need to complete a consent form to allow us to give your child their medication.

Contact details

Telephone – 01946 830423 from 8.00am to 4.00pm (Monday to Friday). If there is no reply to the phone, it is because our staff are undertaking activities with your children.

Appendices

Appendix 1 Cancellation policy

Appendix 2 Collections policy

Appendix 3 Uncollected child policy

On the school website you will find:

Safeguarding Children Policy

Complaints Procedure



Appendix 1

Cancellation Policy

There are no refunds available for sessions cancelled by parents. However, if your child is unable to attend for any reason, we would appreciate it if you could let us know so we can update our register. You should do this by calling school on 01946 830423.

The school reserves the right to cancel the Holiday Club giving a week's notice to all parties in the event of unforeseen circumstances. In this case any fees paid would be refunded.

Appendix 2

Collection Policy

The staff will know which children to expect at summer camp each day according to registers created by the office.

In the case of a child not turning up the staff will phone contact numbers for the child to ascertain the child's whereabouts.

No admission will be given in the case of a child attending whom is not previously booked on a booking form.

At the end of the session (or sooner if the parent/carer chooses) a child will only be allowed to leave with an adult known to the staff at the club and specified on the registration form. Adults collecting the child/children must see summer camp staff to sign the child/children out of the club stating the time collected. All children must be collected by 4.00pm.

These steps are designed to protect all the children and ensure the smooth running of the club.

Appendix 3

Uncollected Child Policy

Beckstone's Summer Camp takes the safety and well-being of its children and staff, as its highest priority. With this in mind, we have set out our uncollected child policy procedure as such;

If a child is not collected at the end of the day, we follow the following procedures:

- Parents/carers will be contacted at home or at work.
- If this is unsuccessful, other contacts on the child's account will be contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the register or in their file.
- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority Designated Social Care officer on 07353105511 or the local police.
- The child stays at school in the care of two qualified workers until the child is safely collected either by the parents or by a social services worker.
- Social services will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident will be recorded. In the case of an uncollected child, we reserve the right to charge parents for the additional hours worked by our staff.

The charge will be £10 per family for every 15 minutes. This amount is invoiced separately to standard invoices for care and is payable within one week. Due to the impact persistent late collections may have upon the personal commitments of our staff, should late collection become a regular habit we reserve the right to suspend the child's place within our Holiday Club.