



St. Francis' School Out of Hours Club
St Francis' Catholic Primary School
Station Road
Nailsea
North Somerset
BS48 4PD

Out of Hours Tel: 01275 855373
Out of Hours email: outofhours.childcare@stfrancispri.org

St Francis School Out of Hours Club Policy, Terms and Conditions **2019/2020**

St Francis' School Out of Hours Club is available to all pupils equally, attending St Francis' Primary School, regardless of gender, race or ability. It provides out of hours child care in a safe and caring environment, with a range of opportunities for play and relaxation.

The Out of Hours Childcare Provision will be open from Monday 07 October 2019

1. Admissions Procedure

(i) Foundation Stage admissions October 2019

The Out of Hours Club admission policy for Foundation Stage will be the same as for classes Y1 – Y6 in September 2019 (please see (ii) below).

Out of Hours Club Registration forms will be sent to Foundation Stage parents in July 2019.

(ii) All other pupil admissions

Allocation of places to the Out of Hours Club – start date 07 October 2019

Out of Hours Club Registration and booking forms are available from the school office from Friday 19 July 2019 and are returnable to: the school office by 3.30pm on Wednesday 04 September.

Excess Demand criteria:

When there is excessive demand for places for a particular session the following criteria will be used to allocate places:

- i. Children who have requested places for the most days (5,4,3,2,1).

Any unsuccessful applications will automatically be placed on the Out of Hours Club waiting list.

Oversubscription waiting list criteria:

- i. Children attending St Francis' Primary School with a sibling currently in the Out of Hours Club.
- ii. Children who have requested places for the most days (5,4,3,2,1).

Pupils will remain on the list until a place becomes available. The list will be reviewed each time a place becomes available.



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In year allocation of places in Out of Hours Club during the Academic Year 2019/2020

Out of Hours Club Registration and booking forms are available from the school office and are returnable to: the school office

Within 14 days of submitting an application, parents/carers will be given reasonable indication of place availability and waiting list times. A separate registration form must be completed for each child.

The following criteria will be used for the allocation of places:

Oversubscription waiting list criteria:

When there is no availability to offer a place at the Out of Hours Club, the following criteria will be used to give the waiting list ranking:

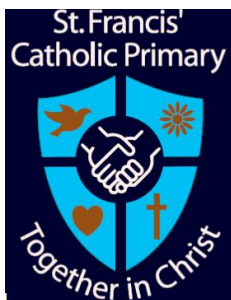
In term 5, if a place becomes available because a year 6 child has left the Out of Hours Club, this can be allocated on a temporary basis. Year 6 pupil places are only available on a temporary basis as these places will be offered to Foundation children in term 1 of the next Academic Year.

2. Session Times

- i. The Out of Hours Club is open Monday to Friday during term.
- ii. Breakfast Club Monday to Friday 7.30am until 8.45am.
- iii. After School Club Monday to Friday 3.15pm until 6.00pm.
- iv. Places can be booked for regular attendance for one or more days per week.
- v. To amend regular sessions on a permanent basis, a new regular booking form should be completed.
- vi. Regular users wishing to make an occasional session booking must complete a casual/occasional use form.
- vii. Casual (One off) bookings can be made depending upon availability. A registration and casual/occasional use form per child must be completed.

3. Safety

- i. The Out of Hours Club complies with St Francis' Primary School's safety policy.
- ii. All Out of Hours staff members work at St. Francis' & have Disclosure and Barring Services clearance.



