



**MOOR PARK
PRIMARY SCHOOL
AND NURSERY**

**OUT OF SCHOOL CLUBS
POLICY**

2023 / 24

'Moor Park Primary is a Happy, Caring School Where Everyone Matters'

Policy	Out of School Clubs Procedures
Blackpool Council model policy	None available <i>Blackpool procedures and guidance followed</i>
Reviewed by	Deborah Makin
Date	September 2023
Approval level	Headteacher
Adopted	22/09/2023
Next review due	September 2024

Purpose

The purpose of the Moor Park Out of School Care Clubs (hereinafter referred to as the Clubs) is to provide a wide range of stimulating and creative activities in a safe, secure and caring environment. We aim to provide good quality childcare to support our parents and their families. We will constantly review and enhance the quality of provision made for the children.

General information

The Clubs have 40 places in both After School and Breakfast clubs which will be made available only to children on roll at Moor Park Primary School or Nursery. The age range will therefore be 3 – 11 years of age.

Breakfast club operates during term time Monday to Friday between the hours of 7.45am and 8.40am.

Afterschool club operates during term time Monday to Friday. Monday to Thursday this is between the hours of 3.15 pm and 5.30pm, on Friday the club runs between 3.15pm and 5pm.

Afterschool club will not operate on the last day of term.

All spaces are allocated on a first come first serve basis and subject to availability based on ratios. Sessions should be booked through Parent Pay and paid for at the time of booking. The parents/carers of all children are issued with a Parent Pay account when they start at Moor Park.

The Clubs will be accessed via the entrance located next to the school kitchens. Children can be collected at any time during the hours the club runs. Children wanting to access breakfast should arrive by 8.15am.

Children will be collected from their classrooms at the end of the day and escorted to the Club which is held in the KS1 hall/ dining room with access to outside areas.

Any information regarding clubs will generally be communicated via text to parents/carers.

Sessions

A range of activities are planned for each session for the children attending breakfast and after school clubs. These will include role-play, creative, reading, baking, learning & discovery, outdoor activities and movies.

Children and staff are expected to demonstrate Moor Park's core characteristics when attending clubs. The School's Behaviour Policy will be followed and parents may be asked to attend a meeting to discuss behaviour during the club should issues arise.

Only in extreme cases will a child be excluded from attending for a fixed term or permanently.

During breakfast club a snack will be provided to children in the form of cereal/ toast/ crumpets and juice or equivalent.

During after school club the snack will include wraps, sandwiches, fruit, vegetables, crisps or equivalent.

Register and collecting

Breakfast club – all children must be brought to the entrance area located next to the school kitchen and signed into the breakfast club provision by a parent/carer.

Afterschool club – school staff will collect children according to bookings made on ParentPay and escort them to the KS1 hall for the club. A register will be taken at the start of the session to ensure all children are accounted for.

Should a child not be present when expected the Missing Children procedure detailed in this policy will be followed.

Children should be collected at the afterschool club door (located next to the school kitchen) and should be signed out of the provision by a parent/carer.

Afterschool club staff will use the Hometime Arrangement Form to confirm adults are authorised to collect children. If there is someone different collecting your child you must let school know by contacting the office on 01253 353034 or the afterschool club on 07827 072942.

Uncollected children

If a child has not been collected at the time the club ends, parents/carers will be contacted in the first instance by telephone. Additional emergency contacts will be telephoned if contact cannot be made.

If these contacts are unavailable, staff will follow 'Left Child Protocols' by contacting Blackpool Council Social Services duty line on 01253 477299 and following advice provided. A member of SLT/DSL team will be notified.

Late collections

If a child is collected late school will charge a late fee of £25. All bookings will be cancelled and refunded until the payment is made

Missing Children

In the event that a child goes missing the following procedure will be followed;

- A member of SLT will be informed of the missing child
- The staff members will immediately check the building, grounds and surrounding areas
- If the child remains missing, the Police and parents will be notified together with the DSL.

Payments

Breakfast club sessions are charged at £4.50 per child

Afterschool club sessions are charged at £6.50 per child.

When a session is booked through Parent Pay, payment must be made within 2 hours otherwise the booking will be automatically cancelled.

If a parent is experiencing difficulty with paying fees, they should contact the school office as soon as possible.

Parents/carers who are receiving support to pay for childcare through employment voucher schemes or educational organisations are responsible for providing all relevant details to school to ensure these payments are claimed or received appropriately. The liability for payment remains with the parent.

As detailed within 'Uncollected children' late fees of £25 will be charged. This will need to be paid before any further bookings can be made.

Debts

Should there be an outstanding debt no further bookings can be made. Parents experiencing financial difficulties are encouraged to contact the school office.

Staffing

All After School club staff are DBS checked and must attend Child Protection/Safeguarding training and be clear about how to deal with safeguarding concerns. Staffing arrangements are considered to meet the needs of children who have special needs.

The club will be managed by a Level 3 or equivalent, or higher qualified member of staff. In the event of staff absence, club staff can seek advice and support or escalate issues to a member of SLT or a teacher.

Enquiries regarding bookings and payments: 01253 353034 (School Office)

Enquiries/Contact during the session: 07827 072942

First Aid

The school First Aid and Administration of Medicines Policies apply at all times.

First aid supplies are available at all times and a first aid kit will be taken outside when children participate in outdoor activities.

All accidents will be recorded in the clubs accident book and appropriate slip sent home with the child. The accident will be reported to the parent/carer when collecting their child.

Parents/carers of any child who become unwell during clubs will be contacted immediately.

Health & Safety

The school's Health & Safety Policy applies at all times.

The procedures to follow in the event of a fire or evacuation are detailed in the fire procedures folder for the Out of School clubs and staff must make themselves aware of these documents.

In the event of a fire, call points must be activated and evacuation procedures followed immediately. In the event of other emergencies where evacuation is not required, a member of SLT must be informed immediately.

Related whole school policies

The before and after school clubs are an extension of the school and therefore all school policies apply to the running of this provision including;

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- First Aid Policy
- Administration of medicines Policy
- Charging & Remissions Policy
- Behaviour Policy
- Equality & Diversity Policy