



**SCHOLES**

Scholes (Elmet)  
Primary School

# Out of School Club 2024/2025

## Welcome!



# Out of School Club

Telephone Number: 0113 264 9149

Email: [scholesoosc@spherefederation.org](mailto:scholesoosc@spherefederation.org)

Email: [scholesoffice@spherefederation.org](mailto:scholesoffice@spherefederation.org)

## Opening hours

<b>Before school</b>	7.30am to 8.45am	7.00 per session
<b>After school</b>	3.15pm to 6.00pm	£11.50 per session

Out of School Club is available to children from Reception to Year 6.

## We have...

Qualified, experienced staff with a minimum of 1 member of staff per 8 children

## We offer...

A warm, friendly and safe environment for your child, where they can play with friends and make new friends. We also provide lots of fun activities including crafts, toys and games and sporting activities. Children can also unwind and watch a DVD in our TV room.

## Snacks and drinks

### Before school

Breakfast snacks are available between **7.30am to 8.30am**. A typical breakfast consists of toast, crumpets, pancakes, cereals, yoghurt, milk or water.

**Please tell a member of staff if you want to make sure your child has breakfast at the club.**

### After school

Evening snacks are available from 3.15pm to 5.30pm. A typical evening snack consists of French stick or pitta bread, cheese, tomatoes, carrot sticks, fresh fruit and milk or water to drink.

**Drinks are available throughout the whole of the session.**



The following pages provide you with information and sets out our policy (our terms and conditions) on a range of points:

- Accidents
- Admissions
- Arrival & collection
- Behaviour (adults)
- Behaviour (children)
- Changes
- Complaints
- Equal Opportunities
- Illness
- Medication
- Payment
- Privacy
- Safeguarding
- Special Educational Needs and Disability

### Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times. There is always a first aider on site and a first aid kit is available at all times. If your child has an accident whilst in our care, we'll tell you when you collect your child. We are fully insured.

### Admissions

Our club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by school and we use a waiting list system when the need arises. The waiting list will be operated on a first come, first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Re-enrolment for September is required at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form.

### Arrival and collection of children

Children can be dropped off in the morning anytime during the session. At the start of school, all new children and children under the age of 8yrs old will be escorted to their classroom by a member of staff.

All children in Reception attending the club will be escorted to the evening session by a member of staff from their class.

All other children attending the evening session will make their own way from their classroom, unless parents request otherwise.

Please inform a member of staff if anyone other than the parent/carer is collecting your child. If a sibling is to collect, they must be over 16yrs old. All children must be signed out when collected from the evening session.

Out of School Club finishes at 6pm. If you're delayed for any reason, please telephone 0113 2649149 to let us know. A late payment fee of £10 for every 10 minutes you are late. If your child remains uncollected after 6.30pm (30 minutes after the Out of School Club closes) and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will contact Social Care.

For any further information or queries, please contact the school office or email [scholesoosc@spherefederation.org](mailto:scholesoosc@spherefederation.org).

## Behaviour (adults)

We will not tolerate bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict from any parent, carer or visitor. Our school, including wraparound care, is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

## Behaviour (children)

Our Positive Relationship policy will be followed. Children are expected to follow the three school rules that they follow during the school day:

- respect everyone and everything
- keep your hands, feet and objects to yourself
- follow instructions

We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We'll try to be flexible in order to accommodate such cases. However, if your child's behaviour poses an immediate danger to themselves or others, we will require you to collect them from wraparound care immediately. If all attempts at behaviour management are unsuccessful, we will send to you a written letter after two incidents of challenging behaviour. This letter will be to advise that your child is close to being excluded from the club. If there is another incident of challenging behaviour, we will exclude your child from the club.

## Changes

If you need to change the days that your child attends, please contact us. We try to accommodate such changes wherever possible.

Please remember that we need to know if your child will not be attending the club for any reason.

If you know in advance of any days when your child will not be attending during the following week, please try to let school know by Thursday at the latest.

Contact us at [scholesoosc@spherefederation.org](mailto:scholesoosc@spherefederation.org) or call 0113 2649149.

## Complaints procedure

If you have any questions, comments or concerns, please feel free to speak to staff who are present or Karen Hague, Head of School.

