



Carr Head Primary School
Carr Head Lane
Poulton Le Fylde
FY6 8JB



Out of School Care Policy

C.H.U.Ks

The before and after school club exists to provide high quality out-of-school hours childcare for our parents and carers. It provides a range of stimulating and creative activities in a safe environment within our school ethos. The club is run by staff employed by school and includes an Out of School Club Manager.

Hours

The breakfast club operates from 7.45am until 8.55am during term time.

The after-school club operates from the end of the school day until 6pm (from September 2024) during term time.

On the last day of a full term when school closes at 2pm, the after-school club will usually operate until 4.30pm.

All parents will be asked to complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Carr Head Primary School are eligible to attend.
- The registration process must be completed prior to the child's commencement at the club.
- All parents using the school clubs will receive a paper copy of this policy and this policy is available to view via our school website.
- The OOSC Manager is made aware of the details of a new child.
- Children's attendance is recorded in a register.
- All places are subject to availability.
- Places are offered on a first-come first-served basis. If all places are filled a waiting list will be established, with the following order of priority:
 1. Siblings of children already attending the club
 2. Those requiring the greatest number of sessions/hours per week



BOOKINGS AND PAYMENT

Parents must complete a registration form before their child/children can attend. These are available from the school office or the club manager.

All booking must be paid for via Parent Pay to ensure that a register is maintained. This also assists in the management of numbers attending and staff provision.

Repeat / Regular Bookings

Bookings and payments should be made on Parent Pay under 'Make Bookings'. In the drop-down menu please select 'Breakfast' or 'Afterschool'.

For organisational purposes, we ask that parents make repeat or regular bookings at least one week in advance.

Once booked, if a child does not attend for any reason, the parent/carer will still be charged for the booked sessions unless one week's notice has been received. After the deadline, we will have arranged staffing based on those numbers and therefore fees will apply if your child does not attend for whatever reason. The charge relates to the place being held and not the actual attendance.

Childcare Vouchers

If you pay by childcare vouchers you should book your place under 'Make Bookings'. In the drop-down menu please select 'Breakfast Club vouchers' or 'After school Club vouchers'. You will not be asked to make payment as the vouchers are transferred directly to the school bank account. These bookings will then be reconciled with the voucher payments that the school receives. Parents should make regular payments through their chosen voucher scheme.

This facility is only available to those families that have indicated they wish to pay this way. Bookings for breakfast and afterschool club can be made/cancelled or amended on Parent Pay up to a week in advance.

Temporary Booking

The club will accept temporary or occasional bookings provided there are places available. This still needs to be booked a week in advance

We recognise that **occasionally**, a space may be required at short notice. If you require a space at either breakfast or after-school club, you may telephone the school office to check availability and if we have capacity then we may be able to book students in. **We ask that parents avoid this way of booking wherever possible.**

Please do not just turn up at the clubs if you have not reserved a space. For breakfast club we will have no option but to refuse entry to the club. For after school club we will telephone you to collect your child who will be kept safely outside of the after-school club until they are collected. We reserve the right to charge an administration fee should this occur.

Fees are currently charged at **£6.75 per session** for After School Club and **£4.25 per session** for Breakfast Club. This includes breakfast before school and a snack during after school club. The Governing Body reserves the right to increase these charges as appropriate. There is no sibling discount.

ARRIVALS AND DEPARTURES

The safe arrival and departure of the children in our care is paramount. Therefore, we ask that parents/carers **do not** use the staff car park for dropping off and picking up purposes before school or after school. The car park is used as a pedestrian entrance and exit, so moving cars cause an unnecessary hazard.

Staff will ensure that an accurate record is kept of all children in the clubs using a register, and that children are signed in and out of each club. The registers are kept in an accessible location on the premises at all times.

For safeguarding purposes, you will be asked to provide a secret password that any adults unfamiliar to staff can use when picking up a child. Children will not be released to unfamiliar adults without this.

Breakfast Club opens at **07:45**. Entry is through the hall doors. There is a doorbell situated to the side of the door. A member of club staff will answer the doorbell and escort your child/children with their belongings to the club. At **08:45** children will collect their belongings and go to their classroom. Younger children, or those who are identified as having difficulties, will be escorted by staff.

