

Wood End Primary School

WoodE's Out of School Care Policy September 2024



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 – 8.30am and from 3.00pm – 5.45pm during term time. Children are offered breakfast during the morning session and children can 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.

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). Please ensure that you have provided contact information for 2 emergency contacts. Registration forms must also be completed at the beginning of each academic year. In order to request a session in either club, parents/carers must email or phone into school with their requirements.

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

1. Fees are paid at the time of booking via SchoolComms
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

- Reservations and payment must be made through SchoolComms by no later than the day prior to the booking
- Bookings not confirmed through SchoolComms will be declined
- Emergency same day reservations must be reserved by phone/mail before 1pm and booking confirmed and payment made through SchoolComms within 1 hour of the reservation.
- Failure to do so will result in the reservation being cancelled.

- For those paying by tax free childcare, payment must be received a month in advance.

Charges will be made in accordance with the attached pricing structure (Appendix 3).

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 8.30am, 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 with the child and parents/carers or named collectors will sign the 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 into 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 at the time of booking. Fees will be charged in accordance with the approved Pricing Structure (Appendix 3).

If a child cannot attend a prior booking, parents/carers must cancel the session by phone or email, otherwise the fee for the session will still be payable. Refunds for cancelled sessions may be refunded to the parent or be used as payment for future bookings.

If a parent/carer is experiencing difficulty with payment of their fees, they should contact Miss Sharma or Mrs Cresswell 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 £7.25 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 3:20 pm. Parents will be charged £7 for the use of WoodE's regardless of how long they have attended.

Changes / amendments

Any changes to these procedures will be communicated via the school website and/or relevant risk assessments.

Review and Monitoring

This policy will be reviewed annually.

Signed: *A. O'Rourke* **Chair of Finance Committee**

Date approved by Governors: 27th June 2024

Reviewed: July 2024

Date of next review: Summer Term 2025