

Reviewed: September 2024

Next Review Date: September 2025

Signed by:

Claire Jones Headteacher Date: September 2024

Andy Oddy Chair of Governors Date: September 2024

Euxton Primrose Hill Primary Out of School Club Aims, Admissions, Booking and Charging Policy



Euxton Primrose Hill Primary

Out of School Club Aims, Admissions, Booking and Charging Policy

This document outlines the school's policy on aims, admissions, booking and charging parents/carers for the Out of School Club. We hope it helps to ensure that everyone involved understands what we are trying to achieve within the Out of School Club. It will be reviewed and updated annually.

ABOUT THE CLUB

Euxton Primrose Hill Out of School Club operates under the leadership and management of Euxton Primrose Hill School Governing Body.

The Club runs Monday – Friday term time only at the following times:

Breakfast club from 7.45 - 8.45 a.m. at a charge of £4.00 per morning

After school club from 3.00 - 6.00 p.m. at a charge of £8.80 per evening

AIMS

At Euxton Primrose Hill Out of School Club we aim to provide a safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care. In line with the school's aims:

We will work hard to create:

- a strong sense of community where all people work well together and respect differences in our community
- an environment in which we all have the opportunity to learn and develop and achieve
- a culture of improvement in which we all have high expectations so that our school will make a difference

We will work hard within school and the wider community to develop the whole child, socially, emotionally, intellectually, physically, spiritually and morally in a safe, caring and supportive environment.

We will strive to ensure that each child performs to the best of their ability. We intend that they will grow to be confident and willing, caring and concerned, committed to their own development yet aware of their responsibilities.

WHAT WE OFFER

We offer a selection of planned and free activities and resources that include dressing up, role play area, craft, board games, construction, laptops / ipads, computer games, physical play, films (U-rated), reading and sports coaching. In addition, children have access to the outdoor area.

FOOD AND DRINK

The food we provide at the Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. We promote independence, by encouraging the children to help prepare some of their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is always available. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table.

For more details, please refer to the school's **Healthy Eating Policy** on the school website.

STAFFING

Our Club is staffed by Sarah Collison, Manager and sixteen playworkers. Our aim is to provide a smooth transition between school and club.

All our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked and hold current first aid qualifications. Sarah Collison is the Designated Safeguarding Leader for the Club.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting, please contact the Manager - contact details are below.

POLICIES AND PROCEDURES

The Club operates within the policies of Euxton Primrose Hill School. Key points of the main policies are included below. Copies of the full policies are available as detailed below:

School Website	Club Manager
Healthy Eating Policy	Uncollected Children Policy
Child Protection and Safeguarding Policy	Child Induction Policy
Single Equalities Policy	Arrivals and Departures Policy
SEN Policy	
Behaviour Policy	
Medication Policy	
Health and Safety Policy	
Complaints Policy	

TERMS AND CONDITIONS

ADMISSIONS

To ensure equal opportunities and to meet the needs of potential parents/carers of children attending Euxton Primrose Hill Out Of School Club the following admissions guidelines are in place:

- Sessions are only open to Euxton Primrose Hill Primary School pupils.
- The club works on a 'first come, first served' basis.
- A booking form must be completed to secure a session(s) on a regular basis. Sessions offered will continue until the end of each academic year unless you notify us otherwise, providing four weeks' notice.
- All applications will be treated equally and every effort is made to accommodate all requests.
- If sessions are available and an emergency request is made for a session that morning/evening it will be accommodated ensuring that the child/ren concerned are informed before the club begins. Once the booking has been made it will be charged for irrespective of whether it is cancelled soon after.
- Any requests that cannot be catered for will be monitored and alternative sessions offered if available. These will take priority when sessions are available.
- At the start of a new academic year siblings will take priority for available sessions.

- Further information on particular items can be found within the school's other policies.
- **If the club is full, the criteria for the allocation of sessions will be:**
 - **Siblings of existing pupils within Club**
 - **All other pupils in order of the date the application was received (following an offer of a school place at Euxton Primrose Hill)**

BOOKING

To book your child/ren in the Out of School Club, a booking and registration form must be completed in advance (please see Appendix 1 and 2) with the sessions selected at the time of booking. You will be notified by the Out of School Club Manager within two weeks of applying if your child/ren is successful in securing a session(s) or has been added to the waiting list.