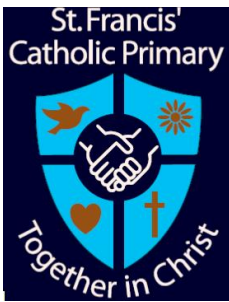
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- iii. There is always a first aider on duty. Any accidents will be recorded in the accident book and a report sent home. If the accident is serious, an ambulance will be called and the parents telephoned. Consent for hospital treatment is required on the Out of Hours registration form.
- iv. The Out of Hours Club is based in the Busy Room and St. Francis' outdoor playground and field when the weather allows. Both exit gates remain locked from 3.30pm once the day pupils have left the school.
- v. Parents must sign pupils into the Breakfast Club register when dropping children off for Breakfast Club in the morning.
- vi. Out of Hours Staff will sign in each child in the After School Club register at the start of each afternoon session. Parents/carers must come into the Busy Room to collect and sign out their child. Children will not be allowed to leave the club by themselves. This register will act as a fire safety register as well as an attendance log.
- vii. If another person is to collect the child from Out of Hours Club staff must be informed prior to collection by the parent/carer, either by letter or telephone. A collection password must be used, which must be recorded on the annual Out of Hours Registration form. A message can be left on the Out of Hours Club answer machine.
- viii. Out of Hours staff are unable to provide details of any pupil or parent to any third party.
- ix. If the child is attending another club, i.e. Priority Sports or Premier Sports, and will be arriving late at After School Club then OHC staff must be informed by note, e-mail or a message may be left on the answer phone.
- x. If a parent knows their child will be arriving late at After School Club for any other reason (e.g. an offsite trip) then OHC staff must be informed by note, e-mail or a message may be left on the answer phone.
- xi. A minimum of two staff members are on duty at all times.

4. Medication

- i. The Out of Hours Club complies with St Francis' Primary School's medication policy.
- ii. The Out of Hours Club requires that asthma inhalers or Epipens be kept at the club. They must be clearly labelled by the parent, with the child's name and correct dosage. Inhalers and Epipens to be returned home at the end of each term to be checked by the parent and replaced if necessary.
- iii. Medical problems and known allergies to be logged by the parent on the Out of Hours Club registration form. A daily snack will be provided in line with information given regarding food allergies.
- iv. If a child becomes unwell, the parent/carer will be telephoned to collect the child.



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5. Missing Child Procedure

If a child were to go missing from the Out of Hours Club, the Out of Hours Club Play Leader would follow St Francis' Primary school's Missing Child Policy Procedure.

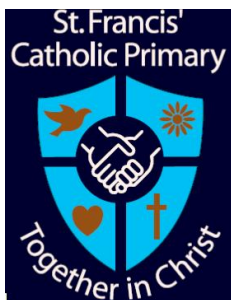
6. Procedure for an uncollected child after 6.00pm

- i. Reassure the child that they will be looked after until they are collected.
- ii. The Out of Hours Play Leader will check with other Out of Hours Club staff that no message has been missed or left on the Out of Hours Club answer machine.
- iii. Phone the contact number for the child's parent/guardian.
- iv. Phone answered: request immediate collection.
- v. Phone not answered: refer to the next emergency contact, listed on the registration form. Try to ascertain if there has been an accident or delay en route.
- vi. If still no contact, wait for 10 minutes and repeat telephone calls.
- vii. If still no parental/guardian contact, or with the 2nd emergency contact, the Out of Hours Club reserves the right to contact Children's social Care: 01275 888266 or 01454 615165 for advice on next steps to be taken.
- viii. Minimum of 2 staff members to remain with the child.

7. FEES and NOTICE PERIOD

Fees 2019/2020.

- i. Fees are payable via Parent Pay or a registered Child Care Voucher Scheme.
- ii. An annual registration fee of £15.00 per family will be charged in term one of each academic year, or upon joining the club within an academic year.
- iii. Session Fee per regular session: £10.00 payable termly in advance.
- iv. Penalty fee for late collection is charged at: £10 per 15 minutes or part thereof after 6.00pm.
- v. Each terms fees are due within 14 days of the invoice date. Failure to pay fees within 21 days of receipt of invoice may result in your child's place being offered to another child on the waiting list or their place being terminated.
- vi. Arrangements for regular payment of fees by Child Care Voucher (CCV) should be discussed and agreed with the School Business Manager and arrangements confirmed in writing, giving details of the monthly value and the CCV provider.
- vii. Please note that the Out of Hours Club are unable to refund any payments made through CCV schemes.



