



# WOOSH

## Westgate Out Of School Hours Club Policy

### Introduction

This document aims to set out strategic and practical information in relation to out of hours care for pupils of Westgate Primary School.

### Aims

To provide:

- Safe, high-quality, affordable and reliable wrap-around care for children who attend Westgate Primary School, which embodies the aims and ethos of the school, in order to support parents and carers
- A wide range of age-appropriate activities which develop the whole child and promote a healthy lifestyle
- Support to develop positive relationships and skills of co-operation and collaboration between children of different ages, gender, race and background
- Opportunities to be active and to relax in response to individual children's leisure needs and interests

### 1.0 Provision

Practical information about WOOSH provision is available in the information leaflet for parents and carers. (Appendix 2)

#### 1.1 Session times and booking

- Before school from 07:45 to 08:55 (08:45 for Nursery children) every day that school is open to children.
- After school from 15:15 to 18:00 every day that school is open to children.
- Care is not provided during school holidays.
- Before and after school provision is bookable in advance.
- Parents may choose to book on a regular or ad hoc basis, subject to availability.

#### 1.2 Children

- The provision is open to all children from Nursery to Year 6 at Westgate Primary School.
- A maximum of 40 children can be catered for in any given session.
- On parent consultation evenings, the maximum is limited to 20 children due to the reduced space available.

#### 1.3 Activities

- A range of creative, practical and artistic activities, planned according to the time of year, special events and the interests of the children
- Co-operative games, including board games, table-top games and console games
- Outdoor activities including invasion games and imaginative play
- ICT activities
- Small world and construction activities
- Quiet time and relaxation including reading and watching films/ children's programmes
- Cooking and food preparation

## 1.4 Food and Drink

- Before school, families can provide a breakfast to be eaten during session time.
- After school, a hot snack will be provided for all children which takes account of nutritional guidelines.
- Water is available throughout each session in accordance with school policy.
- Dietary requirements and allergies will be catered for.

## 2.0 Staffing

All staff are employed directly by Westgate Primary School and all appointments are subject to an enhanced DBS disclosure. In addition, at least one member of staff holding a 12 hour paediatric first aid qualification will be present at every session. Any member of staff involved in the preparation of food must have undergone food hygiene training and all staff must have attended Child Protection training.

### 2.1 Club leader

- The club leader is required to hold a full and relevant level 3 qualification as set out in the EYFS Statutory Framework.
- The club leader is responsible for
  - planning provision and staffing
  - supporting and developing children's play
  - Providing a positive adult role model and promoting good relationships
  - Ensuring the consistent implementation of all relevant school policies, procedures and rules
  - Managing behaviour
  - Managing, selecting and ordering resources
  - consulting children and families
  - managing registration and bookings
  - billing and communications with families
  - directing the work of the club assistants
  - liaising with the school senior leadership team
  - providing information for consideration by the governing body

### 2.2 Assistants

- Club assistants may work on a regular or casual basis in response to the number of places taken up in any given session.
- For children of Nursery age, we must adhere to the qualifications requirements of the EYFS Statutory Framework. Half of any further assistants for Nursery-aged children must hold at least a full and relevant Level 2 qualification.
- No less than one assistant will work alongside the leader in any session, and more assistants are employed in each session as necessary, in order to fulfil the staff : child ratios set out in this policy (and in the EYFS Statutory Framework for Nursery-aged children).
- Assistants are responsible for
  - Carrying out tasks delegated to them by the club leader
  - Supporting and developing children's play
  - Contributing to the planning process
  - Providing a positive adult role model and promoting good relationships
  - Managing behaviour
  - Managing resources

## 2.3 Ratios

- The staffing ratio is set as either:
  - A maximum of **1:8 adult : children**, where all of the 8 children attend Foundation Stage/ Key Stage One. (This reflects the requirement in the EYFS Statutory Framework that, when a teacher is not working directly with Nursery age children, there should be a ratio of 1:8, with at least one member of staff with a full and relevant level 3 qualification and half of all assistants for Nursery children with a full and relevant level 2 qualification)
  - A maximum of **1:10 adult : children**, where some or all of the 10 children attend Key Stage Two. Where not all of the 10 children are from Key Stage Two, no more than 6 of the 10 children will be from Key Stage One/ Foundation Stage.

## 3.0 Charging

### 3.1 General Charges

Charges apply to each session attended. The charges are as follows:

- Morning session:
  - £3.00 per child
- Afternoon session:
  - £8.50 per child
  - £6.50 for any subsequent siblings
- For Nursery children, the charge is £4.38 per hour, which is in line with the funding for Free Early Education Entitlement which the school receives.

