MOSAIC LEARNING TRUST
Raising Aspirations, Empowering Futures

OUT OF SCHOOL POLICY

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1. Introduction

Our 'Out Of School Club' is run by Golborne Community Primary School and exists to provide a high quality out of school hour's childcare service to support our parents/carers. It provides a range of stimulating and creative activities in the safe and secure environment of the school, along with a calm and happy play environment in which children can engage socially with children from other year groups.

The club operates from 7.15am – 8.40am and from 3.00pm - 6.00pm, term time only. A copy of this policy is available to all parents/carers of children attending the club and is also available on the school website.

2. Admissions

- Only children attending Golborne Community Primary School are eligible to attend the club, however, the school reserves the right to refuse children whose behaviour at the club is deemed unacceptable.
- All places are subject to availability and are made via school's online payment system Scopay. Registers will close 2 weeks in advance for future breakfast and afterschool club sessions. Bookings cannot be made via the school office.
- The registration process must be completed prior to the child's commencement at the club.
- Payments are made in advance, or at the time of booking.
- All parents/carers can request a paper copy of this policy, and it is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

3. Payment of Fees

Payments are made using schools' online payment system, Scopay if you do not yet have a log in for Scopay, please contact the out of school club manager Mrs Hodgson, who will provide you with instructions and the relevant codes specific to your children.

The cost of the term time only sessions are:

Breakfast club = £5.00
After School Club = £10.00

Fees are paid at the time of booking. Parents/ carers will be charged at the full rate above regardless of the length of time your child stays for each session.

Sessions must be booked via Scopay **and all sessions will be charged for**. Children will not be entitled to a reduction in fees for nonattendance (this includes attending sporting events, residential visits etc.), sickness or holidays taken in term time, unless on a fixed term exclusion. Please inform the Out of School Club if your child will not be attending the booked sessions.

Sibling Discount

- A 10% discount is available for families with more than one child attending Out of School Club.
- To qualify, more than one child from the family must be attending the session.
- The discount is applied at the time of booking by selecting "s" for each booking on Scopay and is the responsibility of the parent/carer to select the discount code.
- The "S" code should be applied to all children in the family for that session.
- Sibling discounts are reviewed annually.

In some cases, the Out of School Club reserves the right to reclaim any debt through the debt collection process, which may result in interest, plus additional charges for administration / solicitor costs being added to the debt and possibly a court summons.

Payment can be made using government or company-issued childcare vouchers. If you would like to pay in this way, please inform the club manager so they can register this on your children's account, and you can book the sessions you need.

For all accounts using childcare vouchers, it is the responsibility of the parent/ carer to ensure all amounts outstanding are cleared before the children leave the school.

The parent/carer signing the club registration form is known as the 'contracting parent' and is responsible and liable for payment of all fees.

Prices will be reviewed before 31st March each year and may rise in line with inflation. Any changes will be issued in a statement to parents.

4. Places Available

- Places for breakfast and after school club are available on a first come, first served basis.
- We review our staffing levels and adult: child ratios on a regular basis to ensure sufficient places are available to meet demand.
- In the unlikely event you experience difficulty in making a booking, please contact the club manager in the first instance.

5. Arrival and Departure

Breakfast Club (7.15am to 8.40am)

- Parents/Carers are required to bring their child directly to the club and a member of staff will sign them in. You should enter the club via the sign-posted side entrance of school (side of the school hall) and not the main entrance, the staff will be alerted to your arrival when you press the intercom, situated on the left side of the black gate.
- Breakfast is provided daily for all children attending the club. We offer a range of healthy options, including cereals, fresh fruit, and warm choices such as toast, crumpets, pancakes, muffins and potato cakes.
- As an allergy-aware school, we carefully cater for each child's individual dietary needs. Alternative milk options are available on request, including soya, oat and lactose-free.
- To help us maintain a safe and consistent environment for all children, parents are kindly asked not to send breakfast or additional snacks into the club.
- EY/KS1 children will be escorted into their classrooms, by the club staff. KS2 children will make their own way to their classrooms, in a sensible manner.
- Calls will be made at 8:15am to all non-attendees who are booked on the club by Mrs. Hodgson and logged on the register.

