

# St. Peter's Primary School Out of School Club

## Introduction

St. Peter's Out of School Club was established in May 2004 in response to the growing need for quality childcare provision before and after school. Since then the provision has gone from strength to strength and we now employ 3 highly-experienced and qualified staff and support over 30 families with their childcare needs.

## Ethos

The out of school provision very much mirrors the values and ethos of the school, utilising every opportunity to open doors for our children through learning, faith and care. The OOSC provides a happy and safe place for learners to try new things and learn new skills. The club follows the Playwork Principles in all its activities.

The club offers a wealth of fun, play-based activities throughout the academic year: Pasta making, crafting, gardening and painting to name a few. Children are also treated to regular parties and theme events as part of the provision.



## **The Setting**

The Out of School Club occupies its own purpose-converted space within school. The setting has a wealth of available resources for children to use within each session and benefits from a large open plan space in which children can play.

The setting also utilises the extensive outside space, including garden and forest school areas.

## **Parents as Partners**

We understand that parents' requirements for before and after-school care will be different depending upon their specific circumstances and we endeavour to offer a flexible approach and a willingness to help in all that we do.

If you would like your child to complete homework in our after-school sessions, we will provide a quiet space for them to work and support them with this as much as possible.

Registration forms include those who are authorised to collect children from the OOSC, if anyone different is to collect children we ask that parents let the setting know via phone/ class dojo. A password system is in use to ensure children's safety.

If you have any concerns regarding your child's welfare or well-being whilst attending OOSC we urge you to speak with the OOSC manager as soon as possible, so that we can work with you and your child to find a positive solution to any problems which may arise.

Copies of the OOSC policies are available on request and displayed in the entrance corridor for your information.

## **Snacks**

In morning sessions children are offered a breakfast choice of toast and cereal, along with water, juice and milk available throughout the session.

In afternoon sessions an after-school snack of toast or fruit is offered to all children before they begin their activities.

## The OOSC Staff

**OOSC Manager:** Mrs Jane Elkin

**Playworkers:** Miss Amanda Lamb and Mr Darren Booth

## Session Prices – September 2020

	Single Child	Multiple Child Discount Price
Morning Session (7.45am – 8.45am)	£5 per child	£4 per child
Afternoon Session Early Finish (3.30pm – 4.30pm)	£5 per child	£4 per child
Afternoon Session Late Finish (3.30pm – 5.45pm)	£8 per child	£7 per child

## Booking Sessions

Sessions are bookable in advance and booked in half-termly blocks. This allows us to ensure adequate staffing in each session to meet your requirements. By booking a session with us, you agree to pay for the session regardless of whether your child attends it (for example through illness).

Additional ad-hoc sessions will be accommodated if possible and these will be invoiced at the start of the next half-term, along with any pre-booked sessions. Pre-booking is the only way to guarantee the sessions that you want, as we will not be able to accommodate additional sessions if the staffing levels are not sufficient.

## Contact OOSC

**Call:** 01889 270233 (During school hours) or 07905499033 (During OOSC hours)

**Email:** [jelkin@st-peters-hixon.staffs.sch.uk](mailto:jelkin@st-peters-hixon.staffs.sch.uk)

**Class Dojo:** Message Mrs Elkin via Class Dojo.

## Payment Terms and Conditions

Booking forms are sent to parents one month before the next booking period. Forms must be returned a minimum of 1 week before the end of the school term in order to secure a place in OOSC the following term. This booking form forms the contract between yourselves and the OOSC. Upon receipt of the booking form, you agree to pay for the sessions you have booked and understand that these are not transferable. All sessions booked will be charged for and refunds will only be authorised by the Headteacher in extenuating circumstances.

Whilst booked sessions are not transferable we will always try to accommodate session swaps as a result of changes to working patterns whenever possible, requests to swap a session should be made a minimum of 1 week in advance and agreed by the OOSC manager depending upon session availability.

Additional sessions on an ad-hoc basis (where availability allows) can be requested by contacting the OOSC manager. These sessions will be invoiced in the next billing period.

Where children are ill or do not attend the session for any reason, the session will be charged at the usual rate.

Fees are payable in advance and invoices will be sent for payment at the start of each half-term. Payment should be made via ParentPay within 14 days of receiving this invoice; late payment may incur an additional charge of 10% and prevent you from booking further sessions with us.

A reminder letter will be sent after the agreed 14 day period, followed by a final reminder letter 7 days later. If the debt remains unpaid then it will be passed to our debt recovery team at Staffordshire County Council and children will not be permitted to attend OOSC until the debt is cleared. If you are unable to pay within the time-frames outlined above, please contact the school office at the earliest point so that a suitable alternative timeframe can be agreed.

To pay via Childcare voucher, please contact the school office in the first instance for more information on the different vouchers we accept.

Queries regarding payments and refunds for OOSC should be directed to the school office.