Bookings for the Out of School Club are binding e.g. if you book a Tuesday place for your child/ren, this will be for the whole term and not on an ad hoc basis.

Sessions are available in advance only and must be booked a month prior to take up date.

The latest pick up time is 6.00pm in the upper hall and this time must be strictly adhered to. Nobody under the age of 16 can drop off/collect a child from the Out of School Club without prior written consent.

Should you need to contact the Out of School Club during the hours of 7.45 – 8.45am and 3.00 – 6.00pm please use the mobile phone number 07548 944202. At any other time please email the Out of School Club Manager at outofschoolclub@primrosehill-euxton.lancs.sch.uk.

Admission to the Out of School Club will not be granted if a session has not been booked.

ABSENCE

We understand that there may be times when your child/ren is unable to attend Breakfast/After School Club for various reasons. Parents are asked to inform the Out of School Club Manager via the mobile phone 07548 944202, if their child/ren is not attending that day's session by 7.45am for Breakfast Club and 3.00pm for After School Club alternatively via email at outofschoolclub@primrosehill-euxton.lancs.sch.uk.

PAYMENT

For good financial accounting for the Out Of School Club and parents/carers the following strategies are in place *:

- **ALL FEES ARE PAYABLE IN ADVANCE** by ParentPay, <https://www.parentpay.com/>, by childcare vouchers or by Tax Free Childcare. Please speak to the Out of School Club Manager if you would like details of the weekly payment amount owed (please see Appendix 4). Account details for registering for Childcare vouchers will be provided by the Out of School Club Manager. Guidance for registering for Tax Free Childcare is detailed in Appendix 3.
- **YOUR CHILD'S PLACE WILL BE WITHDRAWN IMMEDIATELY SHOULD YOU FAIL TO KEEP UP WITH PAYMENT OF FEES.** Your child's place may be reinstated if, within two weeks of receiving a letter, issued to each parent/carer, the outstanding fees are settled. Once the outstanding debt has been cleared and subject to agreement by a member of the management team, and subject to availability then the place will be reinstated. **Should the fees fail to be paid in advance again, your child's place will be withdrawn on a permanent basis. Should any outstanding fees not be cleared within two weeks we will refer it to the Lancashire Education Authority and your child's place will be withdrawn on a permanent basis.**
- The Out of School Club falls under the cover of **Euxton Primrose Hill Primary School's Debt Collection Policy.**

- Fees will be for bookings made, not sessions attended. If you wish to change your attendance pattern, please note that four weeks' notice is required, otherwise payment will be expected for the period.
- All amounts paid will be credited against the relevant child/ren.
- If a parent/carer is experiencing difficulty with payment of their fees, they should contact the Out of School Club Manager in confidence as soon as possible.
- We require parents to give at least 4 weeks' notice if their child/ren is to finish attending Breakfast/After School Club so that payments can be settled and numbers can be readjusted in the club.
- All registers, bank statements, summary cash sheets, receipts and cheque/deposit books etc. will be kept for 3 years plus the current working year. All payments will be reconciled each month.
- All fees for each academic year must be paid for by the end of July. Please contact the Out of School Club Manager in confidence if this is not possible. **Parents of Year 6 pupils must ensure payment via ParentPay is made by the last day of the academic year. As refunds will not be provided for payments made by childcare vouchers, Tax Free Childcare or Child Grant Payment Service please ensure that you cancel these payments in plenty of time.**

Penalty Charges

Parents who are late collecting their child/ren will incur a penalty charge of £5.00 per child for every 15 minutes they are late after the official closing time of 6.00pm, (i.e. If you have two children and are 5 minutes late, you will incur a late charge of £10). This penalty charge will be added to ParentPay and will have to be paid within 2 weeks of the date the charge was incurred. Failure to pay this charge will result in the same payment procedures as detailed above.

Any child/ren not collected for more than 45 minutes after 6pm could result in Social Services and/or the police being contacted.

Persistent late pickups (more than 3 late collections in any 12-month period) will result in the removal of your child/ren's place(s).

For more details, please refer to the school's **Uncollected Children Policy** available from the Club manager.

Non - exceptions to the Payment

If a parent chooses to take their child/ren on holiday during term time, they will still be expected to pay full price for the sessions their child/ren would miss as their place will still be kept for them.