After School Club (3.00pm to 6pm)

- KS1 children will be taken to the club by the class LSA or class teachers.
- The Manager will take a register of all children and will liaise with the class teacher and 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, they must be signed out by a member of staff.
- Parents/carers must ensure that any person who may collect their child is listed on the child collection form and that it is kept fully up to date.
- Parents/carers must inform staff if their child is going to be absent from club.
- Any children not collected at their usual time, i.e. from 3.15pm after school or 4.30pm immediately after 'Boosters', will be put into the care of the 'Out of School Club' and a charge to parents/carers will be made of £10.00, regardless of the length of time spent in club.

- At 4:30pm, all children are encouraged to sit together to enjoy their snack/tea in a calm and sociable environment.
- We aim to offer a choice of at least two hot food options each day, and sandwiches are always available as an alternative. As an allergy-aware school, we carefully cater for each child's individual dietary and medical needs to ensure all children can eat safely.
- Once children have finished their savoury option, they are offered a dessert. This may include items such as biscuits, cheese and crackers, flapjack or ice pops. All food is prepared with consideration for allergies and dietary requirements.
- Please note that this is not intended to be a full evening meal, but rather a light 'snack-style' tea for children attending the club.

6. Behaviour (OOSC fully adheres to the School's Positive Discipline Policy)

If your child has been placed on the cloud, a 'time out sanction' will be put into place and a phone call home will be made for you to collect immediately. If your child's behaviour repeatedly falls below the expectation, and they are placed on the cloud again, your child may no longer be able to attend the 'Out Of School Club'.

The school has the right to remove a child's place at the OOSC should a child's behaviour be continuously not meeting the 'Children's responsibilities'.

Children's Responsibilities are:

- Have you followed the instructions of all the staff in school?
- Have you worked to the best of your abilities and allowed others to do the same?
- Have you treated others with respect?
- Have you co-operated with other children and adults?
- Have you taken care of property that belongs to you, others and the school?

Management Teams Responsibilities:

- To lead, manage and motivate the Afterschool Club team. To deliver high quality, creative play opportunities in a safe and caring environment.
- Ensure the provision is constantly evolving, providing the best possible provision for our children.
- To liaise with parents and carers in an approachable and professional way.
- To supervise the preparation of food and drinks for the children and supervise them eating.
- To provide support and supervise games and activities.
- Manage and report any concerns about a child's welfare effectively to our designated safeguarding lead, follow Health and safety, and food preparation regulations.

Staff Responsibilities are:

- To have high expectations of the children behaviour and potential capabilities.
- To wear the correct uniform provided.
- To be a good role model at all times.
- To use rules and sanctions clearly and consistently.
- To create a safe and pleasant environment, physically and emotionally.
- To provide a challenging, interesting and relevant curriculum.
- To treat all children fairly and with respect.
- To recognise that each child is an individual and to be aware of their individual needs.
- To raise children's self-esteem and develop their full potential.
- To form a good relationship with parents so that all children can see that the key adults in their lives share a common aim.
- To inform parents/cares of support available from school and within the authority.
- To set up resources before/after each session.
- To promote the GROW Model (see appendix) with all children to support independent learning.

Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents/carers to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If after consultation with parents/carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club manager may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.
- Staff are to make use of the behaviour chart and send a cloud letter home if necessary.
- Continuous cloud letters may result in children being removed from the Out of school club permanently.

7. First Aid

- All accidents will be recorded in the incident reporting green book, uploaded onto Cpoms and accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents/carers of any child who become unwell during the club will be contacted immediately. If a child is sent home during school hours, the club will be informed of their absence.
- A copy of children's 'HCP', if required, will be held on file.
- A child's place may be withdrawn from club if any medical needs or requirements relating to a HCP cannot be met.
- Any prescribed medication that needs to be administered, will be done so in line with the current School policy.

8. Access, Security and Supervision (Toileting)

- All children will be given the chance to use the toilet, at the start of every club.
- During the club, children use the disabled toilet located between the staff toilets (staff toilets will not be used).
- During outdoor activities, a staff member will escort children into the building.
- If there is a queue, children may be escorted to the KS1 children's toilets in a group (older children in KS2 may escort younger children).
- Parents/carers must inform the manager of any special toileting needs.
- In the event of a fire, children and staff will follow normal school procedures and leave the building in a calm and orderly manner via the closet exit.

