

# Alleyn's HOLIDAY CAMP

## Parent Information Alleyn's Holiday Camp

<b>Name of Policy</b>	Parent Information – Alleyn's Holiday Camp
<b>Reviewed by</b>	Hannah Seppings
<b>Date of review</b>	June 2024
<b>Date of next review</b>	June 2025

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### Contact Details

Camp Office:	0208 613 5027
Duty Manager Mobile:	07823 539 257
Camp Email:	<a href="mailto:holidaycamps@alleyns.org.uk">holidaycamps@alleyns.org.uk</a>

Please note, the Duty Manager Mobile is only available during camp hours.

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### Hours Of Operation

#### Opening Hours

	Drop Off	Activities	Pick Up
Standard Day	9:00am to 9:30am	9:30am to 4:15pm	4:15pm to 4:45pm
Extended Day	8:00am to 9:30am	9:30am to 4:15pm	4:15pm to 6:00pm

#### Extended Hours

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

For a £10.00 supplement per child, per day, you can drop-off early and collect later.

Extended Days can be purchased at the time of booking. To add on an Extended Day to a current booking please contact the team via [holidaycamps@alleyns.org.uk](mailto:holidaycamps@alleyns.org.uk).

## Late Collection

Please contact the Duty Camp Manager as soon as possible, particularly if you are going to be unavoidably delayed past 6:00pm, as staff need to be managed.

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.

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## Travelling To Alleyn’s

Whether you are visiting just for the day or you're new to the camp and are deciding on your best mode of transport, we hope our [School Transport Strategy](#) will equip you with the information to make an informed, safe and greener choice.

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## Where To Go

The registration and collection of children will take place in the **Lower School**.

A map of the Alleyn’s School site is available below. Or for those familiar with What3Words, please follow the link [here](#).

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.

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## 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 bag including; swimming costume, towel and goggles. A swimming cap is desirable but not essential.
- For sunny weather please ensure children have a sun hat and suitable clothes for warm weather. Children must also have their own sun cream – please ensure this is applied in the morning before arrival on Camp – we will then advise your child to reapply 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 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 need to 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.

## Do not bring

- Money – we will not be selling anything for children to buy.
- Food products containing nuts, coconut, or sesame. We see several children being sent to camp with food items such a pesto (which can contain pine or cashew nuts), hummus (which contains sesame) alongside foods which may have been cooked in either peanut or sesame oil.
- Expensive electrical devices.
- Personal belongings such as trading cards and toys.
- Anything else of substantial value such as jewellery, accessories or designer clothes or bags.

## Mobile phones

Please discourage children from bringing mobile phones or other electronic devices 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.

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## 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 encourage children to try things they wouldn’t 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.

### Gymnastics

Gymnastics sessions are carried out by our in-house British Gymnastics coaches.

If children would like to participate in gymnastics sessions, we ask that they follow the below:

- Hair past shoulder length must be tied up.
- All earrings and jewellery are removed.
- Suitable sports clothing must be worn.
- Clothing must not have a button on the waist (e.g. jeans) to ensure safety whilst on the equipment.

Please note, as per British Gymnastics guidelines, males are not permitted to walk whilst on high balance beams. They are advised to crawl, or monkey climb across.

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## 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.

At the start of pool sessions, a safety speech is held for children to be made aware of the pool rules as well as other important information.

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

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## 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 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.

Morning and afternoon breaks are 30-minutes for children to enjoy their snack.

Lunch and breaks are fully supervised, and our Staff encourage children to eat all their lunch, so they have enough energy throughout the day.

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!

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## Attendance

We ask that 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 (07823 539 257) or email [holidaycamps@alleyns.org.uk](mailto:holidaycamps@alleyns.org.uk) to inform us if their child is not attending.

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## Groupings

Children will be grouped into three groups (Orange, Blue or Green group) depending on their age. Groupings are subject to the profile of children attending that 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.

## 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.

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## 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.

### 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.

This means we are unable to accept children during the summer holidays who have just completed Reception.

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## 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.

### Medication whilst at Camp

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.

## Accidents and Injuries

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.

## Children’s medical details – Kids Club HQ

Please ensure that you declare all medical details and emergency contact numbers when booking through Kids Club HQ, 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 camp to give the best care to your children.

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## Cost

### Daily Rates (for bookings July 2024 onwards)

Standard Day: £52.50 per child, per day

Extended Day: £10.00 supplement per child, per day

Standard Week: £237.00 per child (equivalent to £47.40 per day)

Extended Week: £287.00 per child (equivalent to £57.40 per day)

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

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## 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](#).

## Changes To Bookings

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

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## Childcare Vouchers

We are unable to accept Childcare Vouchers as a form of payment for bookings.

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## 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.

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## 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 and Procedures required for the efficient and safe management of our Camps, aimed to promote the welfare, care and learning of the children who attend. These are available on our website.

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

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## 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 613 5027) 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 Commercial Courses Co-ordinator. Our CFO and Co-Commercial Director will be informed of the problem and actions taken to resolve.

If, following the above, you are still unsatisfied then please contact the CFO’s office via [CFO@alleyns.org.uk](mailto:CFO@alleyns.org.uk). Our CFO and Co-Commercial Director will investigate and provide a response as appropriate.

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## 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.

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## Safeguarding And Child Protection

The Alleyn’s Holiday Camps adheres to the Alleyn’s School Safeguarding and Child Protection policy that may be viewed [here](#).

In addition to the above, Alleyn’s Holiday Camps operates its own Supervision of Changing Facilities policy. This policy can be viewed [here](#).

Safeguarding children at Alleyn’s School is the responsibility of the whole staff community. All adults working in this School (including visiting staff, volunteers, and students on placement) are required to report instances of actual or suspected child abuse, neglect or relevant child protection concerns to the Designated Safeguarding Lead (DSL).

Andy Skinnard, Senior Deputy Head and Member of SMT is the Designated Safeguarding Lead (DSL) and Designated Child Protection Officer (DCPO). Mr Skinnard can be reached via [safeguarding@alleyns.org.uk](mailto:safeguarding@alleyns.org.uk) or 0208 557 1457. His office is behind Reception; ask at Reception for his whereabouts if needed.



# ALLEYN'S

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|---|--|---|
| 1 Main Building                                       | 8 E Block                                    | 16 The Duke of Edinburgh's Award Building                             |
| 2 Great Hall  | 9 Edward Alleyn Building and MCT at Alleyn's | 17 Estates Building   |
| 3 Art, Food and Technology Block                      | 10 Sixth Form Centre                         | 18 Townley Lodge: Security, Admissions, Development and Alumni Office |
| 4 The R.V. Jones Science Building                     | 11 The Fenner Library                        | 19 The Chris Marvin Observatory                                       |
| 5 Lower School  | 12 Gymnasium                                 | 20 The Rose Building  |
| 6 Dining Room   | 13 Swimming Pool                             | 21 The Fortune Building   |
| 7 The Old Gym, Drama, Chaplaincy and Learning Support | 14 The Wolfenden Sports Hall                 | 22 The Sir Ronald Leach Sports Pavilion                               |
|   | 15 The Hooper Music School                   |   |

