



Out of Hours Provision Policy

Eastcombe Primary School Breakfast and After School Club

Out of Hours Provision

Eastcombe Primary School has lots to offer such as a welcoming community, where we work together for our children. We provide exciting and memorable experiences and opportunities, ensuring we take learning beyond the classroom. We pride ourselves on small class sizes, offering personalised learning opportunities. We are all about fun and friendship, we are one school family.

This policy has been written to inform the delivery of our wrap around care offer. We recognise that it is in the best interests of our school family to be able to provide out of hours provision.

There may be times when this provision cannot be made and Governors therefore reserve the right to suspend part or all of the Out of Hours Provision. In such circumstances, as much notice as possible (as dictated by the circumstances) will be given to parents and any fees paid in advance by parents will be refunded in full for any sessions which do not run. The school is not liable for any other consequential losses that parents might experience (e.g. loss of earnings, extra childcare costs) because the school's Out of Hours Provision cannot operate.

The provision of care for pupils before and/or after school by schools is not obligatory. Where it is provided, however, it must, as a minimum, meet all statutory requirements for such provision. Our Out of Hours provision is run by the school and as such is therefore not registered separately with Ofsted and may be inspected by them as part of their regular school inspection process.

Only children who attend Eastcombe Primary School can attend the Out of Hours Club(s).

These clubs operate fully within the governance and operational management framework of the school and no part of their service provision may be contracted out to, or run by, a third party who is not employed directly by the school.

Responsibilities, Staffing and Operations

The two clubs may be staffed by different members of staff. For every session of either club however, a suitably qualified and trained individual will be appointed to supervise and will be in charge and responsible for over-seeing all of the club activities and the safety of the children. Our staff will have relevant safeguarding and first aid training. Our staff are existing employees of Eastcombe Primary School.

The Head Teacher is responsible for appointing staff and for ensuring that no club session runs without adequate supervision, staffing and child protection.

All staff (including any volunteers) are employed by the school. The Governing Body is the employer. The Governing Body has delegated organisational and operational responsibility for the Clubs to the Head Teacher.

School Policies

All relevant school policies apply in full to both the Breakfast and After School Clubs. **This includes our behaviour and Health and Safety policy.**

The Clubs

The Out of Hours Provisions provide care for children who normally attend Eastcombe Primary School. The school will try to keep a principle of being able to offer places to all families who need it but this will be dependent upon being able to offer a safe staffing ratio.

The clubs only operate during school term times and only on days when the school is open for children to attend (e.g. closed on allocated inset / staff training days).

Our school's Out of Hours Provisions are separated into two distinct operational entities:

1. Breakfast Club which operates from 07:45 until start of school at 08.45. This period is classified as a single hour for charging purposes. Parents will be charged a single fee for this period regardless of how long their child attends.

Parents are responsible for ensuring the safe arrival of the child and their handover to Breakfast Club staff. Breakfast Club staff are responsible for ensuring that the children in their care are safely transferred to the care of their school class teacher at the start of school.

2. After School Club which operates from the end of the school day (15:15) up until 17:15. This period is one or two hours for charging purposes. Parents will be charged for a full hour for each hour or part thereof that their child attends.

The child's class teacher is responsible for the safe transfer of the children to the care of the After School Club staff and the After School Club staff for the safe transfer of the children to the care of their parent (or their nominated representative). Parents must collect their children at or before the published After School Club finish time. Late collection will incur a charge and repeated late collections may result in your child not being able to attend the club.

Safeguarding and Child Protection

The Head Teacher retains the responsibility for Child Protection and Safeguarding as Designated Safeguarding Lead.

Arrangements for Child Protection and Safeguarding are set out in the school's Child Protection and Safeguarding Policy **including details of what action to take in the event of a concern about a child's safety and the contact information for the DSL and DDSL.**

The Designated Safeguarding Lead (DSL) is: Mrs Claire Jones

The Deputy DSL (DDSL) is: Mrs Catherine Monk

Children with Special Educational and/or Medical Needs

Children with SEN/medical needs will not be prevented from access to the provision unless this is unavoidable for their own safety. Where additional staff support are required there may be additional costs, the covering of which will need to be discussed with the child's parents.

The school's SENDCo will provide advice and oversight to the Breakfast and After School Clubs as required. More details about the school's policies on SEND and Supporting Children with Medical Needs can be found in those policies.

The SENDCo is: Mrs Kirsty Harbin

Places and Admissions

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established until the club capacity can be increased, with places on the waiting list being prioritised on the following basis:

1. Siblings of children already attending the club
2. The number of sessions/hours per week required

The child will be able to attend the Club as soon as the completed forms are received.

If no places are available, the parent will be informed and the child's name added to the waiting list (see above). As soon as a place becomes available parents will be informed and the registration/booking process followed.

