



# Hawes Side Academy

Principal: Mrs C Boothroyd  
B.Ed (Hons) NPQH

Johnsville Avenue,  
Blackpool, FY4 3LN

(Registration No.8161246)

August 2020

Dear Parent/Carer

## Re: Out of School Clubs

### Upcoming changes:

Thank you for your patience during this unusual period. As you will understand, we have carefully considered what we can safely offer from September 2020 in light of the current pandemic.

We are pleased to let you know that we will be able to offer a limited Out of School Club provision to support working parents from September.

In the first instance, 10 places in each year group will be available. These 'phase/year group clubs' or 'bubbles' will be held in a classroom within the year group area. Breakfast club will run from 8.00 – 8.40 a.m. (from 8.40 am OOSC staff will support movement into classrooms for the rest of the school day). After school club will run from 3.20 – 4.30 p.m.

Due to the limitations upon us we can only accept arrivals from 8.00 – 8.10 a.m. and all pupils will need to be collected at 4.30 p.m. only. Access to and from the clubs will be through the main hall.

The clubs will follow academy policy and risk assessments in relation to Coronavirus, wherein children will predominantly use individual resources and will be expected to maintain social distancing and hygiene routines whilst in school. Any child presenting with symptoms will be sent home.

### Fees:

Prices for the Out of School Club have been updated. Our fee structure is shown below:

	<b>Breakfast 8.00 – 8.40 a.m.</b>	<b>Afternoon 3.20 – 4.30 p.m.</b>
<b>Price from September 2020</b>	<b>£2.00</b>	<b>£3.50</b>

### Payments:

Given the limited availability we can only offer places to families who have no outstanding balance in Parent Pay.

### Application Form/Contract:

In order to reserve a place a new application form for this academic year will need to be completed at the following link:

<https://www.questionpro.com/t/AlqqwZiTYC>

As we have limited the number of places available, all places will need to be pre-booked and priority will be given to key workers (evidence of this will be required). Where clubs are full, applications will be placed on a waiting list. All users will need to confirm their agreement to the terms and conditions overleaf as part of their application.

Finally, please may I take this opportunity to thank you for your continued support in these changes which have been made with the safety of all in mind. We will regularly review what can be offered in line with government guidance. Should you require any further information with regard to any of the contents of this letter, please do contact us.

C Boothroyd  
Principal

**“Everyone Matters, Everyone Succeeds”**

# Hawes Side Out of school club



## PARENT/CARER AGREEMENT

The following agreement sets out the expectations for all parties to enable the safe and successful running of the clubs. We ask that all parent/carers of children who attend Out of School clubs read and agree to the following:

- Once my child arrives at the academy Out Of School Club they are in the care of the academy until collected by an authorised person/signed out by member of staff.
- I understand that the collective expectations as outlined in the academy home school agreement are also the case during the Out of School clubs.
- I understand that the Out Of School Clubs are play settings and that whilst my child attends these the academy is legally responsible for them.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested/special dietary needs should be made to the club manager in writing (this may be limited during the pandemic).
- I will notify the club before the start of the session if my child will not be attending on a day that they are booked to attend. I understand that I will be charged for the booked session.
- I will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays).
- It is my responsibility to keep the club manager/school informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc.).
- I accept that my child may take part in messy activities while at Out Of School Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- I understand that After School club closes at 4.30pm. If, due to unforeseen circumstances, I am going to be late, I will contact the manager as soon as possible through school (01253402541 or admin@hawes-side.co.uk).
- If I do not collect my child by 4.30pm, I may be asked to pay a fee to cover the costs of the two staff who are legally required to supervise my child.
- If I do not collect my child by 5.00pm, and the club has been unable to reach me or any of my emergency contacts, I understand that the academy will follow the Uncollected Children Policy and contact Social Care.
- Whilst the academy tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property (please do not allow children to bring their own toys-thank you).
- If there are any accidents or incidents at Out Of School Club involving my child, I will be informed.
- If my child has an accident at the club, a qualified first aider will treat them and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from the academy will attend with my child. Information regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals in line with academy policy.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.

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 as a result of special needs. We will try to be flexible in order to accommodate such cases. However, if a child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require that they are collected from the club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, the offer of a place at the club may need to be withdrawn.