



WILDRIDINGS PRIMARY SCHOOL

WILDRIDINGS OUT OF SCHOOL CLUB POLICY AND PROCEDURE DOCUMENT 2016

Reviewed and updated – April 2016 by Alison Evans, WOOSC Manager

Adopted by: Committee

Agreed: (name) (date)

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This policy is intended for use as a guideline only. For all policies, please refer to those held by Wildridings Primary School.

Wildridings Out of School Club endeavours to provide quality childcare for all children and young people, from Reception to Year 6. We provide a wide range of activities in a safe and happy environment and follow the 3 main golden rules as the school – Ready, Respectful, Safe.

1. STAFFING

Our Club is committed to placing the best interests of children and young people's welfare, care and development at the centre of all staffing matters.

The Club is managed on a day to day basis by the Manager or appointed Supervisor who report directly to the Head Teacher.

There must be at least two members of staff present during the Club opening hours and all staff must hold an up to date DBS check, a current Basic Food Hygiene, Safeguarding and Paediatric First Aid qualification. Ratios of adults to children and young people in the setting will comply with advice given by the play and care work team at Bracknell Forest Borough Council.

2. EMPLOYMENT OF STAFF

All Club Staff are employed by Wildridings Primary School and are subject to the terms, conditions and disciplinary rules set out by Bracknell Forest Borough Council.

All staff must be aware that confidentiality is very important and the breaking of our confidentiality rules could lead to disciplinary action by the Head Teacher.

3. STAFF DEVELOPMENT AND TRAINING

Staff training is considered important to the wellbeing of our parents, carer's, their children and young people. Therefore the aim is that training must be ongoing and updated as necessary.

4. PARENTS, CARERS, STUDENTS AND VOLUNTEERS

Wildridings Out of school club promotes and encourages parents, carers, student and volunteer involvement. However, these persons are to complement, not replace, staff. As with all staff, DBS checks will be carried out. Parents, carers, students and volunteers will never be left in sole charge of the Club or of any child within it.

5. SETTLING IN

All families wishing to use the Club may visit during normal running hours to familiarise themselves with how the Club runs. All children and young people will be given a Club induction on their first day to enable staff to find out more about the child and to explain what is expected of the child in terms of behaviour and safety. Staff will carefully monitor new children and young people and discuss any concerns with parents/carers, where appropriate.

6. ARRIVALS AND DEPARTURES

All children and young people attending must have been pre-booked. Every effort will be made to take late bookings, but parents and carers are responsible for ensuring that there are spaces available. Parents/carers are responsible for notifying the Club that their child will not be attending.

We have a password system in place and will not release any child or young person unless the person collecting them is able to supply us with the correct password for that family. Children and young people must be collected by a responsible person and will not be released to adults who are not known to the Club Staff without prior arrangement with the parents/carers or unless they have the relevant password. **We will not allow a child in our care to leave the club with a child who is under 14 years of age.** Once the parent/carer/nominated person has signed out the child/children and young people, they become the responsibility of that person and not that of the Club, even if they are still within the school grounds. The Staff have the right to refuse to allow any child or young person to leave the site with any adult who is deemed unfit to take parental responsibility due to alcohol or substance misuse.

If you are late collecting your child/ren, this is considered to be any time after the booked session ends. It will result in a charge of £5.00 per five minute block. i.e. £5 for up to 5 minutes, £10 for up to 10 minutes and so on. A late letter will be issued and signed by the club Manager/Supervisor. Persistent problems may result in parents/carers being unable to use the club in the future.

We are obliged by law to notify the Duty Social Worker if any child has not been collected 30 minutes after the club has closed and we are unable to make contact with either the parent/carer, or the alternative emergency contacts we have been given. Two members of staff must remain with any child whose parent/carer is late. Further information concerning the non-collection of a child is noted in the section headed "Missing Persons".

Any problems with attendance and collection times should be dealt with in the first instance informally (on the lines of an approach to the parent/carer). In the second instance the Club Manager will contact parents/carers to discuss on going issues. However, persistent problems can be brought to the attention of the Head Teacher, who can make a decision regarding the said parents'/carers' future use of the Club.

7. EQUIPMENT AND ACTIVITIES

All Equipment used by the Club meets the required safety standards and is checked regularly for defects.