9. Late Bookings

We request that Out of School Club bookings for either Breakfast Club or After School Club are made as far in advance as possible to account for any activities planned. All late bookings must be made by contacting the Out of School Club Manager. Once a manual override booking has been made, the costs for the booking will reflect within your Scopay account and must be made within 2-3 working days. All late booking are subject to a zero tolerance cancelation should the booking later no longer be needed the costs must be paid in full regardless of circumstance changes. For any emergency or late bookings in after school club the children will need to be collected by 4:30pm due to staffing and will cost the full for the session.

10.Cancellation and Refund Policy

All bookings must be created using the schools online payment system Scopay, 2 weeks prior to the booking date. Any cancellations must be made before 2 weeks (10 working days) to receive a refund for the value of the booking, however, any cancellations made within this notice period will not be eligible to refunds and attempts to alter bookings must be requested via the Out of School Club Manager. Golborne Community Primary School and the Mosaic Learning Trust hold full rights to retain payments to reimburse the costs lost due to failure to notify the school.

11.Uncollected Children

In the event that a child is uncollected from the After-School Club after 6pm, the Headteacher, Deputy Headteacher or Assistant Headteacher will be informed (Designated Safeguarding Leads).

12.Children not booked on the online system

Children that are not booked into Out of School Club via the online booking system Scopay. Will be asked to be collected if we are unable to accommodate them in the sessions. The online booking system will only allow a safe amount of children to be booked in out of school Club, this is so we have the correct ration of staff to allow us to operate safely.

A charge will be levied for late collection. A fee will be applied for late collection from 6.00pm onwards at £5 per 10 minutes, per child. Any child that is continually collected late from the club will have the right to attend removed.

The 'Out of School Club' will adopt all of the School Policies, including the Safeguarding and Child Protection Policy.

I have read and agree to abide to all the terms and conditions as stated in this policy.

Signed _____ (Parent/Carer)

Print Name _____ (Parent/Carer)

Date _____

13.Review

Reviewed by: Mr Hunt (Headteacher), and Mrs Hodgson (OOSC Manager), Mrs Brownbill (Operations Manager) and Out of School Club staff.

Appendix 1 – Timetables

Morning Timetable					
Time	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
7:15 am- 8:15am	Toy Boxes or Group games	Toy Boxes or Group games	Toy Boxes or Group games	Toy Boxes or Group games	Toy Boxes or Group games
7:15am – 8:15am	Selection of warm/cold breakfast options available	Selection of warm/cold breakfast options available	Selection of warm/cold breakfast options available	Selection of warm/cold breakfast options available	Selection of warm/cold breakfast options available
8:15 am– 8:40am	Group Games and Tidy up time	Group Games and Tidy up time	Group Games and Tidy up time	Group Games and Tidy up time	Group Games and Tidy up time
8:45am	Line up for class	Line up for class	Line up for class	Line up for class	Line up for class

Afterschool Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3:00 - 3:40	Register Short clips time Pawprint intro	Register Short clips time Pawprint intro	Register Short clips time Pawprint intro	Register Short clips time Pawprint intro	Register Short clips time
3:45 - 4:30	Pawprint Badge Challenge/ Group Games or Toy Boxes, games and activities.	Pawprint Badge Challenge/ Group Games or Toy Boxes, games and activities	Pawprint Badge Challenge/ Group Games or Toy Boxes, games and activities	Pawprint Badge Challenge/ Group Games or Toy Boxes, games and activities	Free play Toy Boxes, games and activities
4:30 - 4:50	Teatime	Teatime	Teatime	Teatime	Teatime
4:45 – 5:30	Toy Boxes or group games	Toy Boxes or group games	Toy Boxes or group games	Toy Boxes or group games	Toy Boxes or group games
5:30 – 6:00	Tidy up time and table top games or colouring	Tidy up time and table top games or colouring	Tidy up time and table top games or colouring	Tidy up time and table top games or colouring	Tidy up time and table top games or colouring