



# West Vale Primary School Out of School Club



## Introduction

The before and after school club exists to provide high quality out-of-school-hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, within our ethos of 'together in our school family we will care, share, discover and learn, growing into responsible and successful members of the community'.

## Aims

- To provide a welcoming, relaxing, safe, secure environment for children before and at the end of the school day
- To provide an affordable childcare facility for families
- To provide children with a simple nutritious breakfast at the start of the day and/or a light snack at the end of the school day
- To provide a pleasant, stimulating and vibrant environment
- To provide a provision of activities, enabling children to engage socially and learn with children from different age groups
- To continue to build positive links relationships with families

## Organisation

The club is run by West Vale Primary School staff and led by Play Leader, Mrs Emmott and Deputy Play Leader, Miss Beevers.

The morning session operates from 7.30 a.m. to 8.55 a.m. during term time

The afternoon session operates from 3.30 p.m. to 6.00 p.m. during term time

## Admissions

- The club operates in term time only and takes a maximum of 26 children per session.
- Only children attending West Vale Primary School are eligible to attend.
- All places are subject to availability
- The registration process must be completed for each child attending the club and parents must sign an agreement to the terms of this policy prior to commencing.
- Non contracted pupils are welcome to use the club provided there are spaces and parents/carers have previously completed the registration process. If there is space available, last minute / urgent requests for usage due to unforeseen circumstances can be provided as a one off (the school will provide pupil information to the OOSC). The registration process must then be completed in case of future requests. Children's attendance is recorded in a register.
- A minimum of 2 weeks' notice in writing must be given to cancel your child's place otherwise full fees will still be payable.

## **Fees**

- Fees are to be paid monthly in advance. All overdue fees will incur an additional £25 late payment fee and may result in the loss of your child's place at the club. Fees must be paid via Parent Pay – activation letters are available from the school office if you have not already activated your child's account.
- Childcare vouchers are also acceptable, please check with the school office how to register your vouchers.
- The current charges per child are:
  - Morning Session      £5.05
  - Afternoon Session    £7.36
- Families with more than one child attending are eligible for a reduction for their second and subsequent child. Please see website for price structure.
- Fees continue to be payable if a child is absent – this ensures your child's place is kept open. In cases of prolonged absence due to illness of more than two weeks, fees will be reduced to half your normal payment per week for the duration of the illness.
- The Governing Body reserves the right to increase these charges as appropriate.

## **Arrival and Departure**

### **Before School Club**

- Parents/Carers are required to bring their child directly to club where staff will sign them in. You should enter the club via the gate at the rear of school, staff will be alerted to your arrival when you press the doorbell located to the left hand side of the door.
- Children will be escorted onto the playground at 8.55 a.m. by club staff.

### **After School Club**

- Children will be collected by a member of the club staff directly from their classroom. Children in years 5 and 6 will make their way directly to the school hall to be greeted by a member of club staff.
- Any child attending after school extracurricular clubs will be collected from the activity by club staff.
- The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

### **Departure**

- When a child is collected at the end of or during a session, the club staff will record who has collected your child and the time collected.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform club staff if their child is not going to attend the afternoon session by phoning the school office by 3pm otherwise your child will be taken to the OOSC and you will need to collect them from there.

## **Early/Late Collection**

- Children must not be left before 7.30 a.m. and must be collected by 6.00 p.m. A late collection fee will be charged if these times are not adhered to. The current fee is £1 per minute which will be added to your ParentPay account. Persistent lateness will result in your place being revoked.
- Non-collection of a child will result in the club contacting social services / MAST. If you have an unavoidable delay please ensure you notify the Club.

## **Behaviour**

- Whilst attending the Club children are expected to follow the schools ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

## **Club Staff:**

All Club staff have an enhanced DBS check and complete annual safeguarding training.

Mrs A Emmott, Playleader

L3 Paediatric First Aid; L2 Food Safety & Hygiene; PREVENT; GDPR

Miss A Beevers, Deputy Playleader

L3 Paediatric First Aid; L2 Food Safety & Hygiene, PREVENT; GDPR

Mrs J Bean, Playworker

L3 Paediatric First Aid; L1 Food Hygiene, PREVENT; GDPR

Mrs A Moore, Playworker

L3 Paediatric First Aid, L3 Food Safety & Hygiene; PREVENT, GDPR

## **Medication/Food Allergies/Illness**

- The school's first aid and administration of medication policy applies at all times.
- Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.
- If you child has any specific SEN, medical conditions or food allergies please ensure you record this on the registration form and discuss any special requirements with club staff.

## **Fire Procedure**

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the nearest exit.
- They will congregate outside the dining room whilst the register is taken and all names checked.
- The club will hold ad-hoc fire practices.

## **Risk Assessment**

A separate risk assessment has been completed for club sessions and activities.

## **Confidentiality of Documents**

- Confidential documents are kept in the club office.
- All information obtained and processed will be done in accordance with the Data Protection Policy.

## **Cancellation**

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building e.g. no heating or water supplies.

In the event of closure:

This will be reported on the school website, Calderdale Council's website and on local radio.

## **Complaints**

All complaints notified in writing by a parent regarding the Club will be investigated by a member of the school's senior management and a record kept of the outcomes.

## **Related whole school policies:**

This before and after school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

Safeguarding and child protection policies

Health & Safety policy

First aid and administration of medicines

Online Safety policy

Whole School Food policy

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An up to date price schedule is available from the school office and is also available on the website.