

**ST. JOSEPH'S CATHOLIC
PRIMARY SCHOOL**



Barleyfields Road, Wetherby
West Yorkshire LS22 6PR

**St Joseph's Catholic Primary School
Out of School Club Terms & Conditions**

'This school is committed to safeguarding and promoting the wellbeing of all our children, and expects our staff and volunteers to share this commitment.'

Reviewed & amended

- May 2022

Next review

- May 2023

The Governing Body of St Joseph's Catholic Primary School set these terms and conditions and may review and revise the charges, conditions and operation procedures as they deem necessary, at any time, and parents/carers will be given half a term's notice of any changes. Continued attendance at the Out of School Club will be deemed to indicate acceptance of any revised changes or charges to our conditions and procedures.

All St Joseph's Catholic Primary School's policies and procedures will automatically be applied in our Out of School Club. On our policies and procedures, where it states Headteacher, this refers to the Out of School Club Manager and where it states Designated Safeguarding Lead (DSL), this will be a DSL who works within the Out of School Club, details of which can be found on our school website. Please note that in some cases, a member of the senior leadership team, may become involved if this is deemed necessary.

All of our staff hold full and relevant qualifications, where necessary, to ensure legal requirements are met, including the EYFS statutory requirements and pupil:staff ratios. This includes having a DSL and first aider on site.

Staff are employed by the school's Governing Body and each session will have a lead member of staff.

Breakfast is provided at our Breakfast Club where children can choose from toast and/or cereal and milk to eat and water and/or milk to drink. A selection of fruit will always be available. Parents/carers should inform the school office of any dietary requirements their child has and ensure this information is kept up to date as we cannot be held responsible for any food allergies of which we are unaware.

Booking and Admissions Information

We have a separate Out of School Club Admissions Policy which should be read in line with our terms and conditions. To request a place, parents/carers will follow the admissions policy. The application paperwork can be found within the Out of School Club Admissions Policy for applying for a place at the OOSC and for requesting days/sessions.

Charges, Payments and Arrears

St Joseph's Catholic Primary School Out of School Club is committed to a charging policy that is fair to users while making the necessary contributions to our costs. Our aim is to ensure everyone who needs it has access to affordable out of school provision.

Our sessions times are for **term-time only**, excluding bank holidays, and current prices are outlined below:

Session Type	Price
Standard breakfast session for 1 child (7.45am-8.45am)	£7.50 per day
Standard breakfast session for sibling at a discounted rate (7.45am-8.45am)	£6.50 per day
Early breakfast session (7.30am start)	additional fee of £1.40 per day

- The charges made under this policy necessarily reflect the real costs of providing childcare. In particular, there is a statutory requirement for specific staff to child ratios and for full and relevant staff qualifications. These create relatively fixed costs which we have to meet whether children attend or are absent for sessions where they are expected.
- Payments for childcare must be paid in advance of childcare – this can be done for the full half term using SchoolMoney or via vouchers communicated via oosc@stjosephswetherby.com. When you log into SchoolMoney, you will be shown the expected charge for the half term. Payments can be made online at any time, but in advance of the half term's childcare. In the event of any query, please contact the breakfast club manager or oosc@stjosephswetherby.com.
- Fees will be administered half termly and childcare must be paid for in advance. You will be notified via School Money in the final week of the previous half term that these fees will be available to pay.
- The additional FEEE (Free Early Education Entitlement) will be paid for 38 weeks per year at fifteen hours per week, for three and four year olds (paid the term after the age of 3). Any additional hours/weeks attended will be charged at the school's rates.