Contact us at [scholesheadofschool@spherefederation.org](mailto:scholesheadofschool@spherefederation.org) or call 0113 2649149.

[Read more about our Complaints Policy.](#)

## Equal opportunities

We provide a safe and caring environment, free from discrimination, for everyone in our community, including children with additional needs.

## Illness

We're unable to care for children who are unwell. If your child becomes unwell whilst attending the Out of School Club, we'll contact you and ask you to make arrangements for them to be collected.

Please inform the school of any infectious illness your child contracts. If your child has had sickness or diarrhoea, please do not send him or her to school, or the Out of School Club, for 48 hours after the illness has ceased.

## Medication

Please let us know if your child is taking prescribed medicine. If your child needs to take medicine whilst attending wraparound care, you'll need to complete a **permission to administer medication form** in advance.

## Payment of fees

The current fees are **£7.00 for a morning session** and **£11.50 for an afternoon session**.

Fees are payable in advance via School Gateway. We are registered to accept Tax-Free Childcare or childcare vouchers.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given), or if school is unexpectedly closed for any reason.

We do not charge for bank holidays and professional training days when the Out of School Club is not available.

Please ensure that fees are paid promptly. Non-payment may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to Karen Hague, Head of School or Lindsey Goodwin, Out of School Club Manager.

## Privacy

We respect the privacy of the children attending the Out of School Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required\* is erased after your child has ceased attending the Out of School Club or they leave school.

We will use the contact details you give us to contact you via phone or email so that we can send you information about your child, arrangements and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
  - are required to by government bodies or law enforcement agencies
  - engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices)
  - have obtained your prior permission
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- You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:
  - we will not be able to continue to care for your child if we do not have sufficient information about them
  - even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\* so can't delete everything immediately

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

*\* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

[Read more about data protection here.](#)

## **Safeguarding**

We are committed to building a culture of safety in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained and that there is a designated member of staff on site at all times. For more details see our [Safeguarding Policy](#).

## **Special education needs and disabilities**

We make every effort to accommodate and welcome any child with special needs. We will work with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

For more details on equal opportunities and special needs, see our [Equalities Policy](#).

# Registration form



Pupil details	
Child's name:	
Date of birth:	
Home address:	
Class:	
Contact information	
Parent/carer name:	
Mobile number:	
Email address:	
Contact information	
Parent/carer name:	
Mobile number:	
Email address:	
Details of person collecting (if different from above)	
Name:	
Mobile number:	

### Sessions required (please tick)

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning</b>					
<b>Afternoon</b>					

How will you be paying for the Out of School Club?	
Bank transfer or credit/debit card on the School Gateway app	
Government tax free childcare scheme (please state your child's reference number)	
Childcare vouchers (please state voucher company)	
Student childcare grant	
Other (please state)	

Start date required.....

### Please inform a member of staff at the club if:

- Your child **will not** be attending the club on a booked session.
- Anyone other than the person named above is collecting your child.

I give consent to the staff at the out of school club to access my child's records if needed (medical details and emergency contact details). I give consent to receive invoices and correspondence via email.	
Signed (parent/carer)	Date



The Out of School Club cannot accept responsibility for your child's possessions or valuables whilst attending the club.



# Scholes Out of School Club Permissions

	yes	no
Can we take photographs / videos of your child for use <b>in the out of school club</b> ?		
Can we take photographs / videos of your child for a <b>wider audience</b> eg website, newspaper, social media? (We never include children's names next to their pictures.)		
Do you give permission for photographs / videos of your child to be used on our website <b>after your child has left</b> the school? (We never include children's names next to their pictures.)		
Do you give permission for your child to watch PG films whilst attending the out of school club?		
Do you give consent for out of school club staff to access your child's records if needed (medical details and emergency contact details)?		
<b>Intimate care:</b> do you consent for your child to be cleaned and changed by out of school club staff, if they wet or soil themselves whilst in the care of the out of school club?		
<b>Please complete if you answered no to the above question:</b> do you understand that, in the event that we are unable to get hold of you or the emergency contact, the staff will act appropriately. Staff may need to come into some level of physical contact with your child, in order to support them as part of a basic duty of care.		

Signed		Date	
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