



## HILLSIDE SPECIALIST SCHOOL AND COLLEGE SATURDAY AND HOLIDAY CLUB

Thank you for choosing Hillside Specialist School and College for your child. We arrange a variety of activities and skills to enrich experiences of our children and young people. These include Cookery workshops, Computing, Entertainment, Crafts, Life Skills amongst many others. Please note the following detail:

- The Clubs are managed and staffed by Hillside Specialist School and College.
- Policies and procedures for the Clubs are the same as school policies and procedures. For details refer to the school website - <http://www.hillside.lancsngfl.ac.uk>
- If your child is a pupil at Hillside Specialist School and you have signed for pupil consent within school we will transfer this consent to the relevant Club. This includes consent for media photos, internet access, local visits, sun cream, administration of medication and swimming. If you decide that you do not want this consent to transfer you must inform the School Business Manager immediately in writing.
- Children who go to different schools to Hillside Specialist School will be asked to complete relevant consent forms on their first visit. Any changes are to be notified immediately to the Holiday Club staff or School Business Manager.
- Club staff receives extensive and ongoing checks and training including DBS clearance, first aid training and behaviour training.
- The direct **mobile number** for contacting the Holiday Club is **07772672812**, please use this number if you need to contact the club on a day your child is booked in (ie. To report illness).
- Before each Holiday club/Saturday Club **parents must complete and return by the first day, an updated Holiday Club/Saturday Club All About Me**. This applies to all children and young people attending the Club, irrelevant of whether or not they attend the school in term time.
- Parents must immediately inform the Club staff in writing of any changes to pupil needs/medical needs/medication.
- **No meals are provided by the Club**. Please bring packed lunches, snacks and drinks in a named bag.

### Concerns or Complaints

If you have any concerns please raise them with the Club Co-ordinators who will make a record of your concern, report the concern to school management and seek to resolve it. You can also ask for a copy of the relevant school policy or complaints form. These are also available on the school website.

If you feel unhappy, in anyway, with the answer given for your concern, then please contact the School Business Manager who can be contacted on **07930 926699** or by email [bursar@hillside.lancs.sch.uk](mailto:bursar@hillside.lancs.sch.uk)

Alternatively you can contact the Assistant Headteacher, by phoning the school mobile **07772 142989** or during holidays by email to [p.leaper@hillside.lancs.sch.uk](mailto:p.leaper@hillside.lancs.sch.uk)