

# Wood End Primary School

## WoodE's Out of School Care Policy September 2019



### Introduction

WoodE's Club provides high quality out of school hours childcare offering a range of stimulating and creative activities in a safe environment.

The safety of pupils is our priority whilst they are in our care at school. Wood End Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff.

The club operates from 7.45am – 8.45am and from 3.15pm – 5.45pm during term time. Children are offered breakfast during the morning session and children are able to bring snacks to eat after school.

### Admissions

The club is open to any child who attends Wood End Primary School, or whose parent is an employee at the school. In addition, pupils attending Long Knowle Primary School are also 'signposted' to the after-school provision at WoodE's. Wood End is committed to the integration of pupils with additional needs. Additional support that may be necessary to accommodate pupils with additional needs will be considered on an individual basis. No child will be refused a place on the grounds of gender, religion, language, disability or culture.

There are 25 places at each club and these are allocated on a first come, first served basis. Should the number of children exceed the number of available places, the following criteria will be used to prioritise the allocation of places:

1. The request of the Headteacher of Wood End Primary School
2. The request of Social Care professionals
3. Following this, places will be allocated on a first come, first served basis

Prior to attending the club for the first time, parents/carers must complete and return a registration form (Appendix 1) and parent/carer contract (Appendix 2). In order to request a session in either club, parents/carers must complete a Booking Form and return the completed form with payment to either the school office or the WoodE's Manager.

Attendance at WoodE's is conditional on the following undertakings by the parent/carer:

1. Fees are promptly paid
2. Children are collected on time
3. Children's behaviour is acceptable for the safe and efficient running of the club. School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a place for a child who fails to meet these standards.

### **Booking and payment**

A Booking Form (Appendix 3) must be completed for all bookings and handed to the school office or the WoodE's Manager. Payment must be made via the online Sims Pay account or voucher payment, for children who attend Wood End Primary, and by cash, cheque or voucher payment for children who attend Long Knowle Primary.

Charges will be made in accordance with the attached pricing structure (Appendix 4).

**Please note that if your child does not attend a place that has been booked, and notification of cancellation has not been received by WoodE's staff or the school office, you will still be charged.**

### **Arrival and Departure**

Breakfast Club – Parents/Carers are required to bring their child to the main door of the school and press the doorbell situated on the left side of the double entrance doors. They will be escorted to the Community Room by a member of staff and signed in on the register. At 8.40am, children are escorted to the playground by a member of WoodE's staff.

After School Club collection – A member of WoodE's staff will collect all children who have a prior booking from their classroom and escort them to the Community Room where they will be signed in on the register.

After School Club departure – when a child is leaving at the end of or during a session, *they must be signed out by a parent/carer or named collector*, and the time recorded. Parents/carers or named collectors must press the doorbell situated at the left side of the double entrance doors. A member of WoodE's staff will come to the door and take the parent/carer or named collector to the Community Room to sign their child out. Parents/carers must notify Club staff if someone other than themselves is collecting their child.

Non Wood End pupils – Pupils attending WoodE's who are not pupils at Wood End will be transported to Wood End by a member of their school staff. The member of staff will press the WoodE's doorbell and ensure that the children are handed over to a member of club staff to ensure that they are signed in to the club. Any messages regarding the children will also be given to the WoodE's staff at this point. Children are collected by their parent/carer or named collector as above.

### **Payment of fees**

It is a requirement of the club that parents/carers pay their fees promptly. Fees will be charged in accordance with the approved Pricing Structure (Appendix 4).

Invoices will be produced at the end of each month and fees must be paid using our online Sims Pay system, childcare vouchers, or cash/cheque (for Long Knowle Primary children only).

If a child cannot attend a prior booking, parents/carers must telephone the school office to cancel the place, otherwise the fee for the session will still be payable.

If a parent/carer is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

### **Non-payment of fees**

Children will be refused admittance to WoodE's after the first case of non-payment of fees, until full payment is received.

### **Missing or Uncollected Children**

Missing children – In the event that a child goes missing, the following procedure will be followed:

- Senior school staff will be informed of the situation
- The Club Manager will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services and parents/carers will be contacted.

Uncollected children – If a child has not been collected by 5.45pm, parents will be contacted in the first instance by telephone. The additional contacts that parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police or Social Services may be informed.

**A charge will be levied for late collection. A charge of £6.25 per 15 minutes will be added to the day's charge.**

Any children not collected from the school gate at the end of normal school time will be taken to WoodE's at 3:30 pm. Parents will be charged £6 for the use of WoodE's regardless of how long they have attended.

### **Review and Monitoring**

This policy will be reviewed annually.

