

# Alleyn's HOLIDAY CAMPS

## MULTI-SPORT ACTIVITY CAMP FOR CHILDREN IN YEARS 1-7

We understand that choosing an activity camp can raise many questions from anxious parents wanting to know their children will be having fun in safe hands.

We hope that many of the answers to questions are answered below, if not do not hesitate to call either our office on 020 8299 8075 or email [holidaycamps@alleyns.org.uk](mailto:holidaycamps@alleyns.org.uk).

When the camp is in operation, the Duty Camp Manager can be reached on 0782 353 9257.

### AGE OF CHILDREN

Children **must** be attending School between **Year 1 and Year 7**. We are unable to accept children who are attending School in Reception even if they are 5 years old. Please note that a child is not deemed to have started the following year of school until 1<sup>st</sup> September that year. As such we are unable to accept children during the summer holidays who have just completed Reception.

Children may be grouped in two age ranges, Year 1-3 and Year 4-7, for their activities.

### HOURS OF OPERATION

#### **What time do you open?**

Activities start at 9.30am and continue until 4.30pm with lots of breaks for the children to catch their breath! Registration for drop-off opens at 9:00am and runs until 9:30am. Children must be collected by 4:45pm. All standard day bookings and weeklong bookings (5 days) are based on these hours.

#### **Do you offer extended hours?**

Yes! We understand that many parents may wish to use our Extended Day option, especially those required to fit the drop-off and collection around work commitments.

For a £7.50 supplement (per child, per day) you can drop-off early, between **8:00am & 9:30am**, and collect later, between **4:15pm & 6:00pm**. Please purchase the Extended Day at the time of booking.

Additional charges may be charged if you do not collect by 6:00pm. There may be an 'on the spot' £25 fine for late collection after 6:00pm, rising to £45 for collection after 6:30pm.

Please call the Duty Camp Manager if you are unavoidably delayed.

#### **When are you running the camps?**

We shall be running throughout the year outside of the Alleyn's School term where dates permit (excluding Bank Holidays).

### COST

Standard Day: £40.00 per child

Extended Days: £7.50 supplement per child. We are unable to offer a discount on the Extended Day.

#### **Do you offer a discount?**

Yes, a 20% discount is provided for weeklong bookings – one day is 'free'.

Week (5 days): £160.00 per child (£32.00 per day)

## ACTIVITIES

From the minute our doors open until the very last child is picked up, every day at Alleyn's Holiday Camp is packed full to the brim with action, adventure and fun. Your child can expect to take part in several engaging activities each day.

We also want children to try things they would not normally get to do, learn new skills in the process and go home happy after each day.

### **Can children choose their activities?**

Children can choose their own activities whenever possible. Some instances where this may not be possible is with our sessions in the Swimming Pool.

With a different timetable every day, our camp remains fresh, whether your children are new or returning to us for a day, week or the entire holiday.

### **What if my child isn't very sporty?**

They are in good company! Many children claim not to enjoy sports – but all children love running around and playing games. There are opportunities for sport – but the emphasis is on having fun and joining in. Our staff will make them feel top of the world for learning a few key tips at whatever activity is happening. There are also art & craft sessions planned each day to provide variety.

### **My child is very shy – will he/she be ok?**

Definitely. We understand the importance of helping children socialise. Our team make a huge effort to get to know individuals so that the children feel welcome, settled, and happy to engage.

## SWIMMING

Unique to our camp, we offer the opportunity for all children to benefit from a structured swimming session each day; these sessions are delivered by our team of in-house ASA qualified Swimming Teachers.

Our Swimming Pool Manager has trained a fantastic team of RLSS Lifeguards and experienced Swimming Teachers to assess the swimming ability of all children attending and to ensure that fun is always had whilst maintaining the highest levels of safety.

Children who are learning to swim or who are unsure around water will work with a Swimming Teacher who is always in the water with them. This always ensures their safety and allows the teacher to provide the appropriate level of support on an individual basis. Teacher to child ratio is typically no more than 1:8 in these cases.

For more able and confident swimmers there will be a slightly advanced lesson as well as plenty of time for water-based fun such as water polo, splash sessions and pool games.

We understand that swimming can be a concern for parents. The swimming ability of each child will be assessed by staff on the first day that the child attends camp and monitored throughout by a qualified lifeguard. Sessions in the pool will always be adequately staffed. Children will not be made to swim if they do not wish to do so.

We ask parents to provide their child/children with a swimming costume, towel, swimming cap and goggles for each day of Camp.

## ATTENDANCE

We ask parents are prompt in bringing their child to camp and collecting them at the end of the day.

Parents are also asked to inform the office and/or Duty Camp Manager when a child is not attending the camp due to illness or other circumstances. If this is the case, we ask parents to contact us at the beginning of the day.

Parents can telephone the Duty Camp Manager (0782 353 9257) or the ASEL Office (020 8299 8075) to inform us if their child is not attending.

