

# Heathcoat Primary School

## Out of School Club

**Aspiring to achieve our best:  
moving forward together!**



## **ABOUT THE CLUB**

Heathcoat Out of School Club is registered, as part of Heathcoat Primary School, with Ofsted (Registration Number 113343), and is based on the school premises. The club is open from 7.45am until 9.15am and 3.15pm until 6.00pm weekdays, during term time. For safeguarding reasons, children are not allowed into the premises any earlier.

Heathcoat Out of School Club is based in the nursery building. We have full use of the school's facilities including the school hall, playground and playing field.

### **Aims**

At Heathcoat Out of School Club we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

### **What we offer**

There will always be a selection of activities and resources available, including craft, board games, construction, role play/imaginative play, physical play, computers and reading. In addition, other resources are available for the children to select from our equipment library.

### **What we provide**

Breakfast consists of a choice of cereals and toast and occasionally other breakfast foods. The food we provide at the After School Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. We promote independence, by encouraging the children to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

### **Staffing**

Our Club is staffed by Carmen Butler and Kylie Ford (Breakfast Club) and Anna-Marie Southcott, Vicky Bartin and Elaine Dawe (After School Club). In addition, when the need arises, we have a team of Heathcoat Primary School Teaching Assistants that will cover staff absence.

We aim to provide a smooth transition between school and club. All of our staff currently work within Heathcoat Primary School (or have in the past) and have experience of working with children and undertake professional development training. All staff members are DBS checked.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting, please contact the school (contact details are at the back of this Handbook).

### **Policies and procedures**

The Club follows the policies and procedures of Heathcoat Primary School, and where necessary has policies specific to the club. Key points of the main policies are included in this handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times. Policies can also be accessed on the school website.

## TERMS AND CONDITIONS

### Admission

Our Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the school office and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. We can only accept children who are currently pupils at Heathcoat Primary School.

We require a completed booking form for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

### Payment of fees

The current fees are:

- Each pre-booked Breakfast Club session will cost £4 (as of April 2020) for the 1 hour of childcare provided. If parents need a shorter session without breakfast, children can be brought in from 8.20am onwards and the cost will be £2.
- Each pre-booked After School Club session will cost £7.50 (as of April 2020) for the full 2¾ hours of childcare provided, whether or not the whole session is attended. For any siblings who attend the same session on the same day, the cost for them will be £7. If parents require a shorter session, then children can be collected by 4.30pm costing £5 for each child attending.

Fees are payable **in advance** by cash, cheque, online at scopay or with childcare vouchers. Cheques should be made payable to Devon County Council. The price per session per child applies to all school aged children. This is payable for all booked sessions including when your child is sick, or on holiday. We do not charge for bank holidays and professional training days. **Please ensure that fees are paid promptly at the beginning of each month or week.** Non-payment for more than two weeks may result in your place being cancelled. If you are having difficulty paying fees, please speak in confidence to the Play Leader.

We understand that sometimes late pick up can be unavoidable and therefore as a gesture of goodwill we allow two late collections within each academic year that will not be chargeable. Each subsequent late pick up after your second late collection will incur an additional £5.00 per child fee for every extra 15 minutes of care that needs to be provided. This charge will be added to your next invoice.

*For example, if you have been late collecting your child for five times, on your next invoice you will be charged £15.00 (2 late collections incurring no charge, 3 late collections within 15 minutes of the club closing at £5.00 each).*

*If you have been 25 minutes late in collecting your child the cost would be £30.00 (2 late collections incurring no charge, 3 late collections within of more than 15 minutes but less than 30minutes of the club closing at £10.00 each).*

This fee is to cover the costs of two staff remaining to care for your child(ren). Lateness is recorded on the register. If lateness persists, the Heathcoat Out of School Club reserves the right to cancel your sessions.

### Changes to days and cancelling your place

When booking forms are received at the end of each term spaces are allocated to children on the information we receive and all the administration and staffing levels are determined accordingly.

**You must give us two weeks written notice of termination or of changes in attendance.** If you need to change the days that your child attends, please contact the school office. We try to accommodate such changes wherever possible. If this notice period is not adhered to and your child(ren) do not attend you will still be charged for these sessions

### **Temporary changes**

Please remember that we need to know if your child will not be attending the Club for any reason. **Even if you have informed your child's class teacher, you still need to notify the school office.** If your child doesn't attend a booked session we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the school office know by THURSDAY at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

### **Ad hoc sessions**

We aim to accommodate any adhoc sessions requested by parents but due to the popularity of the Out of School Club this is not always possible. Please note that any sessions not included on your original booking form for the term will be classed as an adhoc session and will be charged at £4 for a breakfast club session and £7.50 for an after school club session.

**Please note: Due to the needs of our finance system, payment for any adhoc sessions need to be made at the time of booking or when dropping off or collecting your child(ren) from the session.**

### **Settling in**

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in. During your child's first session a member of staff will take the time to explain to them how the club works, run through the Club's rules and routines (including meal times, collection) and introduce your child to the staff and other children.

### **Arrivals and departures**

We take the welfare and safety of every child at Heathcoat Primary School seriously and for that reason we ask that as parent/carer the following is adhered to: -

- Every child must be delivered to the Breakfast session in the nursery building by an adult and signed in. We are aware that some of the older children will want to make their own way to school, if this is the case we ask that you provide us with a signed note to this effect and the approx. time we can expect them so that if a child that is expected does not arrive we can instigate the Missing Child procedures.

