



Reedness Primary School

Out of School Club Policy



Out of 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. To provide care for children within the school community that meets the needs of parents/carers. To provide a happy, welcoming, safe and secure place where all children are valued. To provide a range of structured play activities to engage and stimulate the children.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy. A copy of this policy is provided to all parents of children attending Club and is also available on the school website.

Responsibility:

Out of School Club is managed by Anne Preston on a day to day basis. The overall responsibility of the club is with Matthew Herbert, headteacher of Reedness Primary School.

Time and Location:

The club operates from 7.45am – 8.45am and from 3.30pm - 5.00pm during term time only. The club is situated in the far classroom of Reedness Primary School and can be accessed by the external door into the school playground.

Activities:

The club aims to provide a range of stimulating activities for the children including a range of: Boardgames, Colouring, Crafts, Computers, Reading books, Movies, Gardening, Sports.

Off-site activities:

The only off-site activity that is permitted during Out of School Club will be walking club on a Friday morning. Children will not be taken off the school premises at any other time during Out of School Club

Admissions:

Only children attending Reedness Primary School are eligible to attend Club and all places are subject to availability. The registration process must be completed before your child comes to their first session. Space is limited to 30 pupils; therefore, prior booking is required.

- Places will be allocated on a first come, first served basis via the club's own email address basc@reednessprimaryschool.org No bookings will be allowed through any other means.

- Parents/carers need to book by 5pm the day before.
- Late bookings will be accepted at the discretion of the headteacher.

Cost/Payment:

Breakfast cost £2 per child per club and the children will be offered crumpets, toast, cereal, cereal bars, yogurts, fruit as well as milk, water and fruit juice to drink.

School charges £1 extra for early drop off before 8am.

After school club will have a flat charge of £5. During this club the children will be offered a small snack such as pancakes, crumpets or carrot and cucumber sticks etc.

Discounts will be given for parents signing up to a club for a half term. (This discount is at the discretion of the school) Siblings receive a 50% discount on all clubs.

It is a requirement of the club that parents pay their fees promptly once fees have been added to their ParentPay account.

The parent/carer signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

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.

Failure to pay outstanding fees within 1 month will result in the withdrawal of a place for your child at the club. Please ensure that payment is kept up to date.

Email reminders will be sent one week after payment has been added to your account.

Cancelled booking:

In the event of a booking being cancelled the parent/carer should inform the BASC email as soon as possible.

Parents/carers reserve the right to cancel bookings up to 2 days before a booking without any charge.

If parents cancel their booking within 2 days of a booking then they will still be charged for the session.

Cancellation of club:

Reedness Primary School reserves the right to cancel club at 5pm the day before a club if only one child is booked into club.

Arrival and Departure:

Breakfast School Club

- Parents/Carers are required to bring their child directly to club and sign them in. You should enter the club via the playground and then the external door directly to your right marked, 'Out of School Club'.

- Children will be escorted to class 8.45am by the OOSC staff.
- The gate to the playground will be shut and locked at 8.15 to ensure the safety and safeguarding of all children.

After School Club

- Children who are going to after school club will be collected from the classroom by OOSC staff and signed in to club before any of the children leave school for the end of the day.
- 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, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Club staff if their child is going to be absent from Club.

Nominated List:

Only adults on a child's nominated list shall be allowed to pick up a child. If someone is not on the nominated list and parents/carers want them to pick up their child then parents/carers need to ring school and provide the password they have given on their form.

Behaviour:

Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Participate in a variety of activities and specific activities in clubs such as sport, music, baking, etc.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

Any child who refuses to take part in a specific club activity will be given time to think again about their choice. If at the second opportunity they again refuse then they will be sent home and banned from coming to that specific club for one week.

First Aid:

All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.

Accident records will give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.

All incidents will be dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

Missing children:

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Staff 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 will be contacted.

Uncollected children:

If a child has not been collected by 5.10pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after 30 minutes, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 5.15pm of £10. This charge will be added your account.

If late collection continues on 3 or more occasions then the BASC reserves the right to exclude children from attending club.

Safeguarding:

The protection and safeguarding of children is our number one priority. At least one member of staff must hold a current First Aid certificate. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible. The registered person takes steps to promote safety and ensures precautions are taken to prevent accidents and procedures are in place for recording incidents in their eventuality. Actions are taken to minimise risks, and the premises are kept clean.

Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the member of staff responsible for this who at the time of writing is Matthew Herbert, Head teacher.

Children are secure and safe on the premises and children are not able to leave them unsupervised. Children are supervised at all times, the definition of supervision being within sight or hearing of a member of staff. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

Equal Opportunities:

Children's attitudes to others are established during their formative years. At Reedness Primary School we value the cultural diversity of our children, parents and students. The governing body and staff actively promote true equality of opportunity and anti-discriminatory practice for all children. Every one of us should feel respected and valued, and special care should be taken to make sure that the more vulnerable members of our school community have their needs addressed. Resources, activities and at ground level the language and behaviour of staff positively reflect racial, cultural, gender, socio-economic and religious diversity and disability.

Review and Monitoring:

This policy will be reviewed by the Governing Body and Headteacher

Date: September, 2025

Date to be reviewed: September, 2026

Approved by: Governing Body

Signed: M.Herbert