



Out of School Club Handbook and Agreement

Club Leader: Miss Rebecca Watson

Deputy Club Leader: Mrs Jane Pestell

PARK VIEW OUT OF SCHOOL CLUB

MISSION STATEMENT

At our club we provide high quality childcare in a fun, happy, caring, safe, respectful, diverse and inclusive environment.

OUR CLUB AIMS TO:

- Provide high quality care for pupils aged Nursery to Year 6 enabling parent/carers to work or study beyond the statutory school hours.
- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the school.
- Undergo regular monitoring and evaluation of our services to ensure that the club continues to meet the needs of children and parents/carers.

OUR CLUB IS COMMITTED TO MEETING THE NEEDS OF PARENTS AND CARERS BY:

- Regularly listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and planned activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

OUR CLUB IS COMMITTED TO PROVIDING:

- Care and activities that put the needs and safety of children first.
- A programme of activities that is interesting, educational, stimulating and fun.
- Activities that promote each child's social, physical, moral, intellectual, creative and emotional development, including the development of Modern British Values.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and effectively supported.
- Services that meet the conditions of the Children's Act 2006 and all other relevant childcare legislation.
- An environment where no child is subjected to bullying or suffers discrimination in any form.

OPENING TIMES

Breakfast Club: 7.30am – 8:55am. After School Club 3.15pm – 6.00pm
Monday to Thursday and 3.15pm – 5.30pm on Fridays.

Please ensure when arriving to collect children from After School club that you arrive no later than 5.55pm to enable you to gather your child/s belongings and leave the premises by 6.00pm. Please note that this will be 5:25pm on Friday evenings. It is the responsibility of all parents/carers to collect their child/children promptly. If you are unable to pick up your child/children at this time please make alternative arrangements and inform the school immediately giving the name of the responsible adult you have arranged to collect your child/children. To cover staffing costs a late collection fee of £10.00 will be charged.

BOOKING A PLACE IN THE CLUB

Parents are able to book their child into the club from the comfort of their home, whilst at work or out and about by logging into their account on the Eduspot School Money System. Booking is easy and offers flexible booking options for parents whether booking for the whole school year, a short term place or the occasional adhoc/additional session. The system allows for cancellations to be made up to midnight prior to the booked session.

Next day bookings cannot be cancelled after midnight.

We appreciate that occasionally parents may have difficulty in gaining access to the Eduspot system, therefore, please be assured that if this is the case school will be more than happy to assist, however, the preferred method of booking is via the online booking system.

To ensure that we all experience maximum benefit from this service, we would ask all parents to notify us if you have recently changed your mobile number and/or email address.

Nursery and Reception children starting in September

Parents of Nursery and Reception Class children starting in September will have the opportunity to request a club place during the Welcome Meetings held in the Summer Term. School will initially book the place, (subject to availability), and notify the parent. Within a week of their child/children starting in the Nursery and Reception class parents will receive a welcome message with the login details for their child/children's Eduspot account allowing them to make all further bookings.

AVAILABILITY OF PLACES

The Out of School Club aims to be accessible to all children and families within our school community from Nursery to Year 6. All bookings are subject to availability as we have to take into account the adult/child ratios within club.

PAYMENT AND FEES – Eduspot School Money System

Fees

After School Club: £9.50 per session

Breakfast Club: £6.50 per session

Joint Breakfast Club and After School Club session: £14.50

Please note that Out of School Club Fees are reviewed each year. If there is to be a change to fees this will be implemented at the start of the financial – 1st April.

All bookings must be paid for in advance at the time of booking. Payment is made via the online Eduspot system which offers an efficient and streamlined service that is safe and secure. Please access your Eduspot account at <https://eduspot.co.uk/>

Voucher Payments

School accepts Childcare Vouchers as payment. Vouchers must be remitted in advance in order that your child's account is in credit at the time of booking.