If your child is absent from school due to illness, they will be expected to pay full price for the sessions their child would miss as their place will still be kept for them.

If the school is closed for one day for any reason, i.e. enforced snow closure, there will still be a charge to the parent and their child's place will be kept for them. However, payment for any subsequent unavoidable school closure days will be at the discretion of the Headteacher and Governing Body, whose decision will be final, and parents will be notified accordingly.

Exceptions to the Payment

If your child/ren is absent from school on an educational visit, school residential visit, planned operation or being tested/awaiting test results during a pandemic, there will be no charge to the parent and their place will be kept for them.

* All queries regarding payments and debts must be referred to the School Business Manager or Out of School Club Manager.

INDUCTION

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child's first session, time will be set aside for an induction. The induction will run through the club rules and routines including snack times, collection, child meetings and introduce your child to the staff and other children.

For more details, please refer to the school's **Child Induction Policy** available from the Club manager.

Attendance at the club for pupils in EYFS will commence once pupils attend school full time i.e. following the part time induction period.

ARRIVALS AND DEPARTURES

All children will be collected from their class by the club staff. Once all children have arrived a register will then be taken.

We expect that your child will be collected by the named people indicated on the registration form. If you need a different person to collect your child, you must notify us in advance (a password may be issued for safeguarding purposes). We will not release your child into the care of a person unknown to us without your authorisation.

For more details, please refer to the school's **Arrivals and Departures Policy** available from the Club manager.

STAFF CAR PARK

The staff car park is for use by staff only. Any parents seen using the car park for drop off/collection will be given a written warning about the loss of their child's place and then any further sighting will result in the loss of their child's place in club.

SAFEGUARDING AND CHILD PROTECTION

We do our utmost to create an environment in which the children are safe from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained.

Sarah Collison is the Designated Safeguarding Leader for the Club.

For more details, please refer to the school's **Safeguarding and Child Protection Policy** on the school website.

EQUAL OPPORTUNITIES

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices

- We will not tolerate any form of racial harassment.

For more details, please refer to the school's **Single Equalities Policy** on the school website.

SPECIAL NEEDS

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Our staff training programme includes specific elements relating to children with special needs.

For more details, please refer to the school's **SEN Policy** on the school website.

GENERAL INFORMATION

BEHAVIOUR

Child

Children and staff have created rules for acceptable behaviour whilst at the Club, based on the school's six Golden Rules:

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after property

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or because of additional needs. We will try to be flexible to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

For more details, please refer to the school's **Behaviour Policy** on the school website.

Adult

We will not tolerate from any person, whether a parent, carer or visitor: demonstrating bullying, aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

ILLNESS, ACCIDENTS AND FIRST AID

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club, we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him or her to the Club for at least 48 hours after the illness has ceased.

Every precaution is always taken to ensure the safety of the children, and the Club is fully insured. Our staff hold a current first aid qualification and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child or before if it is serious.

For more details, please refer to the school's **Health and Safety Policy** on the school website.

MEDICATION

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club, you will need to complete a **Permission to Administer Medication Form** (available as a hard copy from the Club or downloadable from the school website) in advance. It is your responsibility to ensure that an inhaler is provided within Club hours as pupils will not have access to inhalers from classrooms.

For more details, please refer to the school's **Medication Policy** on the school website.

COMPLAINTS PROCEDURE

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child's key person, the Manager, or any other member of staff.

Verbal complaints and written complaints will be dealt with appropriately and the outcome will be discussed with the person who put in the complaint.

A full copy of our **Complaints Policy** is available on the school website.

PHOTOS OF PUPILS

Staff may take photos of pupils to evidence and celebrate learning within the club. However, they will only be shared on internal screens or the school website in accordance with your consent as indicated on the Photographs/Videos Permission form completed on your child's admission to school. **No photographs will be shared on social media.** Should you wish to discuss this further please see the Club Manager.