Equipment is cleaned regularly and stored in an appropriate way.

Children and young people are involved in all decisions regarding what is purchased for the Club.

The Manager and her/his staff will decide upon periodic themes relevant to current trends, conditions and seasons and creative activities will be based upon these. There will be opportunities for free choice and free expression of ideas, games and activities. There will always be an alternative choice in play, crafts and games.

8. INVOLVING AND CONSULTING CHILDREN AND YOUNG PEOPLE

Wildridings Out of School Club agrees that:

- All children and young people have a right to expect that their best interests are a priority when decisions are being made about them by the Club.
- All children and young people have a right to have a say in anything that affects them.

- All children and young people have the right to be protected from all forms of violence, kept safe from harm and protected by those who look after them.
- All children and young people have the right to rest, play and have the opportunity to join in a wide variety of activities.

Children and young people will be consulted regarding how their Club runs. This consultation will include:

- Equipment and Toys purchased
- Activities provided
- Trips and Outings undertaken
- Behaviour Codes

9. PHYSICAL ENVIRONMENT

Our Club premises are kept safe and children will be supervised at all times and there is adequate space for play opportunities undertaken. The Club will maintain an open room layout, allowing the children and young people the opportunity to move freely between activities.

All children will have adequate space to play and interact freely. The Staff will ensure that the environment is friendly, clean and cheerful.

The outdoor area will be kept clean and hazard free and staff will ensure that the children and young people are safe at all times.

10. HEALTH & SAFETY

Within the confines of what is reasonable and practical:-

Employers – Wildridings Primary School are responsible for making sure the areas used by the Club and the equipment are in a safe condition that presents no risk to health.

Employees – Out of School Club staff are responsible for ensuring that they have read the Health and Safety Policy relating to the Club and that they take due care and attention whilst undertaking their duties.

Out of School Club recognises the need to promote health and safety in order to achieve improved standards and safe methods of work.

It is the Club's policy to take all steps within its power to prevent personal injury, health hazards and damage to property. There should always be a member of staff present who is trained in first aid and that this training is kept up to date.

The CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1988 – COSHH

Out of School Club works within this legislation and takes care to:

- Store all cleaning materials in a locked cupboard
- To manage any hazardous spillage immediately

RIDDOR- REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURANCES

Any reportable accident, dangerous occurrence or cases of disease will be reported without delay to the School Health and Safety Officer, who will report to RIDDOR and the LA as appropriate.

11. RISK ASSESSMENT

Risk assessments will be undertaken, where deemed necessary, for all activities that take place at the Club. Copies of these risk assessments are to be kept on file at the Club.

The preparation and maintenance of an overall risk assessment of the building and outside areas is the responsibility of the nominated school Health and Safety Officer.

12. SITE SAFETY

The Club staff are responsible for ensuring that all areas used by the children and young people are kept safe.

All Adults visiting the Club will be asked for identification and a record of these people will be kept.

If an unidentified person is seen on site the children and young people will be counted immediately and kept in a safe area whilst a member of staff deals with the incident. The staff should not compromise their safety and should call for assistance as soon as possible.

BROADMOOR EMERGENCY

In the event of a Broadmoor Hospital alert or similar emergency, the children should be brought in to the main school building and the register checked to ensure that all children, young people and staff are accounted for. No outdoor play will be permitted and the Club will endeavour to operate as normal indoors until children and young people are collected by their parents /carers or nominated persons.

The club will also follow guidance that is provided to them by local police and the local authority. Should the police request that the Club is shut then parents/carers will be notified and asked to collect their child/ren. If this cannot be done, the staff will continue to be responsible for those children and young people remaining and arrangements made with the police to ensure their safety until they can be collected.

13. FIRE SAFETY

In the case of fire, a bell will sound. Staff will evacuate children and young people through the nearest fire exit. A member of staff nominated by the Manager or Supervisor will check all areas in use by the children and young people, including toilets and surrounding areas. Emergency contact telephone numbers for all children and young people are written in the back of both scheme registers and the person in charge of the Club is responsible for ensuring that the register is taken out when the evacuation happens.

All staff should know:

- Where the extinguishers are
- Where all the exits are located
- Building layout and any potential areas of increased risk of fire or entrapment.

Children and young people will be lined up at the assembly point (on the field, alongside the fence outside nurture room), heads will be counted and then the register will be taken.

