



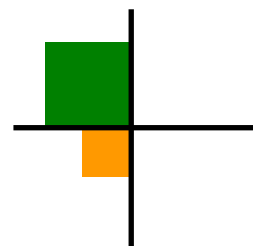
# Loanhead After School Club Project

Providing High Quality Child Care in  
Loanhead, Roslin and Bilston

## Annual Report 2006

Loanhead ASC, Breakfast Club and Community  
Nursery  
5 Mayburn Walk  
Loanhead  
EH20 9HG  
0131 448 0103

Roslin ASC and Breakfast Club  
The Pavilion  
Pentland View Place  
Roslin  
EH25 9ND  
0131 448 2988





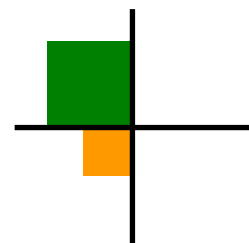
## About Our Club.....

Loanhead After School Club has been operating since 1995. The service aims to provide quality childcare at an affordable price for parents in employment or training, and provide respite care if required. Since its humble beginnings the club has gradually increased both in the number of children attending, and the size of the staff team. The Breakfast and After School Club which serves Paradykes, St Margaret's and Loanhead primaries is based at Loanhead Community Learning Centre. We operate a Breakfast Club and a satellite club at Roslin Pavilion which services Roslin and Bilston Primary School Children. Our community nursery opened in October 2003 at Loanhead Community Learning Centre. Clubs merge during the holiday period, giving both children and staff a chance to meet. We are a voluntary organisation run by a management committee made up entirely of local parents. We employ qualified and experienced staff to run the club and together they create a warm, welcoming environment for the children. There is a huge range of activities which the children can choose from including arts and crafts, physical activities, homework clubs, bouncy castle, girls club, boys club, imaginative play, dance, drama,....the list is as long as the children's imagination. The children are encouraged to try out different activities and are very involved in the planning process.

Loanhead After School Club Project is open during term time on Monday—Thursday 2.30pm—6pm and on Friday from 12.30—6pm. We also offer full day care (8am—6pm) during holidays and In service days (with the exception of Christmas and New Year). Breakfast Clubs operate during term time from 7am until school starts. Children are bussed, or walked to and from schools each day.

### Development Plan 2006

- To increase the range of activities on offer, which meet the needs and interests of the various age ranges of children attending LASC, In particular the older children. This will be achieved by April 2006. Weekly activity sheets will show a range of activities each day.
- To improve current use of areas available by making better use of the mezzanine level, exploring possibility of dividing main hall, setting up café area each day. This will be achieved by April 2006. Observation of play session will show effective use of space.
- To have all senior staff trained in management. This will be achieved by December 2006. Senior staff will have participated in training sessions.
- To increase opportunities for children of both ASC's to mix. This will be achieved by June 2006. Weekly activity sheets will show joint trips, exchange visits etc.
- To improve communication with and from parents by producing regular newsletters, have more prominent notices and introducing a suggestion box. This will be achieved by June 2006. Newsletters will be produced at least once a term and notices and suggestion box will be available at both ASC sites.



## Loanhead After School Club Report

The After School and Breakfast Clubs at Loanhead and Roslin have had another busy and successful year with an average daily attendance of around 100 children, between the 2 clubs. The Community Nursery has also been extremely successful with an average of 17 children using our service throughout the day. The clubs, although separate, have been coming together to share ideas and good practice and to assist with planning themes and activities. Planning has centred around several themes, the focus of the planning this year has been 'around the world' with different activities based around the countries happening through out the year. Some of the countries 'visited' have been Scotland, China, Italy, France, Australia, Russia, Canada, America, Spain, Greece, Poland and Egypt. We hope you have managed to see some of the work the children have been doing as you come into the setting. We also had a theme of weddings last year as one of our playworkers Linda got married, we were able to take a group of children from all the clubs to see her. Roslin ASC now has regular access to transport and is making full use of this for their Friday afternoon trips, So far they have visited Dalkeith Country Park, Arthur's Seat, Portobello Beach and the Jelly Club.

We have also introduced our "Teen Club" for our older boys and girls. This was introduced to give them space on their own, away from the younger children. The children have responded well to this and are enjoying the activities on offer.