After School Club runs until **18.00**. Class teachers will be issued with a copy of the register for Afterschool Club each afternoon and will be aware of which children are due to attend that day. KS2 children can make their own way to After School Club at the end of the school day. Oak and KS1 children will be collected by After School Club staff from their respective classroom and register them present.

Any children attending extra-curricular clubs after school, will report to the After-School Club staff **before** their activity to obtain a pass to be handed to the extra-curricular club leader, advising them that they must return to After-School Club once the activity has concluded. On their return to After-School Club they will be re-registered.

Parents collecting children should ring the doorbell on the side of the hall doors and a member of club staff will attend and escort the child / children to the adult picking them up.

Parents must sign their child/children out of the club before leaving with them. Parents must inform the club in advance if someone different is to collect the child and this person will be expected to give the agreed password provided by the parent. Staff will contact the main parent for confirmation if they have any concerns regarding departures.

UNCOLLECTED CHILDREN

Parents must notify the club if they will be late collecting their child. This should be done via the school office / answerphone. If the club is not informed, the school 'Uncollected Children Policy' will be followed and a fee may be charged for a late collection. Children **will not** be allowed to leave on their own.

All parents are requested to make sure their child/children are collected by **18.00 at the latest**. If you are unavoidably delayed please telephone the school office and leave a

message on the answerphone. The club closes at **18.00** to enable the staff to tidy up and finish on time. **There is no facility for an extension to this time.**

If a parent/carer is ever late to collect their child/children then a charge of £10.00 per child will be imposed. This must be paid before any further bookings can be made. This charge is to discourage people from arriving after **18.00** and should not be seen as a charge permitting late collection. If collection after **18.00** occurs regularly we reserve the right to withdraw access to the club.

Any queries regarding bookings, fees or payment should always be directed in the first instance to our School Business Manager, Mrs Greaves.

NON PAYMENT OF FEES

If fees are not paid, school will write to the parent/carer requesting payment. If the parents or carers are having difficulty making the payment on time, we recommend that they contact Mrs. Greaves as soon as possible.

Where there is no explanation for repeated late payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continued late payment will result in their child's place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the cancellation of the child's place may take place.

Behaviour

Whilst attending CHUKs, children are expected to follow the school ethos and rules. The school's behaviour policy applies at all times.

First Aid

The school first aid and administration of medication policy applies at all times.

Parents of any child who becomes unwell during CHUKs will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club Manager of their absence.

- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the OOSC accident book and a medical note home will be completed and the child asked to take the note home in their bag. The accident will be reported to the parent/carer when collecting their child.
- Parents/carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- Our OOSC Manager will be made aware of children who have Individual Health Care plans and what they contain.

SAFEGUARDING

The Breakfast and Afterschool Club follow the school's Safeguarding Policy, a copy of which is on the website. Playground gates / school outside doors will remain locked during the club session times and access to the school is through the hall entrance only.

A doorbell is in place and no unauthorised or unaccompanied adults are permitted in school when these clubs are in session.

In exceptional circumstances when a parent is going to be late to collect their child from school i.e. after 15:30 then that child will be placed in the After-School Club. The parent must sign their child off the school premises. We reserve the right to impose a charge for After School Club for those children continually collected after 15:30. The same applies to any child who arrives at school before 08:45.

The OOSC Manager will be a Deputy DSL.

STAFFING

- Our OOSC Manager and staff working in CHUKs will adhere to the school's Staff Code of Conduct and all school policies.
- Our aim is that the maximum number of children will not exceed a ratio of 1 adult to 15 children (1:15).
- Our OOSC staff are DBS checked and have received safeguarding training. Staff are familiar with the school's Child Protection and Safeguarding policy and related documents and are clear on how to deal with safeguarding concerns.
- In the event of the Manager being absent, a member of school staff will lead the club.

Enquiries regarding booking and payments:

01253 883558 (School Office)

lisa.greaves@carhead.lancs.sch.uk

Policy agreed by Governors May 2024