

# St Edward's School Club

# Policies



“Both of my daughters have been coming to Breakfast Club and After School Club during their time at OLSE. Being a working parent, the wrap around care has really helped out over the years. The staff are friendly and welcoming, both to the children and the parents. The various breakfast choices and snacks provided have always been enjoyed by both of my girls.” Year 5 Parent

“I enjoy going to School Club because I like playing games and talking with my friends outside. When the weather is not so good, we can do arts and crafts inside or complete homework. There are lots of things to do and the food is super, super, delicious. The staff are always kind and helpful too.”

Year 6 Pupil



“I like to play with the jigsaws at School Club but my favourite thing is the snack, it is always a yummy surprise. We get to play with our friends too and there are lots of toys to use and arts. We can play inside or outside.”

Year 2 Pupil

# St Edward's School Club



**St Edward's School Club  
opened on 29<sup>th</sup> February 2000.  
It is run by a management  
committee, made up of  
parents, staff and governors.  
In November 2007 it became  
a Registered Charity  
No. 1121617**

The Management Committee meet each term to determine matters of policy, finance and personnel. All parents who use the club are eligible to be nominated to the committee. You may wish to consider becoming a member of the committee, to contribute towards the development of the club. New members are recruited each year at the AGM in January.

## **Committee Members**

Nicky Kippax (Chair), Karen Woods (Treasurer), Jen Rutter (Secretary),  
Rachel Dixon, Inayah Abdullah, Richard Jennings, Committee vacancies.

**St. Edwards' School Club has two objectives:**

- (A) TO PROVIDE THE NECESSARY FACILITIES FOR THE DAILY CARE, RECREATION AND EDUCATION OF CHILDREN DURING OUT OF SCHOOL HOURS
- (B) TO ADVANCE THE EDUCATION AND RECREATIONAL FACILITIES.

**The Club is run by fully qualified staff and offers the chance for children:-**

- to develop social skills
- to enjoy art and craft activities
- to gain help with homework
- to develop sports skills, both indoor and outdoors
- to play board games
- to enjoy cooking (and eating the results!)

Basic breakfast items will be provided for those children attending **before** school session (**breakfast served up to 8.20 am only**). Pupils may also bring their own suitable food/drink for consumption before the start of class, if parents feel this is necessary. We offer a snack and drink to all children attending **after** school club.

## St Edward's School Club Policies

It is the policy of the Club to create and maintain a healthy and safe environment for all connected with the Club.

During the hours the Club is open the Supervisor is responsible for implementing the policies. The Supervisor will consult with the Management Committee with regards to all policies.

### Fees (from September 2021)

Before School	From 7.30am	£4.00
After School	Until 6.00pm	£6.00
<b><i>Pick-up time no later than 6.00 pm.</i></b>		

**A £20 penalty fee is payable for children picked up after 6.00 pm session. No new bookings will be permitted until any penalty fees incurred have been fully paid. Parents should arrange for an alternative person to pick up if they know they are going to be delayed after 6.00 pm.**

Fees must be paid via Arbor at the time of booking into the St Edwards School Club account. However, the system will recognise voucher payers and allow a booking to be made. If paying by voucher, transfer of voucher funds should be made as soon as possible. Cancellations can be made at any time by contacting the school office but refunds will only be given for cancelled sessions provided that we are informed by 10.30am the previous school working day (this includes weekends and school holidays). For example - if a Monday session needs to be cancelled then you will need to contact the school office by 10.30am on the Friday before. Sessions cancelled after this time will not be refunded. Once booked, sessions cannot be swapped - the session would have to be cancelled and a new booking made.

It is the responsibility of the parent/carer to ensure payments for booked sessions are up to date. No future bookings will be permitted until all outstanding fees for the current term have been received, including any penalty fees incurred.

A £10 administration fee is payable for requested backdated attendance/fees paid information in respect of your child's School Club booking. This fee is payable in advance of such information being provided and should be made by cash (no cheques please) via the School Office.

### Enrolment

In order to register with the Club, parents are required to complete a Child Information Sheet (attached). **There is a £10 enrolment fee per family.** Please ensure this form has been returned to the School Office, with payment in cash (no cheques please), before

you make an online booking. Parents only have to pay the enrolment fee once during the time they have children in school.

School Club places will be allocated on a 'first come, first served basis'. Bookings for the Club are made via Arbor. You will be required to book your child/children into the Club each half term and you will be notified in advance when the booking window becomes live. However, whilst bookings can be made at any time, should a place be required within a 48 hour period, an email should be sent to the School Office to let them know a booking has been made. If booking over the weekend for a Monday slot or over a school holiday, the Office should also be informed via email.

### **Behaviour and Sanctions**

Children are expected to be polite to the staff at the Club and to other adults. They should be kind and caring in their attitudes to each other and take good care of the toys and equipment. Children are expected to tidy the toys they have been using before they leave. Good behaviour will be rewarded with praise and encouragement, the opportunity to take responsibility, help and assist, as well as the chance to choose first, when it comes to selecting activities.

Where behaviour is a problem the following sanctions apply. These may be applied in any order dependent on circumstances.

- Verbal reminder
- Verbal apology
- Sit down together, work through the problem-solving steps which are consistent and common throughout the school.  
The problem is.....  
We could sort the problem out by .....  
We plan to .....  
We will check with ..... to see if our plan is working.
- Withdrawal from the group/activity, for time out - supervisor involved in supportive action. Parents informed
- Written apology, completed at home.
- Behaviour agreement, carefully monitored by staff and parents. Headteacher and Management Committee involvement.
- Suspension
- Exclusion

### **Equal Opportunities**

The Club aims to provide equal access in all activities to all children regardless of gender, ethnicity or disability. We aim to recognise and value the diversity within our Club and community.

