

West Vale Academy - Out of School Club

Introduction

The before and after school club exists to provide high quality out-of-school-hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, within our ethos of 'together in our school family we will care, share, discover and learn, growing into responsible and successful members of the community'.

Aims

- To provide a welcoming, relaxing, safe, secure environment for children before and at the end of the school day
- To provide an affordable childcare facility for families
- To provide children with a simple nutritious breakfast at the start of the day and/or a light snack at the end of the school day
- To provide a pleasant, stimulating and vibrant environment
- To provide a provision of activities, enabling children to engage socially and learn with children from different age groups
- To continue to build positive links relationships with families

Organisation

The club is run by West Vale Academy staff and led by Play Leader, Mrs Emmott and Deputy Play Leader, Miss Beavers.

The morning session operates from 7.30 a.m. to the start of the school day during term time.

The afternoon session operates from the time your child's school day ends to 6 p.m. during term time only.

Admissions

- The club operates in term time only and takes a maximum of 18 children per session, this will also incorporate a ratio to each key stage.
- Only children attending West Vale Primary School are eligible to attend.
- All places are subject to availability
- Parents must confirm in writing (by email) that they agree to the terms of this policy prior to commencing
- Non contracted pupils are welcome to use the club provided there are spaces. If there is space available, last minute / urgent requests for usage due to unforeseen circumstances can be provided as a one off (the school will provide pupil information to the OOSC). Children's attendance is recorded in a register, sessions MUST be paid for in advance of session being taken.
- A minimum of 2 weeks' notice in writing must be given to cancel your child's place otherwise full fees will still be payable.

Fees

- Fees are to be paid monthly in advance. Overdue fees may result in the loss of your child's place at the club. Fees must be paid via the school's payment system (Arbor) Childcare vouchers are also acceptable, please check with the school office how to register your vouchers.
- Families with more than one child attending are eligible for a reduction for their second and subsequent child. Please see website for price structure.
- Fees continue to be payable if a child is absent – this ensures your child's place is kept open. In cases of prolonged absence due to illness of more than two weeks, fees will be reduced to half your normal payment per week for the duration of the illness.
- The Governing Body reserves the right to increase these charges as appropriate.

Arrival and Departure

Before School Club

- Parents/Carers are required to bring their child to the visitor school gate between 7.30am and 8am. Staff will then accompany the children to the club and sign them in. Children will be escorted to their class at the start of the school day by club staff.

After School Club

- Children will be collected by a member of the club staff either directly from their classroom or from the playground collection area. Any child attending after school extracurricular clubs will be collected from the activity by club staff.
- The club staff will take a register of all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, the club staff will record who has collected your child and the time collected.
- Parents/carers must ensure that any person who may collect their child is listed on schools collection list and that it is kept fully up to date.
- Parents must inform club staff if their child is not going to attend the afternoon session by phoning or emailing the school office before 2.30pm.
- Parents must collect their child from the member of staff in the school playground. The OOSC contact number is 07542 849991 and this should only be used to notify staff that you have arrived so they can bring your child out. Staff will not permit children to leave the playground unaccompanied unless by prior agreement and under specific circumstances.

Early/Late Collection

- Children cannot enter school before 7.30am and must be collected by 6pm. A late collection fee will be charged if these times are not adhered to. Persistent lateness will result in your place being revoked.
- Non-collection of a child will result in the club contacting social services / MAST / Police. If you have an unavoidable delay please ensure you notify the Club.

Behaviour

- Whilst attending the Club children are expected to follow the schools ethos and rules. The school behaviour management policy applies at all times, including the rewards and sanctions.

Club Staff:

All Club staff have an enhanced DBS check and complete annual safeguarding training.

Mrs A Emmott, Playleader

L3 Paediatric First Aid; L2 Food Safety & Hygiene; PREVENT; GDPR

Miss A Beevers, Deputy Playleader

L3 Paediatric First Aid; L2 Food Safety & Hygiene, PREVENT; GDPR

Mrs J Bean, Playworker

L3 Paediatric First Aid; L1 Food Hygiene, PREVENT; GDPR

Medication/Food Allergies/Illness

- The school's first aid and administration of medication policy applies at all times.
- Parents of any child who becomes unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.
- If you child has any specific SEN, medical conditions or food allergies please ensure that school are aware of this and discuss any special requirements with club staff.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly manner via the nearest exit.
- They will congregate in the playground whilst the register is taken and all names checked.
- The club will hold ad-hoc fire practices.

Risk Assessment

A risk assessment has been completed for club sessions and activities.

Confidentiality of Documents

- Confidential documents are kept in the main school office.
- All information obtained and processed will be done in accordance with the Data Protection Policy.

Cancellation

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building e.g. no heating or water supplies.

In the event of closure:

This will be reported on the school website, Calderdale Council's website and on local radio.

Complaints

All complaints notified in writing by a parent regarding the Club will be investigated by a member of the school's senior management and a record kept of the outcomes.

Related whole school policies:

This before and after school club is an extension of the school, so all school policies apply to the running of this provision. Of particular note are:

Safeguarding and child protection policies

Health & Safety policy

First aid and administration of medicines

Online Safety policy

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. An up to date price schedule is available from the school office and is also available on the website.