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- viii. If the parent/guardian can foresee payment difficulties, they must immediately notify the Out of Hours Club via email (outofhours.childcare@stfrancispri.org), who will notify the School Business Manager &/or the Chair of Governors.
- ix. In the event of a child's absence due to illness, educational visits, external examinations, school camp or family holiday, THE FULL SESSION FEE will be charged.
- x. In the event of school closure due to unavoidable circumstances, such as building failure, power failure, flood or snow, then a HALF SESSION FEE will be charged. This enables Out of Hours Club to keep the session fee as low as possible.
- xi. Staff of St Francis' will receive a 50% discount for each of their children attending an Out of Hours Club, if they are working at St Francis' during that particular session time.
- xii. **NOTICE PERIOD** 28 days notice in writing is required for a permanent change of session. Current arrangements will continue until a notice of change is received.
- xiii. 28 days notice in writing is required for permanent cancellation of a place. If your child leaves prior to the notice period given, the charge for the full notice period will still apply.
- xiv. Year 6 pupils leaving the school at the end of the academic year will not be required to give notice.

8. Behaviour, Management & Sanctions

- i. The Out of Hours Club offers a safe environment for play and relaxation, whilst it is not as structured or as formal as school lessons, there is still an expectation of good behaviour from the children. Physical or verbal abuse will not be tolerated towards staff or other Out of Hours Club children.
- ii. Threatening or injurious physical behaviour will result in exclusion for a fixed time and may result in termination of the child's place in the Out of Hours Club. Possible further action may be taken, dependent upon the severity of the incident.
- iii. Verbal abuse will result in a written warning being sent to the parent/ guardian.
- iv. As part of the extended school day the Out of Hours Club follows the school behaviour policy.



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9. Complaints Procedure

The Out of Hours Club aims to provide parents and children with the best possible service. To ensure our high standards are maintained, we are constantly seeking to improve this service. If there is an area where you feel dissatisfied, please tell us so that we may put it right.

In the event that you need to make a more formal, written complaint, please follow the complaint procedure to allow us to deal with it quickly and efficiently.

- i. Complete an Out of Hours Club complaint form, available from the Out of Hours Club Play Leader or School Office. It can be handed directly to any member of the Out of Hours Club team or it can be returned to school reception (who will pass it to the Out of Hours Club Play Leader).
- ii. The Out of Hours Club Play Leader will provide an acknowledgement slip within 7 days
- iii. The chair of governors will be notified of the complaint and will conduct a thorough investigation.
- iv. The complainant will be provided with an account of the findings of the investigation within 28 days of receipt of the written complaint.
- v. The complaint will be registered in the complaints log and held on file for a minimum of 3 years.
- vi. If you are unhappy with the outcome of the complaint or have a child protection concern that cannot be brought to the attention of staff, then please contact:

OFSTED National Business Unit Royal Exchange Building St Anne's Square Manchester M2 7LA
Telephone OFSTED 08456 40 40 40.

Parent/guardian questions or feedback is welcomed and can be given informally or written directly to the Out of Hours Club staff. It can also be written anonymously and left at reception for the attention of the chair of governors. The Out of Hours Club values its relationships with parents/guardians.

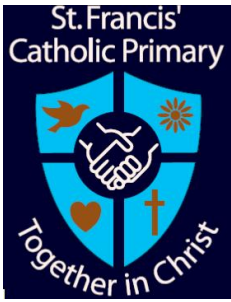
The Out of Hours Club will request written permission for special events.

All school policies referred to in this document are available on the school website

Signed Chair of Governors.....

Date.....

Next review date: May 2020



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PLEASE SIGN AND RETURN TO THE ST. FRANCIS' SCHOOL OUT OF HOURS CLUB

I am the parent/carer of

I have read and understood the terms and conditions of St. Francis' School Out of Club policy, terms and conditions 2019/2020, I agree to abide by these terms.

Children's Details

Surname	Forename	Name Known As	Date of Birth

Signed

Please print name of signatory

Signatories relationship to child(ren) Date