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Introduction

At Sonning Church of England Primary School, our vision is to build strong foundations for the years ahead. Supported by our school values of love, courage, respect, aspiration and curiosity, we seek to help pupils make positive choices in all they do. Like the wise man who built his house upon the rock (Matthew 7:24-25), we follow our Christian values to build strong foundations for the years ahead. At Sonning Church of England Primary School, we want to ensure that we build strong foundations for our pupils within school and at our out of school provision.

The Sonning Church of England Primary Out of School Club (known as 'the OSC' or 'OSC') is part of Sonning Church of England Primary School and is open exclusively to children who attend the school.

It is run by a team, including Headteacher and Operations Manager, administrators, supervisor and playworkers. The OSC is led strategically by the Local Governing Body of Sonning Church of England Primary School. For any matters regarding the OSC, the decision of the Headteacher and supporting governors will be final.

Aims

Our aim is to provide high-quality wrap-around care for pupils that is affordable but helps support the finances of the school.

Operating hours

The OSC will operate term time only, on all school days between the hours of 7.40am to 8.45am (Before School Club, BSC) and 3.15pm to 6.00pm (After School Club, ASC). The OSC will not operate on inset days, public holidays, school holidays, when it is not financially viable to do so or on days when the school closes due to unforeseen circumstances. On the last day of each term, the After School Club will operate between the hours of 2.00pm and 5.00pm (unless the last day of term is a Friday, in which case the ASC will close at 3.30pm).

Registration

A registration form must be completed by a parent/carer when their child first registers with the OSC. A registration fee is applicable upon registration.

Admissions procedure

Children must be within the age range 4-11 years and fully toilet trained. In the event of a toilet accident, please note that a parent/carer may be contacted to collect the child.

The OSC is only available to children who attend Sonning Church of England Primary School.

The number of children at each session is limited by our insurance and staffing numbers. Places will be allocated on a first come, first served basis after the stated deadline date for enrolment for the forthcoming OSC period and against the current agreed criterion for places. Once all places at a session are full, a waiting list will be kept.

The registration form will include a section for information which will be used to prioritise those on the waiting list.

Bookings

Sessions may be booked half-termly, in advance. Where the number of applications for a place in either BSC or ASC exceeds the number of places available, waiting lists are held (with a separate list for BSC and ASC) for the next available



places. In such cases, the following criteria will be applied for the allocation of places:

1. Relevant looked-after children*.
2. Children of members of the Out of School Club Staff.
3. Children already in the OSC wishing to renew their sessions of the preceding half term. Additional days and changes to days will only be made if spaces are available.
4. Siblings of children already in the OSC wishing to book the same sessions their siblings have used in the preceding half term. Additional days to their siblings will only be made if spaces are available, and based on the waiting list criteria excluding this sibling criterion.
5. Children requesting the highest number of sessions.

Remaining places will be allocated on a first-come-first-served basis and will be kept on a waiting list in this order. When we are not able to offer you all days that you have requested we will offer you as many days as are available. If you then choose not to accept the days available your child will remain on the waiting list in the same priority order and the places will be offered to the next child on the waiting list.

Any special circumstances will also be considered at the time of application following submission in writing to the Out of School Club.

Please put any questions regarding the allocation of places from the waiting list in writing to the Headteacher who has the final discretionary power on admission to the OSC.

**A 'relevant looked-after child' is classed as: 'a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989' at the time of application to the club, and who the local authority has confirmed will still be looked after at the time when admitted to the OSC.*

Payment must be made promptly (see the section on payments later in this document for more detail).

Bookings: Ad-hoc

Ad-hoc bookings are any bookings made from the first day of the current half term. All ad-hoc bookings will be subject to the availability of places. To book, call or email the OSC Supervisor. Payment must be made at the time of booking.

Booking fees

We are a 'cashless' school and, therefore, do not accept cheques or cash as a payment method. All payments made to the OSC must be paid online using the school's online payment system, by using childcare vouchers or by direct bank transfer to the following account:

Lloyds Bank PLC.
Sort code: 30-96-96
Account number: 78150968

Please use your child's name as a reference.

Fees must be paid in advance and, at the latest, by the end of the first week of the half term for which requests have been accepted. We accept all current childcare vouchers or alternatively payment should be made on-line as detailed above. If regular instalments are to be made via childcare vouchers, please give the OSC the name of your childcare provider as soon as possible and ensure that payments are set up to clear your account balance(s) before the end of the half term. Where ad hoc bookings have been made, the fee must be paid within five working days.



Cancellations

Neither refunds nor credits will be given for any cancellation initiated by parents/carers in relation to pre-booked or ad-hoc sessions for the BSC or ASC.

Where, in exceptional circumstances, sessions of two consecutive weeks or more need to be cancelled (not including for holiday) parents/carers should write to the Operations Manager/Headteacher explaining the reasons for the cancellation in order that refunds may be considered on a case-by-case basis.