When the building is safe, the children and young people will be walked back into the building in an orderly fashion.

There will be a fire drill held on a regular basis. Children and young people not

present on the day that the drill takes place should be briefed as to the procedure they follow in the event of an emergency. A detailed record of these drills will be added to the school fire log which should include date and time of drill, time taken for evacuation and any points that need noting. Club staff must ensure that all children and young people will be familiar with all aspects of the fire and evacuation procedures.

Fire Drills should include:

- On sounding the alarm all staff, children, young people and visitors must leave the building immediately, closing doors behind them if possible.
- The children, young people and staff must be familiar with the assembly points.
- Everyone should walk quickly but **DO NOT RUN**.
- **DO NOT** stop or return for any clothing, belongings or books.
- The Club register will be taken by the Manager or Supervisor.
- If necessary, the Fire Brigade will be called.
- Re-entry to the building will only take place with the permission of, in the case of a fire drill, the person in charge of the Club when the drill takes place or, in the case of a real emergency, the fire brigade.

14. VISITS AND OUTINGS

Prior to any off site visit or outing the Manager will complete a Risk Assessment. Written parental consent will be sought for all off site activities taking place during the Out of School Club. Parents/carers will be briefed regarding potential outings. For any planned trips further information will be given in advance to parents/carers. The cost of any off site activity must be met by the child/ren's parent/carer and will be kept to a minimum.

For all off site visits the Manager will ensure:-

- There are at least as many adults to children as there would be in the Club. The relevant adult to child ratio will follow the advice given by the play and childcare team at Bracknell Forest Borough Council.
- Safeguard all children.
- Maintain Health and Safety procedures.
- Carry a mobile telephone.
- That staff are present so children and young people can be escorted when using public toilet facilities.
- Carry emergency contact details for the children and young people attending.
- Carry first aid equipment suitable for the children and young people in attendance.
- Carry the register, accident/incident books and any other documentation necessary to ensure that safety is maintained.
- Adequate fresh water is available at all times.
- Any transport used meets all relevant regulations.
- Parents and Carers are notified of any changes to the itinerary.

15. HEALTH, ILLNESS AND EMERGENCY

All our Club staff hold an up to date paediatric first aid qualification.

The Club will keep an adequate stock of first aid items and ensure that these are replenished regularly.

A first aid box is kept with easy reach of staff at all times, both on and off site.

15.1 ACCIDENTS

Meeting all legislation set out, we will take good care of the children and young people, but in the event of an accident requiring hospital treatment, every effort will be made to contact the parent/carer. If the child/ren cannot be accompanied to hospital by their parent/carer then a member of staff will undertake this role and stay with the child/ren.

Out of School Club staff will treat small cuts and bruises. All incidents will be reported to the parents /carers and entered into the accident book. Parents/carers must sign the book and, when appropriate, will be given a copy of the relevant paperwork.

15.2 SICKNESS

If a child is unwell, it may be considered that the child is also unfit for the Out of School Club. Parents/carers are responsible for notifying the Club that their child will not be attending. The Club Manager or Supervisor's decision is final in the matter of a child being fit or being too ill to attend the Club.

If a child/ren has suffered from diarrhoea and/or sickness, parents/carers **must not** bring them to the Club for at least 48 hours from the last attack.

15.3 MEDICINE

In the event of children and young people needing prescribed medication whilst attending the Club, then a signed form must be filled in by the parents/carers prior to any administration of medicine. A record will be kept of time, dosage etc, signed by the staff member who has administered it. The Manger or Supervisor has the right to refuse to administer any medicines.

The Out of School Club reserves the right to withdraw this service without notice to parents/carers.

15.4 HYGIENE

We ensure that all staff are trained to the required standards for food handling.

The staff are responsible for ensuring that the areas within the school used by the Club are kept clean and tidy and that there are sufficient toilet facilities for the number of children and young people using the Club. Consideration is to be given for the privacy and personal requirements of all children and young people. Children and young people must not use the same toilet as staff.

Staff will demonstrate and promote a high standard of personal hygiene at all times and discuss these issues in a positive manner with the children and young people.

15.5 INFECTIOUS AND COMMUNICABLE DISEASES

It is the responsibility of staff to report any diseases or suspicions of diseases to the Manager immediately. The Club will report such instances to the relevant authority.

