

Oakdene Primary School
Out of School Club

Terms and conditions - with effect from October 5th 2020

1. OPENING HOURS

- 1.1 The Breakfast Club will operate from 7.55 a.m. each week day school morning during term time (a drink and snack will be available).
- 1.2 The After School Club will operate between the hours of 3.00 p.m. and 5.30p.m. each week day school afternoon during term time. (Snacks are served on arrival and again after 5pm.)
- 1.3 Access to the club is via the Out of School Club (OoSC) pedestrian gate to the right of the office pedestrian gate.
- 1.4 Children are escorted to their class teachers at the start of the school day and from their class teachers at the end of the school day.
- 1.5 The club is OFSTED registered and inspected and is run under the appropriate regulations for children on the register at Oakdene Primary School. Activities take place in a designated area of the school, utilising school facilities and the school grounds.

2. BOOKING SESSIONS

- 2.1 Parents book individual sessions online via the school's online payment system (currently provided by SchoolMoney) when they will have the opportunity to pay immediately or simply reserve the place.
- 2.2 In the event that an online booking is not possible, booking requests can be emailed to oakdene@sthelens.org.uk and they will be considered in the order they arrive in the mailbox. Confirmation or decline of the booking will be emailed as a reply.
- 2.3 Spaces are limited and are available on a "first come, first served" basis. Once full, a club will no longer be available to book online. Bookings will close at 2pm on the Friday of the school week prior, if not already full.
- 2.4 Parents needing to change their bookings or make emergency requests within the week of the session should:
 - (a) Contact the school office as soon as possible to make their request.
 - (b) Pay the late booking fee (see 7.3), as well as the session fee, immediately.
- 2.5 **Any emergency requests or requests to vary sessions will be considered by the staff and places offered if possible, taking into account staff levels, number of pre-booked children and the OFSTED restrictions around staff ratios.**

3. COLLECTION/DELIVERY OF CHILDREN

- 3.1 Any child(ren) who is booked to attend Breakfast Club must be brought promptly to the OoSC gate for 7.55am where they will be signed in by a member of staff.
- 3.2 Any child(ren) booked into sessions at After School Club will not be taken to the playground for collection at the end of the school day, unless prior notice is given.
- 3.3 Children can be collected from After School Club at either 4.30pm, 5.00pm or 5.30pm. This collection time is selected by the parent at the point of signing these T&Cs. Any variation to

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these planned collection times must be communicated to the school office before 3pm on the day in question.

- 3.4 At the child(ren)'s nominated collection time, they will be escorted to the OoSC gate by a member of staff. The staff member will record the departure of each child as they are released to the appropriate adult (person over the age of 16).
- 3.5 Parents should indicate on the "Data Form" any adults - over 16 years of age - who are authorised to collect their child(ren).
- 3.6 Parents must either collect or arrange for the child(ren) to be collected at the nominated collection time. No child is allowed to leave the club alone. Any change in person collecting the child(ren) from those declared on the "Data Form" must be notified to staff in writing, or by phone/email to the school office during school hours, or the club mobile after school hours, on the day of collection before the child will be released to that person.

4. DATA FORM

- 4.1 Parents are required to complete a "Data Form" prior to the child(ren) attending. The "Data Form" will need to be completed each academic year thereafter. Any change in details should be notified to the Out of School Club in addition to the school, to provide up to date information at all times. Parents will be required to provide details of allergies, special needs and dietary requirements, medical conditions, doctor's details and emergency and other relevant telephone numbers.

5. BEHAVIOUR

- 5.1 Children attending any of the club sessions are expected to adhere to school rules and expected standards of behaviour. Any misbehaviour will be reported to the parent and managed in accordance with the school behaviour and bullying policies.
- 5.2 In the event of serious misbehaviour or recurrent misbehaviour the place at the club for the child(ren) may be withdrawn.

6. ATTENDANCE

- 6.1 Once a session has been booked the child(ren) will be expected to attend.
- 6.2 If the child(ren) is unwell the school office will automatically inform the Out of School Club that the child(ren) will not attend due to illness.
- 6.3 If parents do not wish to use the place pre-booked they should inform the **school office** as soon as possible. If less than one school day's notice is provided the session will still be chargeable (see 7.5).

7. FEES

- 7.1 Payment of fees is due for all booked sessions in advance. Payment may be made either online, by cheque (made payable to St Helens Council) or by cash. All payments should be received by 2pm on the Friday of the school week prior to the session.
- 7.2 All payments will be receipted by email via the online payments system.
- 7.3 Current fees, including appropriate snacks and drinks are:
Breakfast Club £4.25,
After School Club £7.00.

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Collection after 5.45pm will incur a fee of £30 as the staff and caretaker must be paid an extra hour's wage for remaining on school site. This should be paid within 30 days.

Late booking fees (see 2.4) are £1 per session.

7.4 In the event of a change in fees, four weeks' notice will be given.

7.5 Fees will still be charged in the event the child(ren) fails to attend because they are on holiday or otherwise absent. However, when they or a school sibling are sick and the office has been notified, or when more than 1 school day's notice of the non-attendance has been given, the account will be credited with the session fees.

7.6 The full session fee will be charged even if the child(ren) is present for only part of the session.

7.7 If an account runs into arrears of more than 1 school week, the parents will be notified immediately and asked to make payment. If the account is not settled by end of the following school week, the child's place at the Out of School Club will be temporarily withdrawn until the account is brought up to date.

7.8 In the event of extended or repetitive late payment, the account will be referred to the Resources Sub-Committee of the Governing Body for review. In such circumstances, the place may be permanently withdrawn and we reserve the right to charge a penalty fee.

8. CONCERNS OR COMPLAINTS

8.1 In the event that a parent has a concern or complaint about the club or facilities they should initially raise the matter with the staff on duty to attempt to rectify the matter.

8.2 If this does not give a satisfactory resolution it should be raised with the Headteacher and the Resources Sub-Committee of the Governing Body in writing, via the school office.

PARENT AGREEMENT

I agree to adhere to the terms and conditions specified above.

COLLECTION TIMES

I commit to collect my child(ren) promptly at the following times, if they attend an After School Club session (select ONLY 1 TIME FOR EACH DAY):

Monday	Tuesday	Wednesday	Thursday	Friday
4.30pm	4.30pm	4.30pm	4.30pm	4.30pm
5.00pm	5.00pm	5.00pm	5.00pm	5.00pm
5.30pm	5.30pm	5.30pm	5.30pm	5.30pm

Signed

Print name Date.....

Name of Child(ren) Year

..... Year

..... Year

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