

Etching Hill C E Primary Academy



'Out of Hours' Before/After School Club Handbook

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Etching Hill Out of Hours Mission Statement

Etching Hill Out of Hours strives to provide high quality childcare. We hope to do this within a relaxed but stimulating environment that promotes belonging, friendship and creativity.

We understand that the children in our care are unique individuals, who can expect to be respected and nurtured.

Our Aims and Objectives

Our club will always aim to comply with the Children's Act 1989, the Childcare Act 2006, The Early Years Foundation Stage Regulations (EYFS) 2012 and all other relevant legislation.

As well as these, Etching Hill Out of Hours aims to:

- Offer an inclusive service, accessible to all the children from Etching Hill Primary School.
- Ensure that each child feels happy, safe and secure – allowing him or her to play, learn and develop freely in a play-centred environment.
- Ensure that play and safety is our priority.
- Encourage the children to take responsibility for themselves, their things and their actions.
- Promote leadership and teamwork, to develop a sense of belonging and to promote positive self-esteem.
- Encourage the children to develop positive attitudes and respect for themselves, each other and the staff – in an environment free from bullying and discrimination.
- Provide activities that reflect the children's interests and diversity, and celebrate the diversity of their community.
- Work with families and outside agencies to enhance our provision.
- Provide a setting that is committed to safeguarding children.
- Communicate effectively with families and the school, to keep everyone updated about changes to the club's administration and respond to their views, thoughts and concerns.

What we offer

Etching Hill Out of Hours provides before and after school care for children attending Etching Hill Primary School.

After School Club is open from 3.15^{pm} (KS1) / 3.20^{pm} (KS2) to 6^{pm} Monday to Friday. Breakfast sessions start at 7.45^{am} until the start of school, Monday – Friday. All sessions run during term time, and serve the children of Etching Hill Primary School.

In the mornings, Pre-school, Nursery & KS1 (Years R, 1, 2) children are escorted to their classroom and KS2 (Years 3, 4, 5 and 6) walk to their classrooms by themselves.

At the end of the school day KS1 are collected and escorted from their classrooms to Out of Hours, and KS2 make their own way.

The club aims to provide a safe and secure environment for the children, with a relaxed and homely atmosphere. We aim to provide a wide range of activities, incorporating outside play, craft, board games, reading, imaginary play, construction, sport and themed/seasonal activities. During their time at the club, staff will offer children a light snack and drink and encourage them to participate in activities of their choice. At breakfast session, the children have a healthy breakfast.

Who we are

Etching Hill Out of Hours is delivered directly by Etching Hill Primary School. The Head teacher of the school is responsible for day-to-day management of Out of Hours and the Governing Body provides strategic management, and act as a "critical friend", supporting the work of the Head teacher.

All profits made from Out of Hours are invested into the club itself or into the school.

Our Team



KELLY
PLUMMER
Out of Hours
Supervisor



GAIL
HALKETT
Play worker



EMMA
STONE
Play Worker

Staffing

Etching Hill Out of Hours employs a Care club supervisor, 3 Play Workers and a Finance Administrator. Staff are experienced, qualified and are required to undergo continual training and development.

We ensure that adult to child ratios are fully compliant, where nursery pupils attend this changes to 1:8 and for two year olds 1:4. All regular staff are police checked through the Disclosure and Barring Service and approved by Ofsted.

If the Care Club Supervisor is absent, the Headteacher will ensure a suitably qualified and DBS-approved individual will assume responsibility. Failing that, parents will be contacted to make alternative arrangements for their children.

Contact Information

Out of Hours Phone: 07580 899561
School telephone number: 01889 221864

FINANCE ADMINISTRATOR – Rachel Kelly
Email: finance@etchinghillprimary.academy

OFSTED

Website: www.ofsted.gov.uk

Telephone: 0300123 4234

Address: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

School Reference Number: 124292

Premises

Etching Hill Out of Hours is based on the school site, and we have use of the school playground. We have a number of classrooms approved for use, dependent on requirements. We will advise parents if we have a change of regular location.

Times

Etching Hill Out of Hours is open Monday – Friday mornings and afternoon/evenings. After school sessions start at 3:15^{pm} for KS1 and 3:20^{pm} for KS2, when the school day finishes, and it closes at 6pm. Parents are required to collect their children promptly at the end of the day. Breakfast sessions begin from 7.45am and access is gained through the school main reception. Please use the Out of Hours doorbell and we will come and let you in. Please leave messages for the school with us, as the school reception does not open until 8.30am. Breakfast sitting finishes at 8:30am so children can have time to play before school.

Fees

Etching Hill Out of Hours is a non-profit making service and is entirely self-funding; we aim to keep our fees to a minimum, whilst still raising enough income to cover our running costs.

Each June/July we will produce a fees leaflet advising of any changes to the fees for the next academic year.

Sibling Discount

If more than one child per family attends a session, a 10% discount is provided for a second and any subsequent children within a sibling group. This does not apply to 2 year olds.

Payment

Payment for sessions is required in advance on Parentpay. We are a cashless school and payments of cash or cheque are not accepted.

If children attend Out of Hours sessions that have not been paid for we will contact you through Parentpay via email to advise your account is in arrears.

Please be advised that the school is not obliged to provide Childcare Provision where advanced payment is not forthcoming.

If your account remains in arrears, we will suspend use of the service until such debts are repaid.

Where sessions are pre-booked, we require 24 hours' notice of cancellation or a short session charge will be made. Where a child has been, absent from school for the day or sent home with sickness we will not charge.