- Staff ratios are planned in advanced based on confirmed bookings. We therefore require half a term's notice of changes to sessions or a cancellation of place. Until the notice is given in writing, we will assume that the place is required for the full academic year. The school may be prepared to waive all or part of this requirement should there be a child who is able to fulfil this place from the waiting list or in exceptional circumstances entirely at its discretion. Parents/carers are advised to contact the Out of School Club Manager to discuss this.
- A full session is charged, regardless of the time of drop off from 7:45am onwards (as early drop off, from 7:30am has an additional charge as set out above).
- If your child is absent for a session (for example, due to illness, Covid-19 related absences e.g. self-isolation or any other reason), you will still be charged for that place. Please be aware it is the place you pay for and not your child's attendance. In exceptional circumstances, the school may waive this, entirely at its discretion.
- We reserve the right to close Out of School Club for essential staff training, or due to staff absences that cannot be covered. This is to ensure the health and safety of our pupils. We endeavour to give as much reasonable notice as possible.
- You will not be charged if a session is missed due to school being closed, e.g. adverse weather or heating failure.
- If requested, we can send a full statement which will show any outstanding balance with a breakdown of individual charges and payments made. All balances MUST then be paid within 14 days of the statement being issued.
- We accept childcare vouchers and payment through the Government Tax Free Childcare Scheme and will credit these to your SchoolMoney account as soon as we have received confirmation from the voucher provider.
- Failure to make payment by the given due date will result in arrears and as a result, provision of Out of School Club for your child/children will be suspended until payments are brought up to date.
- If you are struggling to make payments, please contact the school office or the Out of School Club Manager who will discuss payment plan options.
- If a payment plan is agreed and any payment (either an agreed payment towards the arrears or the payment in advance for further sessions) is missed, Out of School Club provision will be suspended immediately.
- For any parents who continue to fail to make their payments on time, the Headteacher has the right to cancel your child's place at our Out of School Club, permanently suspending childcare for your child/children.
- Where payments remain in arrears, the Out of School Club will send 2 written reminders via 2 separate methods of communication (email and post) and a final reminder for payment, prior to seeking legal advice to recoup payments owed.
- Any costs incurred by Out of School Club in order to recoup funds owing will be added to the payment outstanding. This includes both Legal and Postage costs.

Dropping off

- In the morning, please ring the doorbell at the pedestrian gate at the front of school for the OOSC (not the school Office), where you will be able enter school grounds and hand your child over to a member of staff at the ICT suite or hall door.
- OOSC staff will ensure that your child is escorted to their classroom for the beginning of the school day (8.45am).

St Joseph's Catholic Primary School Out of School Club

Contract with Parents

Child's name _____

Parent or carer's name _____

- I consent for my child to attend Out of School Club. I understand that St Joseph Catholic Primary School's policies and procedures are adhered to at Out of School Club, and that there are expectations and obligations relating both to the club and to myself and my child, and I agree to abide by them.
- I understand that Out of School Club is a childcare setting and that whilst my child is there, Out of School Club is legally responsible for him/her.
- My child will be provided with breakfast whilst at Out of School Club unless otherwise requested.
- Once my child arrives at Out of School Club, he/she will be in the care of Out of School Club until the OOSC staff hand my child over to school staff at the beginning of the school day at 8.45am.
- I understand that payments for OOSC are to be paid via School Money. This will be set up in weekly instalments but all childcare must be paid for 1 half term in advance (at the start of each half term).
- I will pay my child's OOSC fees in advance whether my child attends or not (e.g. due to illness), unless I have made other arrangements with the manager, as outlined in these terms and conditions.
- I understand that OOSC require a half term's notice for changes to days/sessions or cancellation of place and that it is my responsibility to inform OOSC of this in writing.
- If my child is unwell, I understand that I should not send them to the setting. If my child has had a bout of sickness or diarrhoea, I understand they must have a period of 48 hours clear before returning to the setting, as per our school's procedures.
- It is my responsibility to keep the school office informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, food allergies etc).
- Whilst Out of School Club tries to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the club.
- If there are any accidents or incidents at Out of School Club involving my child, I will be informed using medical tracker.
- If my child has an accident at the club, they will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable or uncontactable, a member of staff from Out of School Club will sign any consent forms necessary for treatment on my behalf.
- Information held by Out of School Club regarding my child will be treated as confidential and in line with GDPR. However, in certain circumstances, for example, if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professional.
- I understand that aggressive and abusive behaviour towards staff will not be tolerated.
- I agree that I will hand over my child at the ICT suite door when dropping off and will not enter the school building.

I have read and understood the Out of School Club's terms and conditions and I agree to abide by them.

Signature: _____ Date: _____