In the event that the OSC has to be closed due to unforeseen circumstances, the following policy will apply (see also Emergency Closure Policy, below):

- Shortage of staff: sessions may be re-booked or credited to the parent/carer – cash refunds will not be given.
- Act of God (e.g. snow): no refunds or credits will be given.
- School decision to close (e.g. boiler failure, suspected gas leak or strike action): no refunds or credits will be given, except in extenuating circumstances. Please note that our insurance policy requires that the OSC can only operate if the school is open. However, we commit to honouring staff pay.

Parents/carers are responsible for informing the OSC Supervisor (using the OSC mobile phone or email) on the day if a child is unable to attend a session (for example: in the case of absence from school due to illness). However, no refunds or credits will be given.

Handover and collection procedures

- Parents/carers must ensure that their children know that they are to attend the OSC on a given day.
- Teachers will advise children under 8 that they must go to the school hall door where they will be met by a member of the OSC staff. Children who are 8 and over are responsible for making their own way directly to the school hall promptly after school, taking their bags with them.
- Children attending after school activities are responsible for making their own way to the school hall when the activity has ended. If the child is under 8 they should be taken to the school hall by the teacher/lead who is undertaking the after school activity.
- All children attending a session will be placed on the register and signed in by a member of the OSC staff. The register will be available for the duration of the session, and children will be signed out by the parent/carer on collection.
- If a child is in Year 6 and written instruction has been received from the parent/carer for the child to make their own way home, the OSC Supervisor will sign the child out, and another member of the OSC staff will countersign.
- If a child is expected at the ASC but does not arrive, then they will be looked for, and the parent/carer informed.

At no point during the session will a child be allowed to leave the premises unless they are with a member of the OSC staff or are being collected by their parent/carer. The exception to this is if the child is in Year 6 and express permission has been given by the parent/carer and a letter has been written by the parent/carer giving specific instruction for their child to make their own way home.

Children will not be allowed to leave with adults other than parents/carer unless authorisation has been received from the parent/carer. Details of persons authorised by parents/carers to collect their child must be given on the registration form.

In exceptional circumstances, where it is necessary for the child to be collected by another person not notified and not known to the OSC Supervisor, identification might be requested and a password system used.



Where possible, OSC staff will provide parents with verbal feedback at the end of a session regarding the amount of food eaten and activities engaged in by the child.

Late collection / early drop off

Children must be collected promptly at the end of each OSC session. A flat rate of £20 (to cover staffing costs) will be charged if a child is collected after 6:00pm. For late collection after a part session, the full session fee will be incurred. For BSC, children must not be dropped off before the session start time of 7.40am. Early entry will not be permitted.

If a child is not collected from the OSC by 10 minutes after the end of the session (i.e. 4:40pm part session/ 6:10pm full session) and no notification has been received, the OSC Supervisor will try to contact the parents/carers or emergency contacts given on the Registration Form. If the parents/carers or emergency contacts cannot be contacted, then a safeguarding note will be made. In certain cases, Children's Social Care or the Police may be informed.

Regular late collection will result in the following procedure:

- There will be an initial discussion between the OSC Supervisor and the parent/carer involved and a verbal warning will be issued.
- If the late collection persists, the matter will be referred to the Operations Manager/Headteacher and a written warning will be issued.
- Continual late collection of children will result in membership of the OSC being withdrawn.

Responsibilities of parents/carers

It is the responsibility of parents/carers to ensure the following:

- To ensure those details given on registration are kept up-to-date and that any relevant changes of personal details contact numbers or medical details are immediately notified to the school office to be added to our electronic system.
- To ensure that the OSC Supervisor is kept informed of all persons authorised to collect their child/ren.
- To collect their child/ren on time or pay a fine for late collection.
- To ensure that fees are paid on time.
- To inform the OSC Supervisor if their child will be unable to attend any session for any reason.
- To ensure that their child/ren know when they will attend the OSC, and to advise their child/ren to go straight to the school hall when lessons, or other after school activities, finish.
- To have read the OSC Policies and abide by them. Copies of the policy document are available to download from the school's website or a hard copy can be obtained upon request.

Membership to the OSC may be withdrawn if parents/carers fail to meet the above responsibilities.

Behaviour expectations

All children are expected to behave appropriately at the OSC. The OSC staff follow the school's Behaviour Policy and Anti-bullying Policy. Both can be located on the school website.

Complaints

The OSC follows the Sonning CE Primary School (TKAT) Complaints Policy. Please see the school website for full details.

Our aim is to provide high quality care for members of the OSC in a secure and enjoyable environment. Children and parents/carers are entitled to expect courtesy and prompt, careful attention to their needs and wishes. The



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Out of School Club (OSC) Policy and Procedures



Headteacher and staff intend to work in partnership with parents/carers to achieve this and welcome suggestions about the OSC.