## MEDICAL

Children should not come to Camp:

- with a raised temperature;
- within 48 hrs of the last episode of vomiting or diarrhoea;
- until cleared by their own doctors after infectious diseases;
- until treatment is completed in the case of head lice, impetigo, chicken pox or other transmissible conditions.

All medication that needs to be brought to camp should be in its original packaging, clearly labelled with the child's name and full instructions for use and handed into the Duty Camp Manager for safekeeping by the parent.

Our Duty Camp Manager, or a nominated first aider, will administer medication if a request is made in writing stipulating the dose, the time, your child's name and the duration of the treatment. If we do not have your written permission, we will not be able to administer your child's medication.

All pupils' medication including inhalers and auto-immune injectors will be kept in a safe place by the Duty Camp Manager and given back to the parent at the end of the day.

Children who suffer with asthma are encouraged to be responsible for their own inhaler themselves, including self-administering.

Children who are involved in accidents or taken ill at Camp are referred to the Duty Camp Manager or a relevant first aid qualified member of staff where the extent of their injuries or severity of their illness is quickly assessed. All illness or incidents are recorded, parents will be contacted if necessary.

The only exception to seeking parental permission to administer a medication would be where taking time to consult with parents may endanger the child's health, for example in the case of an auto-immune injector or inhaler.

In the case of all head injuries (defined as any injury to the head area) parents will be informed by email with our Head Injury & Concussion Advice Sheet, as well as in person upon collection. For more serious head injuries, in addition to the above, we would telephone to provide additional information.

Please ensure that you declare all medical details and emergency contact numbers to the school on the appropriate account creation form when

booking, and advise the Duty Camp Manager whenever there is a change of details by contacting us at [holidaycamps@alleyns.org.uk](mailto:holidaycamps@alleyns.org.uk).

With your co-operation, this will ensure our systems are up to date enabling the school to give the best care to your children.

## CHILD DETAILS

When booking, please ensure that your child's details are up-to-date, **even if they already attend School at Alleyn's** or have previously attended the Alleyn's Holiday Camp.

The information supplied on this form ensures that Camp Staff are fully aware of any children that may require additional support during their time in our care – your child will not be able to participate without providing this information.

## CHANGES TO BOOKINGS

Please see full *Terms & Conditions* for details, available on our website, regarding changing and cancelling bookings.

## CHILDCARE VOUCHERS

We are currently unable to accept Childcare Vouchers as a form of payment for bookings, although we hope to add this option for parents soon.

## FRIEND REQUESTS

The Camp is all about making new friends, getting to know other children and trying out new experiences with the superb staff who care for the children.

We group children by age so if siblings and friends are of a similar age then there is a high probability that they will be together, although this cannot be guaranteed.

## **GROUPINGS**

We divide the whole camp into groups containing similar-aged children each day.

### **How many children are in each group?**

We aim for ratios of 1:12 for ages 5 to 7 and no more than 1:20 for ages 8 and over. Sometimes we will join groups together to ensure appropriate numbers for an activity.

The ages in each group will depend on the age distribution across the whole camp, which can change from day to day and week to week. Sometimes we might have a dedicated group for each age and sometimes we will group different ages together, it does depend on how many children we have on camp on each day.

Whatever happens, we assign the correct number of staff to ensure our ratios are maintained.

## **LAST MINUTE BOOKINGS**

Where possible, we try to leave a few spaces for any childcare emergencies you may have. Check availability and book online as normal.

For bookings made on the morning of the camp, please ensure your booking confirmation is to hand when dropping off your child.

## **LUNCH AND BREAKS**

Children need to bring a packed lunch with extra snacks for break times and a refillable water bottle. Drinking water will be available all day as needed.

Children have a 45 to 60-minute break for lunch: the first 30 minutes is spent eating with friends, the rest is there to socialise, play games, or chill out.

We also have several 15-minute breaks during the day in which children can enjoy their snacks. Lunch and breaks are fully supervised, children are encouraged to eat all their lunch by our Staff.

Children can opt for quieter or less strenuous activities in the afternoon when energy levels may flag a bit. We promote the importance of fresh air and exercise – but it is a fun camp, not a boot camp!

## **OFSTED**

Providers of Multi-Sport Activity Camps [do not have to register with Ofsted](#) if they care for children aged five and over (we will have no under-5s) and offer no more than two types of activity from a prescribed list (we shall be offering *Sport* and *Art & Crafts*).

Please be assured that all our staff have been fully DBS checked by Alleyn's School and vetted to ensure that they hold suitable qualifications before starting work for us.

Our policies, procedures and insurance provision meet all necessary requirements and the welfare of the children in our care will always take priority.

## **POLICIES AND PROCEDURES**

Alleyn's Holiday Camps has thorough [Policies & Procedures](#) required for the efficient and safe management of our camps, aimed to promote the welfare, care and learning of the children who attend.

All Policies & Procedures reflect the statutory guidance in "keeping children safe in education" published by the Department for Education.

## **PAYMENT AND BOOKING**

All bookings should be made online via our WISEPAY booking system.