Both Clubs also received visits from the Play Squad, which is always a success. The Play Squad come into the club and play lots of games and do activities with the children, it is not only great for the children to experience someone and something new and different, but also highly beneficial for the staff, as it gives us new ideas for activities.

Also Edinburgh University students visited both clubs to talk about Bilston Wood. The wood is under threat from developers and the students talked about how important the woods were to the local community and about local nature and wildlife. The children took part in a arts workshop with the students on what they would like to see in the Bilston Woods.

In the community nursery, staff have been working with the children to help get them ready for school. They have been working on numbers from 1—10 and on shapes and colours. We have also been registered to take 5 children from age 2½. Lunch-time is a particularly busy time for us in the nursery and we all sit together to eat our lunches. We have also managed to organise a few trips, in addition to the local trips to the park, these have included Edinburgh Castle, Santa Clause at Jenner's.

The breakfast club has been kept busy this year with a steady number of children attending. The activities have been planned in conjunction with the ASC. We have implemented a new procedure in Loanhead which allows older children to serve themselves with breakfast and for those attending Paradykes School to leave for school themselves (with written consent from parents). This has proved very successful and has helped the children become more independent. The breakfast club have also been on trips to Jelly Club and Dalkeith Country Park.

## Staff Training

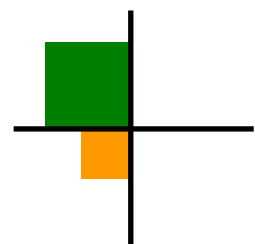
This year has been a busy year for staff training.

New legislation has come into force recently which requires all childcare workers to be registered with the Scottish Social Services Council (SSSC). Along with this registration is a requirement for all staff to become qualified. LASC has always encouraged staff to attend training, and has a clear training policy which requires staff to have not only a recognised qualification (or be working towards one) but also we ask that all staff hold a first aid certificate, a food hygiene certificate and have attended training for working with children with special needs. All staff either have, or are working towards the following (or equivalent) qualifications.

- SVQ Level 2 in Playwork, or SPA in Children's Care and Play. These qualifications take up to 18 months to complete, and is a requirement for all staff working in a supportive role, (our assistant playworkers).
- SVQ Level 3 in Playwork. This qualification takes up to 2 years to complete and is a requirement for all of our practitioners, (our playworkers and senior playworkers).
- SVQ Level 4 in Early Years Care and Educations (including Playwork). This qualification takes up to 2 years to complete and is a requirement for lead practitioners, (our manager).

The vision behind the registration requirement is to have a fully qualified childcare workforce, and it demonstrates just how committed our staff team are, that they are doing these qualifications, all of which must be done in their own time. In addition to all of the above our staff team have also participated in the following training events over the past year.

- TOPPS Training—training for physical games and activities
- Epilepsy Awareness Training
- Food Hygiene course
- First Aid Training
- PACE Training day—a day of workshops for different play activities
- Early Years Conference—workshops about working with children under 5.
- Dealing with children's difficult behaviour



## Managers Report 2006

This has been a year of celebration for the Loanhead After School Club after reaching our 10<sup>th</sup> birthday we celebrated in style by holding an evening of musical entertainment which was brought to us by the Edinburgh Concert Band and the Loanhead Brass Roots Band at Loanhead Parish Church on the 10<sup>th</sup> November 2005 on the 11<sup>th</sup> November we finish off with a Family Ceilidh in the Croft Suite, both events were well attended and the Family Ceilidh was so popular we have decided to hold another one this year on the 6<sup>th</sup> October 2006 in the Croft. So please put the date in your diaries.

All clubs have continued to thrive over the year as you will see from the reports the play staff have given. We now have a new addition to our family the "Teen Club" this club was established at Easter and is targeted at the older age group in the club and also S1 & S2 the children have their own dedicated area to chill out in and are given the opportunity to be more independent and developing their own activity programme we were able to secure a small grant to purchase equipment which the children decided on and had a great time buying. It is early days and numbers are quite low but we hope that the club will grow over the year. We have had some movement in our staff team this year Linda our play worker got married and moved up to Aberdeen. Wilma our Senior Play leader took up a post as a playwork assessor at Telford Collage. Last but not least Vera Power retired after 8 years as play worker at both Loanhead and Roslin After School Club. We wish them all the very best for the future. We are delighted to have Eilidh as our newly promoted Senior Play Leader we also congratulate Yvonne, Laura Mc and Sammy who have been promoted to senior workers. We welcomed our new recruits to our growing staff team this year Jenny, Nicola, Laura, Nikki and Sarah.