### 3.2 Staff discount

- Westgate staff members are entitled to a discount for their children if they choose to use WOOSH. The same conditions relating to cancellation apply as outlined above.
- Morning session:
  - £1.50 per child for school staff (50% reduction)
  - Free for WOOSH staff
- Afternoon session:
  - £4.25 per child (50% reduction)
  - £3.25 for any subsequent siblings (50% reduction)

### 3.3 Childcare vouchers

- Parents can choose to pay some or all of the charge using childcare vouchers available through their employer.
- WOOSH is also registered for HMRC's Tax-free Childcare scheme. Parents cannot use this service if they are in receipt of childcare vouchers or use a salary sacrifice scheme.

### 3.4 Funded Nursery Provision

- Parents may choose to use some of their funded Nursery education entitlement (up to 30 hours a week) at WOOSH, for Nursery-aged children.

### 3.4 Settling balances

- Parents/ carers are expected to settle payments promptly. Written information regarding outstanding balances will be provided where appropriate.
- The school reserves the right to suspend access to sessions in the event of persistent non-payment until action is taken to settle the balance.

### 3.5 Cancellations

- Cancellations should be made no later than the day before a booking. Any booking cancelled after this will be subject to the full charge.

#### **4.0 Communication**

- Parents wishing to use the club are required to complete a registration form including medical information and contact details in case of emergency. This can be found in Appendix A.
- Any significant achievements or issues concerning a child will be communicated promptly to their parents/ carers by the club leaders.
- Written information regarding outstanding fees will be provided to parents and carers where appropriate.

#### **5.0 Safeguarding**

- The school's policies in relation to Safeguarding, Child Protection and Bullying are fully applicable to out of school hours provision at Westgate.
- In the case of a concern or disclosure relating to a child, WOOSH staff will follow the school policy and consult with one of the designated members of staff (Helen Carpenter or Marie Colannino) at the earliest available opportunity.
- All recruitment for WOOSH will take account of safer recruitment guidelines as for all other school staff appointments.

#### **6.0 Equal Opportunities**

- Our commitment to equal opportunity will be reflected in our delivery of the activities on offer. Full access to activities will be offered to all children, with appropriate adjustments made to accommodate individual needs. We will plan activities which provide opportunities to discuss positive images of other people, to recognise and celebrate diversity and to challenge negative stereotypes, including racism and homophobia.

#### **7.0 Policy Documents**

- All relevant school policies are applicable to Westgate's Out of School Hours Club. The following are of particular note:
  - Managing Medications And Medical Conditions Policy
  - Anti-Bullying Policy
  - Behaviour & Discipline Policy
  - Complaints Policy
  - Online Safety Policy
  - Acceptable Use of IT Policy/ Agreements
  - Emergency Evacuation Procedure
  - Equalities Policy
  - Health And Safety Policy
  - Healthy Eating Policy
  - Packed Lunch Policy
  - Safeguarding & Child Protection Policy
  - School Rules

#### **8.0 Monitoring, Evaluation and Review**

- Provision will be monitored by the Assistant Head Teacher and Head Teacher through informal observation during session time, discussion with staff and analysis of attendance levels/ patterns and revenue.
- Information from consultation exercises each year with children, parents and carers will be used to support the identification of development priorities.
- The Club leader will be part of performance management arrangements for associate staff and will have one objective linked to his/ her role at WOOSH to support the development of the provision.

**This policy was ratified by the governing body on 29/03/2021 and is subject to review on an annual basis.**

Signed:

Designation: Head Teacher

Signed:

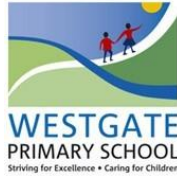
Designation: Club leader

Signed:

Chair of governors/ sub-committee

Date: 29/03/2021

WESTGATE PRIMARY SCHOOL



OUT OF SCHOOL CLUB

REGISTRATION

Your Name \_\_\_\_\_

Your address : \_\_\_\_\_

\_\_\_\_\_

Your child's Name (s)      1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Your workplace details \_\_\_\_\_

\_\_\_\_\_

Main contact numbers:

Home \_\_\_\_\_

Work: \_\_\_\_\_

Mobile \_\_\_\_\_

Other friend / relative as emergency number: \_\_\_\_\_

(Please also state the relationship)

Does your child / children have specific dietary likes / dislikes or allergies?

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Please tell us anything your child / children especially like to do at or out of school:

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I have read and understood the information about the Out of School Club

Signed \_\_\_\_\_ Date \_\_\_\_\_