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- This policy which includes information about Fees, Admissions and Registration
- Information regarding current availability of places
- Registration form includes medical details (in addition to the school's medical information) parent contract and also acts as a booking form
- Complaints and behaviour policies

The Registration/Booking Form is at Annex A to this policy.

Booking

Parents must complete the necessary paperwork, i.e. registration/booking form and agree to the Terms and Conditions set out in this Policy before their children can attend the club.

- **Permanent place:**

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, four weeks notice is required. If notice is not given, the place will still be charged for.

- **Temporary booking:**

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 1 week's notice. If notice is not given, the booking(s) will still be charged for.

Fees, Payments and Refunds

The fee level(s) from January 2025 will be:

Breakfast Club: £5.00

After School Club:	From 15:15 until 16:15	£5.00
	From 15:15 until 17:15	£10.00

- Fees are payable termly (6 times a year) in advance for regular bookings although occasional bookings may pay in advance on a daily rate.
- Fees can be paid by Parent Pay or Government voucher scheme.
- Fees are charged for booked sessions whether the child attends or not.
- In the event that the school cancels a club session (which it will only do due to exceptional circumstances) fees for that session will be refunded.

Setting of Fees

The Governing Body sets the fees for the Out of Hours Club(s). Fees will usually be reviewed annually and will normally be adjusted in line with staff pay inflation. It may be necessary to adjust fees above inflation if, for example, take up of places is not covering operating costs.

Any questions or concerns about fees should be addressed to the Chair of Governors.

Food Provision and Healthy Eating

Breakfast and After School Club children are invited to bring a healthy breakfast/snack from home if required. Water will always be available.

Complaints

Our aim is that parents should never have cause to complain about our provision but should you feel the need to complain about any aspect of the provision please address your concern in the first instance to the Club staff. If this does not result in your concern being addressed, then please use the school's Complaints Policy which is available on the school web-site or from the school office.

Annex A – Out of Hours Clubs Registration / Booking Form



Eastcombe Primary School

Out of Hours Club(s)

Booking Form

Child's Name: _____ Class: _____

I wish my child to attend the Out of Hours Club(s) on the following days/sessions (please tick) :-

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
1hr After School Club					
2 hr After School Club					

Please provide a healthy snack for Breakfast /After School Club if your child needs one.

For the period from (date): _____ to (date): _____

Email address: _____

I understand I am committing to pay for this booking at the fee levels set out in the school's Out of Hours Provision Policy which I have read. I also agree to the school's policy on Out of Hours Provision which includes the Terms and Conditions (Annex B).

Fees must be paid on or before the dates required.

Has your child any medical needs? Yes/No

If yes, what are they? _____

Please give your emergency contact for these sessions

Name: _____ Relationship to Child: _____

Telephone: _____

Signed (Parent/Carer): _____ Date: _____

Please email the completed form to admin@eastcombe.gloucs.sch.uk or hand in to the school office.

Annex B - Out of Hours Clubs Terms and Conditions

Eastcombe Primary School – Out of Hours Clubs

1. All fees for regular sessions must be paid termly in advance through ParentPay or Government voucher scheme.
2. A completed registration form must be submitted before a child can be accepted into any club.
3. On receipt of confirmation from Eastcombe Primary School that a session has been reserved, liability will exist for the payment of all invoiced fees whether a session is missed or not later required. Eastcombe Primary School regrets that it is not possible to give refunds except as set out at (4) below.
4. The school will use its best endeavours to ensure that all sessions take place for which there are bookings. However, there may be circumstances, beyond the control of the school, which means that a session or sessions cannot run safely. In such circumstances, the school will provide those with bookings with as much notice of this as possible and full refunds will be given for any pre-paid sessions which do not take place.
5. If the fees have not been received within an acceptable period, Eastcombe Primary School reserves the right not to admit the child/children concerned to sessions until the fees have been received in full.
6. Four weeks' notice of termination is required in writing should you wish your child to stop attending either or both of the Breakfast and After School Clubs. For ad hoc bookings one week's notice is required.
7. Any sessions in addition to the regular sessions booked on the registration form must be booked in advance by completing a Single Session Booking Form or by contacting the school office. These additional sessions must be paid for on or before the day attended.
8. Parents/Carers must notify the school in writing of any changes to the registration form as soon as they occur (in particular, emergency contact numbers).
9. Parents/Carers must let the school know in advance if they are collecting their child/children at the end of the school day and therefore they will not be attending the session booked.
10. Children attending Breakfast and/or After School Club are expected to adhere to the school rules regarding behaviour, use of equipment etc. Consistent breaking of these rules could lead to your child/children being excluded from the club(s). Our school behaviour policy applies to our wrap around care provision.

I have read the policy and these terms and conditions for the Eastcombe Primary School Out of Hours Provision and I agree to follow its policies and procedures.

Parent/Carer Signature:.....

Print Name:..... Date:.....