As you will be aware Loanhead and St Margaret's Schools will be moving to a new shared campus after the summer of 2007 we plan to open a satellite club for the children attending these schools. We have sent out a survey to all parents of children attending the schools in order to provide the type of service that they require. The findings will be taken into consideration when planning the new service. I hope to be able to give details regarding the service during the next school year.

I would like to take this opportunity to extend to our staff team a note of gratitude for their continued commitment and hard work over the year without their dedication and enthusiasm the club would not be what it is today., a club to be proud of. I would also like to thank the Management Board for all their help and support over the year and am delighted that they were recognised in this years Volunteer Award Ceremony held at the Mining Museum.

I look forward to working with you all again and having another exciting fun packed year.

Irene Hogg  
Manager





## Treasurers Report

This year we have managed to achieve a lot of our long term aims. We have finally managed to set aside a full three months running costs to safe guard against any unforeseen circumstances in our funding. This has been an aim for several years and gives us a comfort barrier against which to work in the future.

We also managed to purchase a people carrier this year which was desperately needed to help with the transport of the children particularly the Bilston and Roslin area and Loanhead nursery children. We now have to make long term plans to ensure that we can maintain and replace our vehicles as the funding that we had to assist with this has ceased.

We managed to give the staff a modest raise this year and have achieved another long term aim of being able to look at a pension scheme for them.

This will make us the first after school club in Midlothian to be able to offer this service to our long term staff.

With the goals that we have achieved this year I hope the next few years will allow us to consolidate our financial position and look to new opportunities for improving our service to the children and staff.

Janet Philp

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## Chair persons report

All members of this board are volunteer parents of children attending the club. Thus there is one common goal which drives the board forward, the happiness and security of the children while under the care of LASC. Our board members all have skills which are developed within their work place which they can bring to the meetings eg human resource, finance, organisational, leadership etc. The role of the board is to support and assist Irene Hogg, Project Manager, in her decision making for either long term ventures or in quick response, unforeseen challenges, and to ensure she has the right personnel and tools to manage the task effectively.

The dedication the management board shows throughout the year is second to none. Each meeting is well attended with each member taking an active role in decision making within the project. Out with the commitment to these meetings, the board frequently takes on additional roles, where many give up more of their valuable time to assist the club to raise much needed funds. The board also helps support the staff of the project by being available for support and advice whenever required. This is helped by the fact that they are users of the service and can therefore advise the staff about the quality of the service they provide from first hand experience. Each one of our parent members of the board are working parents, and their commitment to the project is clearly shown in the amount of time and support they give to it.

The board continually strives to improve the working standards, and quality of care within the club. The board is strong on clearing action points, and a dynamic, happy and amicable relationship exists between Board members, Management, staff and children.

Lynda Stoddart  
Chair



## Our Staff Team

Irene Hogg—Manager

Veronica Wood—Administrator

Mary Stables—Administration Assistant

Tracey Joyce—Development Worker

Eilidh Denholm—Senior Play Leader

Vicky Lynch—Play Leader (Roslin)

Samra Akram –Senior Play Worker (senior special needs)

Laura McGinty –Senior Play worker

Yvonne Todman—Senior Play worker

Susan Clark—Playworker

Nicola Cuthill—Playworker (currently on Maternity Leave)

Jennie Gorrie—Playworker

Johnny Hogg—Playworker

Laura Taylor—Playwork Assistant

Christine Todman—Playwork Assistant

Nikki Hamilton—Playwork Assistant

Sarah Black—Playwork Assistant

## Our Committee 2005—2006

Lynda Stoddart—Chair

Anne Grant—Vice chair

Janet Philp—Treasurer

Kathleen Stables—Secretary

Mandy Wilson

Lynn McFadyen

Christine Boal

Joanne Adair

Margaret Robertson

Connie Williamson

Gill Gillan

Wei Cui

Julie Love

Sarra Laycock

June Paxton

Carol Bald

Lynn McNeil