Parents will need to provide the following information to Voucher companies:

Provider Name		Park View Primary School – Out of School Club
Main Contact		Lynne Brunsdon
Email address for remittances		osc@parkviewprimary.com
Registration Number		105307
Bank account		Account name: Bury MBC General Account Account number: 33020983
Sort code		20 16 24

When a voucher payment is submitted the funds are deposited into an account at Bury Council. The voucher company notifies the school via email that a remittance has been made and this then allows school to manually apply the funds to your child's account. Please note that this process may take up to between 7 – 10 days before you will see the credit on your child's account. Please note that this will be longer during school holidays and closure. Voucher payments **must** total the amount owed weekly or a multiple of that amount if paying in advance.

Paying with HMRC Grant

HMRC payments must be made in advance in order that your child's account is in credit at the time of booking. School must be notified via email to osc@parkviewprimary.com when a payment has been made including your child's name, reference number, amount and date of payment.

When a HMRC payment is made the funds are deposited into an account at Bury Council. When a parent notifies school of the payment the amount is manually applied to your child's account. Please note that this process may take up to 7 – 10 days or longer during school holidays and closure before you will see the credit on your child's account. HMRC payments must total the amount owed weekly or a multiple of that amount if paying in advance.

***PLEASE NOTE THAT HMRC PAYMENTS CAN ONLY BE APPLIED TO YOUR CHILD'S ACCOUNT IF A REFERENCE NUMBER IS PROVIDED.**

Late payments and Arrears

Fees must be paid in advance and a credit balance maintained at all times. As a school we cannot allow for arrears to accumulate as when this happens the debt has to be paid for out of the school budget. This means that money which should be spent on pupils' education is used to pay for debts incurred by individual parents/carers.

Please note that school policy operates a zero tolerance to arrears. If payment is not made at the time of booking and a debt is incurred, unfortunately, school may have no option but to withdraw the club place and cancel the option for online booking.

School accepts that on occasion arrears may arise for various reasons, e.g. parents or carers may forget to make payments or have difficulty accessing the schools online payment system. Park View School has a structured approach in cases of debts arising when parents or carers are late in paying or fail to pay fees as follows:

1. If a child's account is in arrears of one week a text message will be sent to parents or carers as a gentle reminder to make a payment as soon as possible. This reminder is automatically generated by the online payment system each Friday.
2. If payment has not been received by the following Monday a further reminder will be sent via text.
3. If after the second text reminder, payment is still not received an email will be sent to parents with a letter attached asking that they contact school to discuss the matter. This provides an opportunity for parents or carers to discuss the matter in more detail with a member of the office team who will be able to assist with any issues or difficulties that a parent or carer may be experiencing in making payments.
4. If payment is still not received by the Friday of that week or no contact has been made parents will be advised by letter that, unfortunately, school may have no option but to cancel their child's place in the club.
5. If a child's place is withdrawn due to arrears the debt will be passed onto the debt recovery team at Bury Metropolitan Council where legal proceedings may begin.

If necessary, parents or carers are able to set up a payment plan to bring the arrears up-to-date by contacting the School Business Manager. If payments agreed in the Payment Plan (sufficient enough to cover the ongoing weekly costs and pay off the debts for all services) are made on time, the Out of School Club provision will continue.

We appreciate that some parents may not have access to the Eduspot School Money System; however, payments can be made by cash or card at various local stores via Pay Point. Please speak to the school office for further information on how to access Pay Point.

STARTING AT THE CLUB

During your child's first week at the club please feel welcome to help settle your child in and become familiar with the daily routine. Staff will be on hand to help answer any questions or assist in settling your child in.

TRANSFER FROM CLASS TO CLUB AND CLUB TO CLASS

Once you have been given a starting date your child will be entered onto all our relevant records and registers. Class teacher's have a list of all the children who attend club. At the end of the school day if your child is in Nursery and Reception the class teacher will call out their name and ask them to sit on the carpet until the out of school club staff come to collect them.

If your child is in Years 1 - 6 the teacher will instruct OSC children to make their way to the school hall. They can check for themselves if they are unsure which day they come by looking at the list in their classroom.