16. SMOKING, ALCOHOL AND DRUGS

Wildridings Out of School Club operates a NO SMOKING policy which means that all staff and visitors must not smoke anywhere within the site that the Club operates.

Alcohol and Drugs are not permitted on site at any time.

If the Manager or Supervisor suspects that an adult visiting the Club may be under the influence of any substance, they must ask that person to leave the site immediately and note this in the Incident Book. Staff will promote the disadvantages of the misuse of these substances to the children and young people.

17. FOOD AND DRINK

All the staff in the Out of School Club hold a current Food Hygiene Certificate. The club operates a no nut policy and this must be upheld by anybody bringing food on site. Any items found to contain nuts will be retained if possible and handed back to parent/carers at collection. However, if these items have been opened, then the Manager/Supervisor reserve the right to dispose of them.

Fresh drinking water will be available at all times throughout the sessions. Parents/carers are expected to provide children with a water bottle that can be refilled for their time at the Club. The Club will not permit fizzy drinks of any kind and the Manager/Supervisor hold the decision as to whether drinks brought in by child/ren are suitable for consumption at the Club.

18. EQUALITY OF OPPORTUNITY

Wildridings Out of School Club is an equal opportunities organisation. The aim of our policy, in conjunction with the school policy, is to ensure that no individual, or group, receives less favourable treatment on the grounds of gender, age, race, colour, ethnic or national origin, religious beliefs, social class, disability or marital status.

All children and young people will have access to good quality, safe and affordable play opportunities with supervision, provided where appropriate, in accordance with age and need. No child should be denied access as a result of discrimination.

All staff should value and respect the different religions, cultures, languages and abilities in our society, so valuing and respecting each child as an individual without stereotyping.

All children and young people should feel respected and valued and able to play freely from racial and other types of harassment or abuse from other children and young people or adults. Where children and young people express views or act to the detriment of others, these views and actions should be challenged in the appropriate manner according to the child's age and level of development. If necessary, the Club Manager will refer such issues to the Head Teacher. Overall responsibility for this policy lies with the Head Teacher of Wildridings Primary School. The policy itself will be reviewed and updated on a regular basis.

19. SPECIAL NEEDS/INCLUSION

Within the bounds of our staff training and facilities, we will always strive to accept special needs children and young people, provided the environment meets their specific needs. Parents/carers will always be consulted regarding the child's access to the Club, however the safety of the club as a whole must be maintained within any decisions made. We will work in partnership with parents and other agencies in meeting individual children's needs.

The provision for children with SEN/disabilities is the responsibility of all members of

staff and our equal opportunity policy strives to ensure equality of access and opportunity to our premises and facilities.

20. BEHAVIOUR MANAGEMENT

20.1 AIM

- That each child learns to respect and consider other people's feelings and property.
- That each child learns to take responsibility for his/her own behaviour.
- That a framework of behavioural expectation is established for all those who work with the children and young people.
- That parents/carers are aware of the standard of behaviour expected in the Club.
- That each child learns that he/she is a valued member of Out of School Club and has high self esteem.

The Out of School Club Manager and Supervisor are responsible for establishing her/his own set of rules with the children and young people.

The Club uses positive handling, such as holding, only to prevent physical injury to adults or children and/or serious damage to property. The Club Manager and Supervisor will have undergone Team Teach training, which gives strategies to de-escalate, defuse and divert, in order to prevent violence and reduce the risk of injury to adults and children.

Restraint forms of such an event, what happened, what action was taken and by whom and the name of witnesses are brought to the attention of the Manager and recorded. The child's parent/carer is informed as soon as possible.

Strategies such as positive handling plans will be agreed by all staff/parents/carers.

20.2 AGREED NON-ACCEPTABLE BEHAVIOUR

Include but not exclusively:-

- Bullying
- Lying
- Stealing
- Swearing
- Deliberate destructiveness
- Racist or sexist remarks
- Defiance
- Biting
- Spitting
- Absconding
- Physical harm to self or others

Bullying

Bullying involves the persistent physical or verbal abuse of another child or children. We take bullying very seriously.

