

# Alleyn's HOLIDAY CAMPS

## MULTI-SPORT ACTIVITY CAMP FOR CHILDREN IN YEARS 1-6

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.

Hopefully the information provided in this document provides reassurance. If you have further questions, please call our office or email us using the details below.

### CONTACT DETAILS

Camp Office: 0208 299 8059  
Duty Manager Mobile: 0782 353 9257 (During Camp Hours)  
Camp Email: [holidaycamps@alleyns.org.uk](mailto:holidaycamps@alleyns.org.uk)

When the camp is in operation, the Duty Camp Manager can be reached on the Duty Manager Mobile.

### AGE OF CHILDREN

Children **must** be attending School between **Year 1 and Year 6**.

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 academic year of school until 1<sup>st</sup> September that calendar year. As such we are

unable to accept children during the summer holidays who have just completed Reception.

Children will likely be grouped in two to three age ranges for their activities, although these groupings are subject to change depending on the activity and the profile of attendees each week.

### HOURS OF OPERATION

#### What time do you open?

Registration is from 9:00am until 9:30am.

Activities are held from 9:30am until 4:15pm, with breaks included.

Children attending for a Standard Day must not be dropped off before 9:00am and must be collected by 4:45pm.

All Standard Day bookings 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 £10.00 supplement (per child, per day) you can drop-off early, between **8:00am and 9:30am**, and collect later, between **4:15pm and 6:00pm**. Please purchase the Extended Day at the time of booking.

Additional fees may be charged if you do not collect by 6:00pm. There may be an 'on the spot' £25.00 fine for late collection after 6:00pm, rising to £45.00 for collection after 6:30pm.

Please call the Duty Camp Manager if you are going to be unavoidably delayed past 6:00pm.

#### When are you running the camps?

We run throughout the year outside of the Alleyn's School term, where dates permit (excluding Bank Holidays). Exact dates will always be listed on the [website](#).

## COST

Standard Day: £45.00 per child

Extended Days: £10.00 supplement per child. We are unable to offer a discount on the Extended Day.

### Do you offer a discount?

Yes, a 10% discount is provided for week-long bookings, this includes any four-day weeks due to bank holidays.

Week (5 days): £202.50 per child (£40.50 per day)

Week (4 days): £162.00 per child (£40.50 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. There are some instances where this may not be possible, such as 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, a 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 most 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 they 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 own team of ASA or Swim England qualified Swimming Teachers.

Children who are learning to swim or don't feel confident in water will work with a Swimming Teacher who is always in the pool with them. This 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 is still room for lessons, plus plenty of time for water-based fun such as water polo, survival skills 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 staff. Our Swimming Pool Manager has trained a fantastic team of RLSS Lifeguards and experienced Swimming Teachers who continuously assess the swimming ability of all children attending and to ensure that fun is always had whilst maintaining the highest levels of safety. Sessions in the pool will always be adequately staffed.

Children will not be made to swim if they do not wish to.

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 their earliest opportunity.

Parents can telephone the Duty Camp Manager (0782 353 9257) or the ASEL Office (0208 299 8059) to inform us if their child is not attending.

## MEDICAL

Children must not come to Camp:

- within 14 days of a concussion;
- 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 by the parent for safekeeping.

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 children's 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 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 can be assessed. All illnesses 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 Alleyn's School as a pupil** or have previously attended the Alleyn's Holiday Camp.

The information supplied online 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 unable to accept Childcare Vouchers as a form of payment for bookings.

## 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, 6 and 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 depends on the children we have at Camp each day.

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

## LUNCH & BREAKS

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

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 and our Staff encourage children to eat all their lunch so they have enough energy for the afternoon.

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 an activity 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.

## POLICIES & PROCEDURES

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

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 & BOOKING

All bookings should be made online via the Kids Club HQ 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 **Lower School**.

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 Lower School is building number 5 on the corner of Townley Road and East Dulwich Grove. Parents should access the site through the Senior School Main Entrance on Townley Road.

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 Year 6 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

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 & 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 (0208 299 8059) 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 Director of Finance will be informed of the problem and actions taken to resolve.

If, following the above, you are still unsatisfied please contact the Bursar's office via 0208 557 1451 or [bursar@alleyns.org.uk](mailto:bursar@alleyns.org.uk). Our Bursar will investigate and provide a final response as appropriate.

## 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 cap
- 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

## NO NUTS or SESAME or COCONUT

- Please keep in mind that the Alleyn's campus is a nut, coconut and sesame-free site, even the outside areas. If participants bring any products on site containing these, they will be disposed of in accordance with Alleyn's School Allergy Policy.
- 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 to do this we ask that belongings are 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.

# Lower School

- |   |  |   |
|---|--|---|
| 1 Main Building                                       | 8 E Block                                    | 15 The Hooper Music School  |
| 2 Great Hall  | 9 Edward Alleyn Building and MCT at Alleyn's | 16 The Duke of Edinburgh's Award Building                             |
| 3 Art, Food and Technology Block                      | 10 Sixth Form Centre                         | 17 Estates Building   |
| 4 The RV Jones Science Building                       | 11 The Fenner Library                        | 18 Townley Lodge: Security, Admissions, Development and Alumni Office |
| 5 Lower School  | 12 Gymnasium                                 | 19 The Chris Marvin Observatory                                       |
| 6 Dining Room   | 13 Swimming Pool                             | P Library Car Park  |
| 7 The Old Gym, Drama, Chaplaincy and Learning Support | 14 The Wolfenden Sports Hall                 |   |