Year 3 - 6 children who attend Breakfast Club will be escorted through the main gate at 8.50am. Year 1 - 2 children will line up with their class on the front playground at 8.55am, supervised by breakfast club staff and the teachers on duty. Reception children will be escorted to their class through school at 8.55am.

CONTACT

If you would like to contact school via telephone regarding Out of School Club, Miss Watson, the Club Leader will be available between 7:15am and 9:15am each morning and Mrs Brunsdon (School Business Manager - incorporating Out of School Club Finance) will be available between 4pm and 5pm each afternoon. The Club Leader will continue to be available to speak to face to face at the club both mornings and afternoons.

The telephone number for the Out of School Club Leader is: **07746554684**

For all financial matters contact Mrs Brunsdon on **0161 798 7632**

If you wish to speak to someone about an **urgent matter** regarding your child in Out of School Club, please telephone school during school business hours where you will be directed to either Mrs Udall or Mrs Brunsdon (Out of School Line Managers). Please note that The Club Leader will be unable to take telephone calls during the afternoon Out of School Club sessions, during the evening, at weekends and during school holidays.

FOOD AT THE CLUB

Staff hold up to date food hygiene qualifications to prepare and serve food. Any dietary requirements will be carefully monitored. Please make sure you inform club staff of any significant changes to your child's diet.

BREAKFAST CLUB

All children will be offered a light breakfast on arrival.

Toast, bagels, pancakes, crumpets with jam, marmalade, honey, and marmite. A large selection of cereals, yoghurts, fresh fruit, juice or water are also available. We can also cater for specific dietary needs for example, a vegan diet or gluten free diet.

Breakfast is served from 7.30am-8.30am. **Children must arrive before 8.30am if they require breakfast.**

AFTER SCHOOL CLUB

The children will be offered a light healthy snack on arrival to the club from school.

Wraps and sandwiches with a variety of fillings for example, ham, cheese, chicken, tuna. Rice cakes with hummus and cream cheese. We can provide vegan alternatives or options for specific dietary needs if required. We also serve a selection of sliced fruit and salad. Sugar free juice and water is provided.

Please note this is a light snack to keep children going until their evening meal at home.

COMPLAINTS

We hope that this will not be necessary, however if you have a complaint and feel you cannot speak personally to one of the play workers or the Leader, please contact Mrs Udall or Mrs Brunsdon - OSC Line Managers.

BEHAVIOUR MANAGEMENT

The club encourages positive behaviour and has a zero tolerance to **any** form of bullying. All children and adults will be made aware of the club rules and parents will be immediately informed of any such behaviour. Children follow the same behaviour expectations in club as they do in school.

ILLNESS

Parents will be asked to keep their children at home if they have any infection and inform the club as to the nature of the infection.

Parents are asked not to bring in their child for 24 hours if they have had sickness or diarrhoea. If they have had both they must stay off school for 48 hours. The time starts from the last symptom.

Any child who becomes ill whilst in the club will be made comfortable away from all the other children to avoid spreading infection and the parent will be immediately contacted.

MEDICATION

If your child needs any medication during club hours you will need to fill in a medical consent form with details of the time it should be taken and the dosage.

PLEASE NOTE: The OSC Leader will only give medication prescribed by a doctor that has to be administered more than twice a day.

The OSC Leader will not administer non-prescribed medicine such as calpol, paracetamol, or cough medicines etc.

If your child takes inhalers in school the club will need spares to keep in the medical cupboard for easy access. **You must also fill in a form and keep us updated with dosage and any changes.**

POLICIES / PROCEDURES

For the safe and effective running of the club we have a number of policies and procedures we adhere to. Policies are available upon request via the school office, or key policies are on the school website. Please see a member of staff if you have any questions regarding this.

CHILDREN'S RECORDS

Please ensure any change of address, telephone numbers or health issues are updated with the school office.

Under the 2018 GDPR Data Protection guidance, all information with regards to your child will be kept and stored for reference only. Any information given will be treated with the strictest confidence and complies with the requirements of GDPR.