- At the end of the Breakfast session, children in Reception classes and Year 1 and 2 are taken by our Out of School Club staff to their class. Children in Years 3 and above are expected to make their own way to their classroom.
- At the end of the school day, all children will be collected by our Out of School Club staff and taken to the After School session.
- When you register your child with the After School Club, you will be required to complete an 'authorised adult' form as part of our **Collection Policy**. This will state which adults you authorise to collect your child from After School Club. You will also need to provide a password which your authorised adults will need to use on collection if the staff are unfamiliar with that person.
- In the event of a person failing to give the password when collecting a child, the child will remain in the After School Club until the child's parent or emergency contact can be contacted. We will not release your child into the care of an unauthorised adult.
- The parent or authorised adult must sign your child out when they collect them from After School Club.
- Children who are in Year 5 or 6 may leave the Club independently **up until 4.30pm** if their parent has provided written permission detailing the time that they may leave. The **responsibility of the child is then the parents** from the time stated in the letter. If written permission is not provided, the child will not be allowed to leave and must be collected by an authorised adult. All children **MUST** be collected by an authorised adult after **4.30pm**.
- The After School Club finishes at 6.00pm, if you are delayed for any reason please telephone the Club to let us know as soon as possible.
- If your child remains uncollected after 6.15pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Non Collection of Children Policy** and contact the Social Care team.

### **Child protection**

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details, please see the School's **Child Protection Policy**.

### **Equal opportunities**

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

## **Special needs**

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

For more details on equal opportunities and special needs, see the School's **Special Needs Policy**.

## **GENERAL INFORMATION**

### **Behaviour (children)**

Children and staff follow the Heathcoat Primary School Behaviour Policy whilst at the Club. The behaviour and learning expectations are displayed at the Club for everyone to see.

- The School has a clear **Behaviour Policy**, a copy of which is available to all parents and carers.
- The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.
- We encourage appropriate behaviour through: praise for good behaviour; emphasis on cooperative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club. In these instances, it will be the Head of School's decision as to whether to exclude a child from the Out of School Club.

### **Behaviour (adults)**

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

### **Illness**

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected. Please inform the Play Leader of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him or her to the Club for 48 hours after the illness has ceased. For other illnesses we will follow the school's exclusion periods. For further information, please contact the School Office.

### **Accidents and first aid**

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

### **Medication**

Please let the Play Leader know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance. This follows the School's procedures in administering prescribed medication.

### **Feedback and Communication**

If you have any queries, comments or need to discuss any matters concerning your child, please ask to speak to the Play Leader, or Deputy Play Leader. We welcome feedback on our Club and will respond to any communication received.

Should anyone be unhappy with any aspect of the Heathcoat Out of School Club, it is important that the Club learns about this. In these instances, we will follow the Schools' Complaints Procedures.

A full copy of the School's **Complaints Policy** is available on the school website.

School Policies can be found on the school's web page at [www.heathcoat.devon.sch.uk](http://www.heathcoat.devon.sch.uk)

**CONTACT INFORMATION**

Heathcoat Primary School Out of School Club  
Heathcoat Primary School  
Broad Lane  
Tiverton  
Devon  
EX16 5HE  
01884 252445

**Club mobile number:** 07951751089 (During club opening times only 3.15-6pm)  
Please leave a voice message if there is no reply. We welcome text messages and aim to always respond.

**Club Email:** [alisonwilliams@heathcoat.devon.sch.uk](mailto:alisonwilliams@heathcoat.devon.sch.uk)

**Ofsted Registration No:** 113343

**Club Staff**

Breakfast Club: Carmen Butler and Kylie Ford  
After School Club: Anna-Marie Southcott, Vicky Bartin and Elaine Dawe

**Safeguarding**

Designated Safeguarding Officer: Miss Higginson.  
Deputy Designated Safeguarding Officers: Claire Shanahan and Mike Payne.

**Ofsted**

Piccadilly Gate  
Store Street  
Manchester M1 2WD  
Tel: 0300 123 1231

**PLEASE DETACH AND COMPLETE THE BELOW AGREEMENT**



## RETURN TO THE SCHOOL OFFICE

### Heathcoat Primary School Out of School Club Home School Agreement.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children.

#### The Out of School Club will:

- Encourage children to take care of themselves, their environment and other people.
- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Play Leaders signature: \_\_\_\_\_

#### The Family will:

- Ensure that all sessions are paid for, in advance, at the beginning of each month or week. *Please note, you will be charged for all booked sessions irrespective of whether your child attends them.*
- Let the Out of School Club know if your child/children will not be attending a booked session for any reason, even if you have informed the teacher of your child's absence you still need to inform the school office.
- Keep us informed if you are going to be late collecting your child/children. *Should you be late when collecting your children/children more than twice per academic year, you will be charged an additional late pick up fee of £5 per child for every 15 minutes of extra care that is provided for your child.*
- Complete the 'authorised adult' form for collecting your child and ensure all adults named on the form use your given password.
- Encourage your child/children to be polite and respectful to staff and other children at all times.
- Support the Out of school Clubs policies and guidelines for behaviour and collection.

Signature of Parent/Guardian: \_\_\_\_\_

**What we expect of the child:**

- I will listen to others.
- I will be friendly and caring to others.
- I will be helpful.
- I will take good care of equipment, the building and the belongings of others.
- I will be polite and respectful at all times.
- I will help tidy away the equipment after use.
- I will follow the Heathcoat Primary School learning behaviours and expectations.

Key Stage 2 children

Child's signature: \_\_\_\_\_

EYFS and Key Stage 1 children

Parent/Guardian signature on behalf of the child: \_\_\_\_\_

Date: \_\_\_\_\_