Approved by Governors - 10<sup>th</sup> July 2019

Signed: \_\_\_\_\_ *S Bonner* \_\_\_\_\_ (Chair of Finance Committee)

# APPENDIX 1

## WoodE's Registration Form



Working together today  
for a brighter tomorrow



Wood'E's

<b>Child's Name</b>		<b>D.O.B.</b>
<b>Parent /carer name</b>		
<b>Address</b>		
<b>Postcode</b>	<b>Tel. No.</b>	
<b>Emergency Contact 1</b>		<b>Emergency Contact 2</b>
<b>Name</b> <b>Relationship</b> <b>Tel. No. Home</b> <b>Mobile</b> <b>Work</b>		<b>Name</b> <b>Relationship</b> <b>Tel. No. Home</b> <b>Mobile</b> <b>Work</b>
<b>Medical Conditions</b>		
<b>Medical/dietary/cultural requirements</b>		
<b>Doctors Details</b>		
<b>Name</b> <b>Address</b> <b>Tel. No.</b>		
<b>Child's preferred name</b>		
<b>Their favourite colour</b> <b>food</b> <b>music</b>		
<b>Things they like to do</b>		
<b>CONSENTS</b> Emergency medical treatment: I give permission for my child to receive emergency medical treatment whilst attending WoodE's.  Use of photographic images: I DO / I DO NOT give permission for photographs of my child to be displayed outside of school (e.g. local press / school website etc)		
<b>Signature</b>		
<b>Print name</b>	<b>Date</b>	

Please inform us of any changes to these details.



## WOODE'S BREAKFAST AND AFTER SCHOOL CARE

### CONTRACT WITH PARENTS/CARERS

SEPTEMBER 2019

Wood End Primary School, and its Breakfast and After School Clubs (known as WoodE's), is registered with Ofsted and is committed to equal opportunities both in provision for the children and its staffing policy. It will be open on each day that Wood End Primary School is open to pupils for normal school, except on the last day of each term when After School Club will not be open. It will not open during school holidays even if other activities for children take place on site.

#### We aim:

- To provide a happy, safe, warm and stimulating environment for all children to play learn and develop freely
- To help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals
- To encourage children to have a positive attitude and respect for both themselves and other people
- To promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children

#### We expect parents:

- To pay fees due regularly in advance according to the current Schedule of Charges.
- To collect their child promptly and appreciate that they will need to pay the full cost of staff overtime involved in extended care should collection of their child be delayed.
- To keep WoodE's staff informed of all matters that may affect the welfare or care of their child by completing a registration form on entry to the club and keeping the club co-ordinator informed of **any changes to the information given.**
- To inform the club of the identity of the **adult(s)** who will be collecting the child if not themselves.
- To provide the club with the contact telephone numbers, mobile phone numbers whenever possible and contact addresses for parents during the hours of After School Care. **To notify club directly of any changes.**

#### We expect pupils:

- To cooperate with staff and follow their instructions.
  - To treat all members of the club with politeness and respect.
  - To follow the club behaviour policy.
  - To participate in the full breadth of activities on offer.
-

**WoodE's Parent/Carer Contract Agreement**

I, the parent/carers of \_\_\_\_\_ agree  
to the terms of admission to Wood End Out of School Care (Wood'E's)

Signed \_\_\_\_\_ (parent/person with parental responsibility)

Date \_\_\_\_\_

I, \_\_\_\_\_ (the pupil) agree to the expectations of the  
pupils terms.



**Wood End Primary School**  
**Breakfast and After School Club Booking Form**

Please tick the boxes to indicate sessions required

**APPENDIX 3**



Working together today  
for a brighter tomorrow

Child's name(s): \_\_\_\_\_

Class(es): \_\_\_\_\_

Week Commencing: \_\_\_\_\_

Day of the week	Breakfast Club	After School Club	Please tick if payment made in advance using online account
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I agree to pay for booked sessions in line with the Schedule of Charges attached. Payment will be made using my online account or by using childcare vouchers.

Signed \_\_\_\_\_ (Parent/Carer) Date \_\_\_\_\_

## APPENDIX 4

# Wood End Primary School



Working together today  
for a brighter tomorrow

## WoodE's Club Pricing Structure From 1<sup>st</sup> September 2019

	Breakfast Club	After School Club	Notes
Non – Pupil Premium Families	£3	£6	
Pupil Premium Families	£2	£3	Subsidised by Pupil Premium
Late collection from school		£6	
Non Wood End children	N/A	£7	
Late collection from WoodE's	N/A	£6.25 per 15 mins	