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you always to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

CONTACT INFORMATION

Euxton Primrose Hill Out Of School Club
Primrose Hill Rd
Euxton
Chorley
PR7 6BA

Club Mobile Number: Sarah Collison 07548 944202 (Please leave a voice message if there is no reply or you can send a text message)

Ofsted Registration No: 119309

Club Staff:

Manager: Sarah Collison
Playworkers: Lisa Clifford
Marie Cocker
Kirsty Smith
Amie Kevan
Julie Russon
Janet Mansley
Hannah Dewhurst
Jack Cocker
Amanda Porter
Ellen Appleby
Emily Holliday
Sarah Yeoman
Amie Kevan
Laura Dickinson
Debbie James

Relevant Contact Details:

Social Care: 0300 123 6722
LADO (Local Authority Designated Officer) 01772-536694
LSCB (Local Safeguarding Children's Board) 01772-530283
NSPCC: 0808 800 500

Ofsted

Piccadilly Gate
Store Street
Manchester M1 2WD
Tel: 0300 123 1231



Euxton Primrose Hill Primary Out of School Club Booking Form

Please complete the following form and return it to the Out of School Club Manager a month in advance of the required start date.

Child's Name (please print)	Class

For week beginning _____

I wish to book the following sessions (please tick)

Day	Before	After
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

I will arrange to collect my child from the After School Club at _____ (approximate time).

Please indicate below who will be collecting the child/ren

Name	Contact Details

Name of Parent/Carer: _____

Signed: _____ Date: _____

PLEASE NOTE: All children must be collected by 6.00pm from the After School Club.
(A £5 charge per child per 15 minutes will be incurred if late.)

Nobody under the age of 16 can drop off/collect a child from the Out of School Club.



Tick if EYFS child

Euxton Primrose Hill Primary

Out of School Club Registration Form

Child Details

Date of Registration:

First name:	Surname:	What s/he likes to be called:
Date of birth and current age:	School attended: First language:	Name of key person:

Parent/Carer Details

Title:	First name:	Surname	Title:	First name:	Surname
Home address:			Home address (if different):		
Does this child normally live at this address? Yes / No			Does this child normally live at this address? Yes / No		
Work address:			Work address:		
Home number:	Mobile number:	Work number:	Home number:	Mobile number:	Work number:
Email address:			Email address:		
Does this person have parental responsibility? Yes / No			Does this person have parental responsibility? Yes / No		
Does anyone else have parental responsibility for this child? Yes / No <i>(If yes, please provide details overleaf.)</i>					

Emergency Contact Details *(please provide details of two people we can contact if we are unable to get hold of you)*

Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:
Name:	Telephone number:	Mobile number:
Address:		Relationship to the child:

Child's Doctor

Name of Doctor:	
Address:	Telephone:

About your child

Please detail any additional/special needs your child has: (please provide full details)
Please detail any dietary requirements / food allergies for your child: (please provide full details)
Is there anything your child doesn't like (food, games etc) or is scared of?
What are your child's favourite activities?

Signature of Parent/Carer: _____

Date: _____



Euxton Primrose Hill Primary

Out of School Club Tax Free Childcare – Guidance for Parents

Guidance on Tax-free Childcare is available at:

<https://www.childcarechoices.gov.uk/>

If you wish to apply please access:

<https://www.gov.uk/apply-for-tax-free-childcare?step-by-step-nav=d78aeaf6-1747-4d72-9619-f16efb4dd89d>

You will need your details (and your partner's, if you have one), including your:

- National Insurance number
- Unique Taxpayer Reference (UTR), if you're self-employed

It takes 20 minutes to apply and you can make a payment the day after you put money in your account. It usually takes 3 working days for the money to reach your childcare provider's account.

As part of your application, you'll find out if you're eligible for both Tax-Free Childcare and 30 hours free childcare. You may find out straight away, but it can take up to 7 days.

It is essential that you provide either Joanne Vost, School Business Manager bursar@primrosehill-euxton.lancs.sch.uk or Sarah Collison, Out of School Club Manager outofschoolclub@primrosehill-euxton.lancs.sch.uk of your child's 12 digit code and payment amount if you are paying for any childcare costs via the Tax Free Childcare scheme.



Euxton Primrose Hill Primary
Out of School Club Weekly Amount

Please find detailed below the weekly amount owed for the sessions you require for your child(ren) in Out of School Club based on:

Breakfast club from 7.45 - 8.45 a.m. at a charge of £4.00 per morning

After school club from 3.00 - 6.00 p.m. at a charge of £8.80 per evening

Child's Name (please print)	Class

Your child(ren) attends the following sessions:

Day	Before	Cost	After	Cost
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total Cost				

Your weekly amount for Out of School Club is £_____.