### **Special Educational Needs**

Children with special needs have the right to be included and for their needs to be met. By working together with parents and other relevant parties, and by following the guidelines set out by the Office for Standards in Education regarding out of school care we can

organise the environment and plan activities to ensure all children can take part at a level appropriate to their needs.

At St Edward's School Club the special needs child is valued and acknowledged for their individuality and participates in all activities. Independence is positively encouraged. We believe it is beneficial to the child's routine and builds confidence to work closely wherever possible with parents or guardians. All staff have a secure knowledge and understanding of the individual child's needs and, where required, specialist equipment is used.

### **Complaints**

Any complaints should be taken to the Supervisor. If not satisfied the complaint will be taken to the Management Committee via the Headteacher. If there is further concern then complaints can be taken to Ofsted Childcare Dept, North West Regional Centre, Stockdale House, 1<sup>st</sup> & 4<sup>th</sup> Floors, Headingley Office Park, Victoria Road, Leeds, LS6 1WA, Telephone 0845 6014772. Ofsted's telephone number is also displayed in the School Club Room.

## **Health and Safety Policy**

### **Dropping off and Collecting children**

All parents are asked to leave children with a member of staff. Parents are requested to drop off/pick up their child from the School Club. Please come to the classroom door. If a child is being picked up from the Club by someone other than a parent, the Club asks that they are informed. If the Supervisor is concerned about the person collecting a child she/he may contact the parent to confirm the collection.

Children need to be signed out before leaving the premises by a member of staff.

### **Non Attendance**

School should be informed if your child will not be attending a booked session. Children absent from a session means school staff conducting a search as to their whereabouts and cancelled sessions could also be offered to those on the waiting list.

### **School Club Mobile Phone**

The mobile number for the School Club is 07542071332. This should only be used during School Club hours when the school's office is closed. School Office telephone number is 01772 862305 (Office open from 8.30 am to 4.30 pm). However, if this phone is not answered by a member of staff, please do not leave a message as this may not be picked up in time. Should this be the case, please use the Club's mobile number.

### **Supervision of Children**

All children must be supervised at all times. Registers must be kept up to date and the presence of a child be marked as he/she arrives and leaves. Children attending the Club after school will be picked up from the class by a member of staff from the Club. Care will be taken for the safety of children using any apparatus inside or outside.

### **Accident/Sickness**

Only minor accidents are to be treated. Only what is supplied in the First Aid boxes may be used. If the Supervisor is concerned about a child then the parent will be contacted immediately. In an emergency the child may need to be taken to hospital and the parent will be notified immediately. All accidents are recorded in the Accident Book and parents informed and asked to sign the book.

### **Failure of Parent to Collect Children**

In the event of a parent failing to collect a child the following procedure applies.

- 1) Telephone the home number of the child, if there is no reply telephone the emergency contact number for the child.
- 2) If no contact is made from step one, proceed to contact a senior member of staff within the school. The first contact being the Head Teacher, if Head Teacher unavailable contact Deputy Head Teacher.
- 3) If no contact made from step two, continue to try home number and emergency contact number.
- 4) If no contact made by 7.00pm phone the police and inform them.

### **Medication**

The Club does not administer any medication to children. However, if medication is required 4 times a day then a member of the child's class team will administer the medication at the end of the school day. Please advise the school office if this is required when completing the Parental Agreement for Our Lady and St Edward's School to Administer Medicine Form which is available from the school office.

### **Child Protection**

Because of the day to day contact with children, we are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of the Club's staff that a child may have been abused, the Club is required to report the concerns to the Headteacher or safeguarding lead of the school. If the safeguarding lead is unavailable, referral will be made to the Deputy safeguarding lead of the school. Staff may also make referrals to Children's Social Care if they feel that the child is at risk.

### **Fire**

St Edward's Out of School Club will carry out exercise fire drills once a term. There is a fire drill procedure displayed in the main club room.

### **Smoking and Drinking**

All rooms in the Club are non smoking. Alcohol must not be consumed whilst caring for children at the Club.

## St Edward's Out of School Club

### Child Information Sheet

*Please complete and return to the Club*

**Name:** .....

**D.O.B.:** .....

**Address:** .....

**Tel No:** .....

.....

.....

#### **Emergency Contact:**

**Emergency Contacts** (please state full name, address, postcode, telephone no., relationship to child and order of preference for contact)

1) .....

.....

2) .....

.....

3) .....

.....

#### **Medical, Dietary or Personal Care Needs:**

Has your child any medical conditions/allergies?

.....

Special Diets?

.....

Personal Care Needs?

.....

**Name of Doctor:** .....

**Address:** .....

**Telephone No:** .....

I consent to my child being given medical/Hospital treatment, in an emergency, as considered necessary by medical authorities.

#### **Outings/Walks:**

I/We have given our permission for my/our child to participate in any outings/walks organised by the Club.

I have read the policies of St Edward's School Club and agree to abide by these.

**There is a £10 enrolment fee per family - When returning this form via the School Office, please enclose £10 in cash to cover (no cheques please). Upon receipt of this Child Information Sheet, plus the enrolment fee, you will be able to make a booking online via Arbor.**

**Signature/s:** .....