If a child bullies another child or children:-

- We intervene to stop the child harming the other child/ren.
- We explain to the child doing the bullying why her/his behaviour is inappropriate.
- We give reassurance to the child or children who have been bullied.
- We help the child who has carried out the bullying to say sorry for his/her actions.
- We make sure that children who bully receive praise when they display acceptable behaviour.

- We do not label children who bully.
- When children bully, we discuss what has happened with their parents/carers.
- When children have been bullied, we share what has happened with their parents/carers, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

20.3 MANAGER'S RESPONSIBILITIES

- To establish a framework of acceptable standards of behaviour within which each child is clearly aware of the boundaries.
- To ensure that the Head Teacher, staff, parents, children and young people are aware of the behaviour policy and understand how it works within the Club, ensuring the Head Teacher is made aware of any problems.
- To involve parents/carers at an early stage, where there are significant concerns about a child's behaviour.

20.4 PLAY STAFF RESPONSIBILITIES

- To make sure that the child knows what is expected of them in terms of behaviour at the Club.
- To be responsible for the child's behaviour within the confines of the Club and within the Club's activities, reminding them of what is acceptable.
- To make time to communicate with parents/carers to let them know how their child is behaving in the Club.
- To be positive about individuals and try to raise their self-esteem through positive encouragement and praise where justified.
- To have high expectations of all children and young people and encourage them to take responsibility for their actions and behaviour.
- To set an example and provide a positive role model for the children and young people.

20.5 SANCTIONS

- Reprimand.
- Seek opportunities to talk about examples of good behaviour.
- Remove from group's attention (for example, calming down time.)
- Remove privileges.
- Note behaviour in incident book.
- Discuss behaviour with parents.

When there are three incidents noted in the Incident Book within a period of 2 weeks, the behaviour will be discussed by the Manager or Supervisor with the Head Teacher.

Under **NO** circumstances is corporal punishment used as a sanction. The Manager/Supervisor may use physical restraint only if a child is in danger of harming him/herself, another child, an adult or to prevent damage to property.

Children are to:

- Know their rights and understand that these rights are always balanced by those of other children.
- Respect and to take care of everyone and everything within the Out of School Club community.

- Play their part in helping to create a co-operative, contented Out of School Club.
- Behave in a respectful way towards other children and adults.

Parents should:

- Work in co-operation with Out of School Club
- Inform Out of School Club if there are factors at home, or otherwise, that could influence a child's behaviour.
- Inform staff if any bullying incidents arise.
- Inform the Club Manager or Supervisor if you have any behavioural concerns.

21. PARTNERSHIP WITH PARENTS AND CARERS

We work in Partnership with parents and carers who are the primary carers of the children and young people who attend our Club. If parents/carers have a concern they should discuss it with the Manager or Supervisor.

Our Club is there to support families and to enrich the opportunities for their children and young people.

22. MISSING PERSONS

If, after the register has been called (and after subsequent questioning), the whereabouts of a child cannot be satisfactorily determined, a controlled search of the Club premises and school site should be carried out. Any search should be co-ordinated by the Club's Manager/Supervisor. Parents/carers will be contacted once the Manager/Supervisor or person in charge of the Club has carried out a full assessment. The Manager/Supervisor will make a judgement on when outside intervention is needed and will contact the Police and child's parents.

22.1 NON COLLECTION OF A CHILD

Children must be collected promptly at the end of a session.

If a parent/carer fails to collect a child at the end of the session, the Manager/Supervisor should attempt to contact the parent/carer, followed by the emergency telephone numbers that parents/carers have supplied. The Club will deal only with the persons that have been nominated as emergency contacts on the child's registration form.

If, after 30 minutes, contact cannot be made with any nominated persons, then the Manager/Supervisor should contact the Duty Social Worker at Bracknell Forest Borough Council. Two staff members must remain with the child until a suitable adult assumes responsibility for the child. The person assuming responsibility for the child must sign the Club signing out book along with the time of collection.

23. COMPLIMENTS AND COMPLAINTS

All users of the scheme have the right to complain to the Club Manager/Supervisor. The Manger/Supervisor makes all decisions concerning the day to day running of the Club and these decisions are final.

However, a right of appeal to the Head Teacher is available and must be undertaken in writing within 14 days. The Head Teacher will respond to any written complaints

within 10 working days.

