



Maharishi School

CONSCIOUSNESS-BASED EDUCATION

Out of Hours Club Policy

Date policy last reviewed:

December 2024

Signed by:

L Edwards

December 2024

Headteacher

Date:

I Birnbaum

December 2024

Chair of governors

Date:

Date policy due to be reviewed:

December 2025

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Statement of intent

Maharishi School provides a Breakfast Club and an Out of Hours Care Club for all children aged 4 to 11 years of age in a safe and happy environment, supervised by professional, experienced staff. Parents who wish their children to attend any of this provision should contact the School Office for more details.

1. Legal framework

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Enabling Good Behaviour Policy
- Complaints
- Online Safety
- Medicine
- Equal Opportunities

2. Roles and responsibilities

The school will:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast (toast and juice/milk) and/or afternoon snacks and drinks
- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality
- keep you informed about the school events and activities through newsletters, email and website
- support and adhere to the Out of Hours Care Club Policy

THE CHILD will do their best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's ethos
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

The parents will:

- ensure that their child only attends sessions that are booked in advance online
- ensure that any invoices issued are paid in a timely manner via ParentPay and by the end of the calendar month in which they are issued
- ensure that their child is dropped off and/or collected on time by an adult
- contact the school if their child is going to be absent from a session
- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's ethos and Behaviour Policy
- support and adhere to the Out of Hours Care Club Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

3. Staff

The Breakfast and Out of Hours Care Club members of staff are:

Ms Kelly, Out of School Care Club Leader

Mrs Duke

Miss Langford

Mrs Newton

Mr Mercer

Ms Fuller

4. Criteria for admissions

Children must be attending Maharishi School.

Parents/carers will be required to book their children in advance to hold their place in Breakfast Club or Out of Hours Care Club.

Ad hoc bookings will be accepted but must be paid for in advance and are subject to availability.

Maximum Numbers and Waiting Lists

Currently our staff/pupil ratios allow for 30 children to attend Breakfast Club and 30 children to attend Out of Hours Care Club. Additional staffing will be considered if demand requires it. Out of Hours Care Club will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list. Provisions are organised for the maximum number of children in

accordance with the risk assessment carried out by Maharishi School having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

5. Registration

When an enquiry regarding a place is made, parents or carers will be given all the relevant information, including:

- Information regarding availability of places
- Details of the Admissions and Arrangements Policy
- Registration form

The child will then be able to attend the Club as soon as the completed forms are received.

6. Enabling good behaviour

Children are expected to follow the same rules that apply to a school day. Staff encourage and promote good behaviour through a positive manner and praise.

7. Booking procedure

Once the required paperwork is returned:

Regular Place- once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one week's notice is required in writing.

Flexible booking – we will accept flexible bookings as long as there are spaces available. If a flexible place is booked and is no longer required, the club must be given 48 hours' notice. If notice is not given, then the place will still be charged for.

Parents are advised of the importance of informing the school office or the Out of Hours Care Club staff if their child is going to be absent. This is very important for continued safety and security. Any doubts whatsoever will result in the parents being contacted – children will not be released to other parents without consent.

8. Fees and payments

Fees are as follows:

Breakfast Club £3.60 per session.

After School Club £3.60 for the first hour from 3:40pm to 4:40pm and £3.60 for the next hour **or part thereof** up to 5:40pm.

Late pick-up fees are charged at £10 for each 10 minutes **or part thereof** after 5:40pm.

The club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the working Tax Credit. We are also registered to accept HMRC, Edenred and other childcare vouchers.

Fees can be paid via ParentPay and fees are charged for booked sessions whether your child attends or not, unless the required notice is given.

Late payment – failure to pay after receiving a reminder may result in your child's place being forfeited.

9. Late collection of children

Children who have not been picked up from school by 3:40p.m. will be taken into Out of Hours Care Club at a charge of £3.60 per child.

After School Club finishes at 5:40p.m. Whilst we appreciate that on occasion you might be delayed, persistent lateness in collecting your child will be taken as a failure to comply with our Out of Hours Care Club Policy and this will result in the loss of your child's place in club.

10. Persistent Lateness

On the first occasion parents will be reminded of the importance of collecting their child on time. The incident will be logged and the Out of Hours Care Club staff will inform the headteacher. On the second occasion a letter will be given explaining that should the parent be late once more within the school year they will forfeit their child's place within Out of Hours Care Club, a meeting at this stage may also be arranged. This incident will be logged and Out of Hours Care Club staff will inform the headteacher. On the third occasion parents will lose their child's place within Out of Hours Care Club with immediate effect and a letter will be sent to explain this.

11. Work arrangements

We appreciate that some jobs may involve shift and work patterns that result in your child not requiring club on the same session each week or every week. We therefore ask in these circumstances that you inform us in advance so that we can accommodate you.