Any parent/carer who has concerns about any aspect of the OSC's provision should firstly talk the matter over with the OSC Supervisor. The OSC Supervisor may record the complaint and any action that they take as a result, although most complaints will be resolved informally.

Confidentiality

Children's records are confidential and will be kept securely in line with our school policies. Parents/carers will have access, on request, to their own child's records only.

The OSC staff will not discuss individual children with people other than the OSC Supervisor, parents/carers of the child and, if necessary, school staff and/or the Headteacher. The OSC staff will not disclose details of any child to other adults without the permission of the parent/carer, unless there are safeguarding concerns or under the rules of "Late Collection", or to the emergency services.

There might be occasions when authorities like Children's Social Care request records; these requests will be dealt with in accordance with the law.

Data protection

The OSC follows the school's Data Protection Policy and the school's Data Protection Officer service.

Emergency procedures (including emergency closure)

The OSC follows the school's emergency plan document (known as the Rainbow Plan).

Equal opportunities

The OSC aims to provide a service within the community which is anti-racist and anti-sexist in nature and that is free of harassment, detrimental discrimination or oppression on the grounds of gender, disability, age, race, colour, social class, religion, nationality, national origin, language or any other grounds.

The OSC follows the equal opportunities policy of the school. This is available on the school website.

Fire procedures

This is included within the Rainbow Plan. However, the following specific information should be noted:

Fire drills

Fire drills are to be practised regularly (at least once a term) and at times when new children are in attendance to ensure all the OSC staff and children know the procedure. A record of fire drills will be kept, together with a report of any difficulties encountered and these will be noted and addressed.

A variety of members of the OSC staff should lead fire drills throughout the school year.

Documentation

The Sonning CE Primary School's emergency evacuation instructions will be clearly displayed and followed in any emergency.



First aid and medical

The OSC will follow the school's medicines in school and first aid policies and procedures. However, the following specific information should be noted:

First aid boxes

The OSC Supervisor will ensure that the contents of the First Aid Box are maintained as necessary, and that only trained staff has access to it.

RIDDOR

The Headteacher/Operations Manager must be notified and a RIDDOR report form filled in, with a copy sent to Ofsted. RIDDOR forms can be completed on-line at www.hse.gov.uk/riddor.

Food policy

Meal times play an important part in bringing together the OSC members at the end of their school day. The OSC Cook has the responsibility to maintain the food preparation and storage areas in a clean and hygienic state and must hold a Certificate in Food Handling. Other members of the OSC staff should also hold a Certificate in Food Handling prior to preparing food.

Before the food is prepared, the surfaces in the food preparation area should be thoroughly cleaned. After use, the entire food preparation area should be cleaned.

While food is being prepared, no other activities should be going on in the food preparation area. Children are encouraged to help prepare and serve a snack and drink at the start of each session.

Food will be stored in a separate food store and not mixed up with the general play equipment.

The food offer

The OSC is keen to promote the health and well-being of children within the OSC by providing a healthy range of snacks/small meals for the children. A half-termly menu is developed (in line with Government dietary guidance) and communicated to parents prior to each booking period. The menu provides a variety of food options which can be chosen by the children. The menu provides healthy options for all dietary requirements with options available to suit the personal, medical, cultural needs of children.

The OSC also pays attention to the school's Healthy Eating And Lunch Box Policy.

Health and safety

The OSC follows the school health and safety policy. This is available on the school website.

Media

The OSC will follow the parent/carer's consent for media (as provided to the school).

Safeguarding and child protection

The OSC follows the school and TKAT safeguarding and child protection policies and accompanying documents. This is available on the school website.

The OSC Supervisor is part of the DSL team.



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SEND

The OSC aims to enable all children to enjoy its facilities regardless of the child's individual needs, provided that this is in the best interest of the child.

The OSC will assess and give consideration to the child's individual needs whilst attending the OSC, and suitable practical solutions will be sought. Where a child attending the OSC has special needs, the OSC will endeavour to find financial support to ensure that those needs are met. All information regarding a child's individual needs will be kept confidential in line with the school's Confidentiality Policy and will be updated as necessary. The OSC Supervisor will be responsible for liaising with parents/carers and other agencies, to ensure the best possible provision for the child.

All members of the OSC staff must be fully aware of each child's needs and individual programme, where necessary suitable training will be given.

Staffing and DBS checks

The OSC follows the school's safer recruitment policies, and all staff policies. However, the following specific information should be noted:

Any member of the OSC staff under the age of 18 and caring for children will be supervised at all times by a person of 18 years or over.

At least half of all persons caring for children will have successfully completed a qualification at a minimum Level 2 in a relevant area of work and the OSC Supervisor will have a qualification at a minimum of Level 3 in a relevant area of work as set out in the National Qualifications Framework and determined by the Qualifications and Curriculum Authority. The OSC staff will be encouraged to take up training courses as appropriate.