## **KIDS CLUB HQ**

We use a secure third-party payment and booking system called Kids Club HQ to manage all Alleyn's Holiday Camps bookings.

Parents should register for an account and add all necessary details for each child they wish to enrol at Alleyn's Holiday Camps. Details on how to create an account can be found on the Camp's [website](#).

## **REGISTRATION AND COLLECTION**

The registration and collection of children will take place in the **Sixth Form Centre**.

If you wish to drop-off or collect your child outside of the usual hours, please contact the Duty Camp Manager on 0782 353 9257.

A map of the Alleyn's School site is provided below. The Sixth Form Centre is building number 10 and is located near to the senior school Quad.

Our Commissionaire and Security Team are located at the front of School in Townley Lodge and are on hand to direct the way in the morning if needed.

Please ensure that you are present when dropping off and collecting your child in case there is any important information that we need to bring to your attention, which may change on a day-to-day basis.

Children in Years 6 and 7 may take themselves home at the end of the day with permission from their parent/guardian. This permission must be given in writing by emailing [holidaycamps@alleyns.org.uk](mailto:holidaycamps@alleyns.org.uk). They may not escort younger friends or siblings home from Camp.

## **ALLEYN'S SCHOOL ENTERPRISES LIMITED (ASEL)**

Alleyn's Holiday Camps are managed by and operated on behalf of Alleyn's School Enterprises Limited (ASEL) – Company Number 03525786.

ASEL is the wholly owned trading subsidiary of Alleyn's School undertaking commercial trading activities that do not fall within the objects of the charity.

Profits made by ASEL activities, including Holiday Camps, are donated to the School through Gift Aid.

## **FEEDBACK AND COMPLAINTS**

If you have concerns or suggestions, please tell us; we value your feedback and use it to develop and improve our services.

If you have a concern regarding camp, this should initially be raised with the Duty Camp Manager in person or via telephone. If you are unable to resolve the issue to your satisfaction, please contact the ASEL Office Staff (via 0208 299 8075) who will attempt to resolve the issue.

If you are still unsatisfied and wish to make an official complaint then please submit an email detailing the issue to [holidaycamps@alleyns.org.uk](mailto:holidaycamps@alleyns.org.uk).

Your complaint will be investigated by our Head of Commercial and Community Activities. Our Bursar and Deputy Bursar will be informed of the problem and actions taken to resolve.

If following the above you are still unsatisfied please make contact with the Bursar's office via 020 8557 1451 or [bursar@alleyns.org.uk](mailto:bursar@alleyns.org.uk). Our Bursar will investigate and provide a final response as appropriate.

# Alley'n's HOLIDAY CAMPS

## WHAT TO BRING TO CAMP

### Clothing and Sun Cream

- Comfortable clothing for an active day; including **practical shoes** for sports, **socks** and clothes you don't mind getting dirty.
- Swimming costume, towel, goggles and swimming hat (if needed)
- For sunny weather:
  - 1) sun hat and suitable clothes for warm weather.
  - 2) sun cream – please ensure this is applied in the morning before arrival on Camp – we will then advise/assist your child in reapplying during the day (unless you advise us otherwise).
- If cooler weather is expected bring warm comfortable clothes including a jacket or coat and jumper; please remember that rain is no stranger to the British summertime!

### Food and Drink

- Please ensure children have eaten breakfast before arriving to Camp to provide plenty of energy for the day ahead.
- Bring a healthy and balanced packed lunch.
- Additional snacks for break times and Extended Day (if applicable).
- Refillable drinks bottle (Staff will advise children to refill it and keep hydrated throughout the day).
- No chewing gum please.
- We do not sell sweets, crisps or fizzy drinks at Camp.

### Do not bring

- Money – we will not be selling anything for children to buy.
- Food products containing nuts, coconut or sesame.
- Expensive electrical devices.
- Anything else of substantial value such as jewellery, accessories or designer clothes or bags.

### Mobile phones

Please discourage children from bringing mobile phones with them as they are often unnecessary and inappropriate on an activity Holiday Camp. We do appreciate that for peace of mind some parents like their children to have a mobile phone for when they are not at Camp.

If a child does bring a mobile, we will ask that the device is turned off and kept by the Duty Camp Manager until the end of the day.

Parents/Guardians are requested to contact the Duty Camp Manager if they wish to speak with their child during camp.

### Lost Property

We cannot be held responsible, nor can we compensate, if items are damaged, stolen or lost.

We do endeavour to return lost property where possible but in order to do this we ask that belongings be clearly named.

If anything is missing when your son or daughter leaves Camp, please let the Duty Camp Manager know about it as soon as possible so we have the best chance of finding the lost item.

## **NO NUTS or SESAME or COCONUT PRODUCTS**

We must stress that children ***must not*** bring items containing nuts, coconut or sesame products to camp – if present, we will need to dispose in accordance with the Alley'n's School allergy policy.

# ALLEYN'S HOLIDAY CAMP

## SITE PLAN OF ALLEYN'S SCHOOL

