



# SHANKLEA PRIMARY SCHOOL



## Out Of School Club: Parent Information Booklet



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Telephone: (01670) 715205

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## STAFFING

Mrs Brown, our Headteacher has overall responsibility for the OOSC. Miss Brown, our School Business Manager has responsibility for the management of the OOSC. Mrs Notley (Supervisor), Mrs Middleton, Mrs Butler, Mrs Graham, and Mrs Turnbull are the OOSC play workers who will take care of your child.

## CHILDCARE SUPPORT

**Childcare Vouchers:** If your employer offers a Childcare Voucher Scheme you may be able to use these towards your booking. These schemes are exempt from tax and National Insurance.

If your employer would like to set up a scheme, ask them to call 01954 284203 for further information and advice or log on to

[www.hmrc.gov.uk/helpsheets/e18.pdf](http://www.hmrc.gov.uk/helpsheets/e18.pdf)

**Childcare Tax Credits:** You may be entitled to childcare tax credits, which could assist with up to 70% of the cost of any bookings. To find out if you qualify, call the Tax Credit Office on 0845 300 3900, or visit [www.taxcredits.hmrc.gov.uk](http://www.taxcredits.hmrc.gov.uk)

The Childcare Information Service provide support for families and advice on paying for childcare. You can contact them on

**0845 0454014.**

## INTRODUCTION

Shanklea Out Of School Club (OOSC) opened its doors for the first time in September 2003 to meet the childcare needs of Shanklea parents. Operating from within the grounds of Shanklea Primary School, the Out of School Club is run by dedicated, qualified staff.

The club is open to all Shanklea Primary School pupils from Nursery to Year 6.

The Governing Body of Shanklea Primary School have overall responsibility for the Out Of School Club under their Community Powers. It is therefore an L.E.A. controlled facility and is run as an integral part of school, like Pre-School.

## AIMS

- ◇ To provide an outstanding child care service for parents of children in our school.
- ◇ To provide a safe and stimulating, caring and secure atmosphere where your child can continue to develop their mental, physical and social skills through the variety of activities on offer.
- ◇ To provide children with high quality play and learning activities suitable for all ages and abilities.

## OPENING TIMES

The Out Of School Club will run during term time only.

The club will not run on bank holidays or teacher training days.

Children **must** be collected on time as our caretaker secures the whole site after we close each evening.

Session	Start	Finish
1	8.00am	8.45am
2	3.15pm	4.00pm
3	4.00pm	4.45pm
4	4.45pm	5.30pm

## BOOKINGS

Booking forms are available from the school office. Forms must be completed a month in advance and payment made at the time of booking.

Ad-hoc bookings may be taken at the discretion of the School Business Manager. Booking forms must then be completed and paid for as soon as possible. Failure to do so will result in your child being unable to attend any further sessions.

## CHARGES AND PAYMENTS

If you have more than one child attending a session, reduced rates apply. The table below lists the charges per session for each child. Fees are payable in advance and we accept cash or cheques, payable to "Shanklea Primary School".

Payments can also be made using our online payment system "School Gateway"

If you arrive late to collect your child from the session they are booked in for, a five minute grace period will be granted but any additional time after that will be charged at 50p per five minutes late.

Refunds will be given if your child is absent from school due to illness.

In the event of a school closure, for example due to adverse weather conditions or heating failure, a full refund will be given for those days which the Out Of School Club is unavailable.

## ARRIVALS AND DEPARTURES

Out of School club staff will meet the children booked into the club in the ICT room at 3.15pm. A register will be taken.

Children who attend an after school activity prior to an OOSC session, will be escorted to the Out Of School Club by the teacher hosting the after school activity.

We expect that your child will normally be collected by the people you have named on your child's record sheet. If you need a different person to collect your child on a particular day you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

Children must be signed in when dropped off in the morning and signed out when collected at night.



## COSTS

Session	Time	1st child	2nd child	3rd child	4th child
1	8.00-8.45 am	£1.25	£1.25	£1.25	£1.25
2	3.15-4.00pm	£3.50	£2.75	£2.00	£1.50
3	4.00-4.45pm	£3.50	£2.75	£2.00	£1.50
4	4.45-5.30pm	£3.50	£2.75	£2.00	£1.50

## GENERAL INFORMATION

### SECURITY

The Out of School Club is situated in the main school building. The entrance door is locked at all times and is fitted with a door bell to gain access.

### SNACKS

The Out of School Club provides a healthy snack of either fruit or vegetables each afternoon. Children may bring to school a snack for before and after school. However whilst these are stored in a cool cupboard they are not refrigerated. It is therefore important that only non-perishable items are brought in.

Children have access to fresh drinking water.



## BEHAVIOUR EXPECTATIONS

The Out Of School Club staff follow the School's Behaviour Policy.

The Club promotes an atmosphere of care, consideration and respect for everyone.

We encourage appropriate behaviour through praise for good behaviour; emphasising co-operative play; sharing; talking to children with the courtesy that we expect from them; and engaging children in activities.

If we feel your child's behaviour is unacceptable, we will follow the school's behaviour policy and make contact with you to keep you informed and updated.

### ILLNESS

If your child becomes unwell whilst at the Out Of School Club we will contact you and ask you to make arrangements for them to be collected.

As in main school, 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.

### 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 or earlier if this is warranted.