Sessions are charged daily as taken on Parentpay and parents can view these:

1. Navigate to www.parentpay.com and log in.
2. Navigate to your Home screen.
3. From the menu, select Transaction history > Balance history.
4. Select the name of the child, the payment item, & the month you wish to view.
5. Select Search

Childcare vouchers

We accept Childcare vouchers as payment. The vouchers are processed through Future Generation Trust and paid onto the school. We are then able to process the payment as an adjustment on your Parentpay account. This process takes an average of 3 weeks depending on the Voucher Company.

Please speak to the school office for more information and the references you will need for this process.

For further details, please contact the Finance Administrator.

Admission Policy and Procedures

Out of Hours will accept children attending full time school. Places for Nursery and Pre-school children may be available upon request.

For all new users, an Online Registration Form must be completed. This can be found on our school website www.etchinghill-rainbow.com under >Parents >Out of Hours Before and After School club. If you require a paper copy, please contact the school reception (see contacts on page 6).

Children can be booked into the club for 1 to 10 sessions a week and attendance can be either “regular” or “occasional”. Etching Hill Out of Hours will operate a policy of admitting children in the following order of preference:

1. Regular user (e.g. attends every week)
2. Siblings of the above
3. Existing users changing days.
4. Occasional users in order of request.

The Breakfast and After school sessions are treated separately, so if you attend the Breakfast club and you require an after school place this does not give you regular user priority (and vice versa).

Forms for re-registration are sent out yearly in June/July firstly to existing attendees and siblings, then those on the waiting list and then new users. There will be a date for forms to be returned by and then spaces will be allocated according to the above.

Should you be unable to secure your child a place for the day you would like, if you request to do so, your child will be placed on the waiting list. The Finance Officer will contact you if a place becomes available.

Regular Users

Where regular days every week are required, a Recurring Weekly Booking Form needs to be completed specifying the days you wish your child to attend. Alternatively, a Half-termly Booking Form can be completed. The Booking forms can be found on the school website or paper copies can be obtained direct from Out of Hours club.

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Occasional Users

Children can attend on an “occasional” basis, but a registration form must be completed. Under this agreement, the parent / guardian can phone to request a “One-off” place for a child, up to 1 hour before the required session in the afternoon, or until 6pm the night before a morning session. Provision will be based on availability and is obviously not guaranteed. Payment should be made in advance on Parentpay.

Etching Hill Out of Hours cannot take responsibility for personal valuables and we ask parents / carers to ensure that valuables are not brought into Out of Hours.

Changes / Cancellations

Please remember that we need to know if your child (or children) will not be attending a booked session for any reason. Either you can inform the school or call / text the Out of Hours phone (see contacts on page 6).

Where 24 hours’ notice of cancellation is given for booked sessions we will not charge, if less than 24 hours’ notice is given, or a child fails to attend a booked session we will charge a short session for non-attendance.

Requests for changes to day should be made directly to the Out of Hours team, and will be accommodated where possible.

Collection and Attendance

KS1 children will be collected from their classroom at the end of the school day. Children will meet and register in the nominated area for Out of Hours that day. KS2 children can make their own way to Out of Hours at the end of the school day.

A nominated adult may only collect children at the end of the session and the signing out sheet must be completed. Please let us know if you are going to be late collecting your child, by phoning or texting the Out of Hours phone. If a child is not collected by 6.15^{pm} at the latest, we will phone the parent, the emergency contact(s) and, if necessary, the police to make appropriate arrangements.

After School Activities

If children are attending after school activities, they can be booked into Out of Hours but we must be advised of this arrangement.

There will be no charge whilst your child attends at an after school activity. Children will be escorted to Out of Hours after their activity and the charging structure will commence as if they had attended straight from end of school day, the first hour from the after school activity finishing being charged as a short session and any time beyond this as a long session.

Please also phone in advance if you change the arrangements for picking up your child / children. In such circumstances we will ask adults, who are not parents / named carers, to provide identification and to quote your pre-arranged password. You will be asked to provide us with a personal password when registering for security purposes.

Late Collection: We require all parents or carers to pick up their children by 6pm. This is necessary because we incur additional staff costs if the club is late closing. Please ensure you telephone the Out of Hours phone if for any reason you will be late to collect.

Typical Activities and Snacks

Out of Hours provides a range of activities, which have been pre-planned to suit the ages of the children attending. Day to day, the activities on offer will consist of a creative area – where children can participate in drawing, painting, junk modelling cut & stick etc. There will be outdoor recreation (weather permitting) and a quiet area for individual reading homework or relaxation. There are also opportunities for imaginary play, dressing up, construction, board games and puzzles. There will be a focused activity each day, but children are never forced into participating in an activity that they are not comfortable with.

Breakfast session

Breakfast consisting of healthy cereals, toasted items, fruit and milk/yoghurt is provided up to 8:30am. We sit together and encourage the children to eat but we are not able to make them.

After school session

A health light savoury snack of a sandwich or similar and fruit is available throughout the afternoon session. The children are involved in selecting and preparing their snack and washing their plates up afterwards. This is not intended to substitute a main meal.

Complaints procedure

We value your opinions: we welcome suggestions and constructive criticism to help us maintain high quality provision. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Care Club Supervisor, or any of the Play Leaders. Your concerns will be dealt with sensitively and confidentially.

If your concerns cannot be dealt with by talking to the staff, then you are able to follow the complaints procedure, as set out in the School Complaints policy.

At any time, you are able to raise serious concerns directly with Ofsted (the Office for Standards in Education), through their website (www.Ofsted.gov.uk) or by telephoning them on 0300 123 4666 – quoting the school unique number: 124292.

Policies

Etching Hill Out of Hours is delivered directly by Etching Hill Primary Academy and we therefore adopt the school policies to ensure we operate safely and legally, for the benefit of the children.