COLLECTION OF CHILDREN

Children can only be collected by a named person on your child's registration form. If you send someone else then prior notice **must** be given. We will not release children if we have not had your permission. If your child is not attending the club for any reason you must let us know by phone, in person or in writing. **Messages via children will not be accepted.**

STAFFING LEVELS

The club is rigorous on the importance of maintaining adequate staff / child ratios, ensuring the children are cared for safely and given adequate attention and support in line with safeguarding procedures.

Our staffing ratio for in Nursery – Y2 is 1:8 and children Y3 – Y6 is 1:15.

SAFEGUARDING

Park View Out of School Club recognise the important responsibility for Safeguarding and Promoting the Welfare of children:

- Staff recruitment and selection follows the Safe Recruitment Procedures
- By raising awareness of safeguarding issues and equipping children with the skills needed to keep them safe
- By developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse
- By establishing a safe and nurturing environment free from discrimination or bullying, where children can learn and develop happily
- During Out of School Club sessions all exterior gates and parameters are secured and locked
- Access for parents regarding Out of School club is via the main school gate operated by a secure access system. On registering a child in the club parents will be provided by text or verbally with the code for the gate and required to sign a confidentiality agreement
- If the code changes for any reason parents will be informed

Security - access for parents

The safety and security of children attending our club is a very important matter and everyone concerned has a part to play.

Gaining access to the school building to drop off or collect your child is via the main school gate only. The gate is operated by a secure access pad that requires a four digit code. The code will currently be provided to parents verbally.

The code details are the responsibility of the parent under the following terms:

- The code is not to be shared with any other person/s. This includes children, family or other parents
- Parents must not ask children or other parents/carers to let them in
- The access code can only to be used whilst the club is operating
- If a parent becomes aware that any other person or child has access to the code this must be reported immediately to the school office or Club Leader.

Parents **must** sign a confidentiality agreement on receiving the code.

Nursery and Reception Club Entrance

Access for dropping off and picking up Reception and Nursery children is via the main school gate and then the double doors on the reception playground which has a bell to alert staff.

Safeguarding Responsibility

- OSC Leader: The Club Leader
- OSC Line Managers: Mrs Udall and Mrs Brunsdon
- Designated Person for Safeguarding Children/Child Protection: Mrs McClean and Mrs Udall – The Club Leader will reports any incidents to them.
- Designated Person for Allegations Made Against Staff: Mr Stephens and Mrs Udall
- Designated Person for SEN and Inclusion – Mrs McClean
- Fire Marshal – Site Manager
- Designated Person for overall responsibility for Behaviour: The Club Leader and Mrs Udall
- Designated Persons for overall responsibility for Risk Assessment/Site Management: The Club Leader, Mrs Brunsdon and Site Manager.
- First Aiders: The Club Leader, Ms Hamblett, Mrs Glossop

CLUB ACTIVITIES

Outdoor Play: Football, Ball Games, Skipping, Hoops, Tennis, Cricket, Hockey, Activity Trails, Den Making

Indoor Play: Cheerleading, Street Dance, Gymnastics

Dodgeball

Dens

Snooker, Table Tennis

Table Football, Hoops

Knex, Lego, Construction kits

Movies, Music CD'S

Karaoke

Sewing

Knitting

Books

Magazines

Ipads for Games and Research

Puzzles, Jigsaws and board games

Role Play

Dressing Up

Cake and Biscuit Decorating

Water trays

Colouring

Drawing

Painting

Cutting Out/ Gluing

Model Making and Crafts

Table Top Toys

Floor Toys, Cars

Homework Corner

Further Policies and Procedures

Our Handbook and Agreement has been created to provide you with the information you need to understand how Park View Out of School Club operates, and has touched upon a number of topics which are explained in greater depth by the school's formal policies and procedures. These policies and procedures are the foundation upon which our club operates. All policies are available to view on request. Please ask a member of Out of School Club staff if you wish to read any of our policies.