

# Holiday Workshops at The Harbour Gallery

## Information for Parents

The workshops are run by Christine Witham, an inspirational teacher with many years' experience. They have been running for over ten years at The Harbour Gallery and are very popular. The workshops are suitable for children aged 5 to 11 years, and offer the choice of a morning, afternoon or full day session.

Courses are theme-based, offering children the freedom to realise their own ideas, and use a range of skills. Small groups ensure that children receive lots of support and are offered creative challenges.

The cost is £16 per session, to include materials, a drink and biscuits and lunch can be arranged with the café, or you can bring a packed lunch if you stay all day.

## Daily Programme

**9.30 Start:** Children arrive and are quickly settled. Every effort is made to seat friends and siblings together. Introductions are made and newcomers welcomed and reassured if necessary. The theme is introduced, ideas discussed, techniques demonstrated. The children quickly get to work.

**\*10.30 Break:** Children are encouraged to wash their hands before choosing a drink of squash or water. They may take up to three biscuits, not containing nuts ie. gingernuts, malted milk, nice. We stop for a short time. Move away from the tables and have a break.

### 10.45 Back to work

**11.50 Tidy up time:** Children are encouraged to do some tidying up of their own immediate area.

**12.00 Lunch:** Morning children are collected and day children clear one long table, wash their hands and lay a cloth for lunch. They remain in Christine's care whilst they eat and play quietly.

**1.00 A walk around the gallery:** Children are escorted around the gallery, looking at the work of the gallery artists. If the weather is fine they have a short play in the gallery walkway. We often discuss ideas for the afternoon session.

**1.30 Afternoon session:** The afternoon children arrive and are welcomed as above. They quickly get to work. The morning children may choose to interpret the theme in a different way, eg. morning session 2-D, afternoon session 3-D. They may wish to continue the morning's work or to do something completely different.

**2.30 Break as am.**

**3.50 Tidy up as am**

**4.00 Home time.**

**NB.**

\* Lead staff working with children are qualified and experienced. Christine is DBS checked, has attended appropriate safeguarding training and has paediatric first aid training. The Harbour Gallery is in the process of registering with CEYS, The Childcare and Early Years Service, in accordance with The Day Care of Children (Jersey) Law 2002.

\* We are aware that the Harbour Gallery toilets are unisex and used by visitors to the gallery. Younger children are always accompanied, either singly or in groups by a helper. Only trusted and confident older children, familiar with the gallery, visit the toilet alone if they choose to do so. We have a safeguarding policy and have considered the risk involved.

\*Please complete an admissions form when you make a booking.

\*Some parents may prefer to provide a snack for break time.

\*Staff are not able to administer medicines.

\* Please advise if the person collecting the child is not a parent.

\* Parents are asked to collect their children on time from the workshop, but if a delay is unavoidable, the child will safely stay with Christine in the workshop area and parents will be contacted.

\*if no contact can be made then Christine will contact MASH, Multiagency Safeguarding Hub, or the police after hours.

### **Protecting Your Data**

We take your privacy seriously and are committed to maintaining the privacy and security of your personal information. Our data protection policy can be found on The Harbour Gallery Website.

### **Insurance**

The Harbour Gallery's comprehensive Public Liability Insurance is displayed as is Christine Witham's Insurance when The Holiday Workshops are running.

### **Complaints**

Should you feel that Christine Witham is not adequately caring for your child or taking your concerns seriously please talk to her. She will keep a log of your complaints. If she is unable to satisfy your concerns please contact CEYS, Childcare and Early Years Service, tel. 449387.

### **Health and Safety**

The Harbour Gallery has a health and safety policy that considers the building, it's contents and the wellbeing of the visiting public. Christine works within the guidelines of this policy, but it should be pointed out that children in her care use scissors and sharp pencils. A hot glue gun is sometimes needed but this is only ever used by Christine or Mia.

Christine Witham 11. 02. 2020