24. CHILD PROTECTION/SAFEGAURDING

The Out of School Club intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

In order to achieve this we will ensure all applicants for work within the Out of School Club will be interviewed before an appointment is made, DBS checks will be carried out and they be asked to provide references. Any volunteers will also have to hold a valid DBS.

Staff will undertake child protection training and the Manager will undertake targeted child protection training.

The layout of the playroom and outside area will permit supervision of all children.

Changes in children's behaviour/appearance will be investigated. We acknowledge that abuse of children can take different forms - physical, emotional and sexual as well as neglect.

Parents/carers will normally be the first point of reference, if appropriate. When necessary, suspicions will also be referred to the Children's Services Department.

All such suspicions and investigations will be kept confidential, shared only with those who need to know.

CONCERNS WITH STAFF

If parents or carers have any concerns regarding any member of staff they must contact the Manager or Head Teacher. This will be in total confidence.

Written records of any concerns and/or incidents will be kept by Out of School Club and/or Wildridings Primary School.

We follow the guidance from Bracknell Forest Borough Council.

DISCLOSURES

Where a child makes a disclosure to a member of staff, that member of staff will:-

- Offer reassurance to the child
- Listen to the child, and
- Give reassurance that he or she will take action

Staff will record suspicions of abuse or disclosures, making a record of:

- The child's name
- The child's address
- The age of the child
- The date and time of the observation or disclosure
- An objective record of the observation or disclosure
- The words spoken by the child, as far as possible

- The name of the person to whom the concern was reported, with date and time if possible
- The names of any other person present at the time
- These records are dated and signed

Such records will not be accessible to people in the Out of school Club other than the Manager, Head Teacher or other member of staff as appropriate.

LIAISON WITH OTHER BODIES

Out of School Club operates in accordance with Bracknell Forest Borough Council safeguarding. Confidential records kept on children about whom the Out of School Club is anxious, will be shared with the Children's Services Department if the Out of school Club feels that adequate explanations for changes in the child's condition have not been provided.

CHILD PROTECTION WHISTLE BLOWING

Wildridings Out of School Club acknowledges their individual responsibilities to bring matters of concern to the attention of the Manager/Supervisor/Head Teacher. Although this can be difficult, it is particularly important regarding the welfare of children in the care of the Club.

25. DOCUMENTATION AND INFORMATION

The information kept within the Club is stored and access is restricted.

Staff work within strict confidentiality rules and information will not be shared unless we have permission or the child/ren's welfare may be compromised.

Parents/carers are obliged to complete all documentation requested by the Club and must submit a request in writing if they do not wish to disclose information. The Club reserves the right to refuse admission if we do not hold information needed to ensure that the child/ren and young people are safe.

Parents/carers are obliged to inform the Club of any changes to their circumstances.

26. ADMISSIONS POLICY AND REGISTRATION REQUIREMENTS

The Club is open to all children and young people attending Wildridings Primary School from Reception to Year 6.

An enrolment form must be filled in by parents/carers for all children and young people before they attend for the first time. This enrolment form will ask parents/carers to supply information which includes an emergency contact telephone number, full postal address, details of any allergies/dietary needs the child has i.e. nut allergy, any special needs the child has and any details regarding access i.e. court orders.

It is the responsibility of the parent/carers to inform Out of School Club of any changes to this information.

All enquiries regarding admission should be referred to the office/reception at Wildridings Primary School.

27. FEES

It is the duty of the Bursar to collect fees and to identify any problems with fee payment.

Fees are to be paid in full, monthly, in advance.

Payments should be made in cash or cheque made payable to WILDRIDINGS PRIMARY SCHOOL. A receipt will be issued after payment.

Parents/carers will be charged for any session that has been booked at the Out of school club but not attended by the child/children.

If fees are not paid in advance, then the child/ren's place will not be guaranteed.

CHANGES TO SESSIONS

If parent's/carer's need to cancel their child/ren's Out of School Club session(s) then two school weeks working notice is required, preferably in writing.

Club understand that there may be times when a child is absent due to unforeseen circumstances, such as illness or another commitment. However due to the staff being in place for the expected number of children that day, parents/carers will still be required to pay for the Out of School Club session irrespective of whether the child attends.

On the occasion that Wildridings Out of School Club are forced to close due to unforeseen circumstances, parents/carers will not be charged for the session.

Policy will be reviewed annually