

**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

- February 2023

Next review

- February 2025

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 (which includes Breakfast Club and/or After 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 (or in their absence, senior playworker) and where it states Designated Safeguarding Lead (DSL), this will be a DSL who works within the Out of School Club, or in their absence, a DSL who is onsite. Details of these staff members can be found on our school website. Please note that in some cases, a member of the senior leadership team, may become involved in any of the practises and policies within the Out of School Club 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. After school, the children will be provided with a snack. The food served in the After School Club is not a meal replacement. A selection of fresh vegetables or fruit will also always be available along with the snack that is provided. Parents/carers must 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 (separate to school admissions) which should be read in line with our Out of School Club terms and conditions. To request a place, parents/carers will follow the admissions policy for the Out of School Club. The application paperwork including the forms needed to be completed to request a place can be found within the Out of School Club Admissions Policy on the school website or on request from the school office.

### **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 training days, and current prices are outlined below. Please note prices are fixed and are not dependent on pick up time.

### **Breakfast Club**

Breakfast Club is available from 7:30 (early session) and from 7:45am (standard session) Monday-Friday):

<b>Session Type</b>	<b>Price</b>
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

## After School Club

Currently, we are able to offer an After School Club until 5:30pm (Monday-Thursday):

Session Type	Price
Standard session	£12.50 per day
Standard session sibling discount (for siblings of a full paying child)	£11.50 per day

If/when we are in a position to be able to open until 6pm, prices will be as follows:

Session Type	Price
Standard session	£15 per day
Standard session sibling discount (for siblings of a full paying child)	£14 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 must be done for the full half term using SchoolMoney or via vouchers communicated via [oosc@stjosephswetherby.com](mailto:oosc@stjosephswetherby.com). When you log into SchoolMoney, you will be shown the expected charge for the half term. Payments can be made online via SchoolMoney at any time, but must be in advance of the half term's childcare and the deadline given each half term, which is always the Friday before the first week of a new half term. In the event of any queries, please contact the school office or [oosc@stjosephswetherby.com](mailto:oosc@stjosephswetherby.com).
- Where vouchers or Tax Free Childcare is used, payment must be made in advance of the due date given in advance of each half term's childcare and an email must be sent to [oosc@stjosephswetherby.com](mailto:oosc@stjosephswetherby.com) of details of payment made, so this can be allocated to school via LCC main holding account.
- 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 or up to 30 if entitled, for three and four year olds (nursery aged children, paid the term after the age of 3). Any spare hours can be used for Out of School Club child care, but any additional hours/weeks attended over your allocated FEEE amount, 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 of 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 school office to discuss this.
- 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.
- A full session is charged, regardless of the time of drop off at Breakfast Club or collection from After School Club.
- 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 our 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 and this will be refunded through an amendment in the next half term round of charges.
- If requested, we can send a full statement which will show any outstanding balance with a breakdown of individual charges and payments made.
- 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 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 (Breakfast Club)**

- In the morning, please ring the bell 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 Breakfast Club 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).

### **Collection (After School Club)**

- After School club (open Monday-Thursday) currently closes at 5:30pm (from January 2023) until further notice. Children must be collected no later than 5:30pm. A £5 charge will be incurred for every 15 minutes after 5:30pm should a parent/carer be late for collection. If this happens on more than 3 occasions a written warning will be issued, to inform parents/carer that one more late collection will result in your child losing their place. School must be locked up each evening at 5:30pm prompt.
- The After School Club staff must be made aware (which can be communicated via the school office), by the child's parent of any changes to the responsible adult collecting the child in advance. Where the adult is not known to the After School staff, the adult collecting, must in addition, to school have been notified of the person who will collect, give the password (that we have on file for your child at the time of admission). All parents are required to inform the After School Club staff in writing, who has permission to collect their child/ren on which days. This must be signed and kept up to date by the parent and After School Club staff informed of any changes. Without this information, children will not be allowed to go home with any other adult who comes to collect them and late collection fees would then be incurred.

## St Joseph's Catholic Primary 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 the 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 St Joseph's 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 a snack (which is not a meal replacement) whilst at After School Club and a breakfast during Breakfast Club sessions unless otherwise requested (ie parents do not wish for their child to have a snack),
- Once my child arrives at After School Club, at the end of the school day, he/she will be in the care of Out of School club staff until the staff hand my child over to the adult collecting them (see collection requirements). My child will be handed over to Breakfast Club staff by an adult in the morning and will then be in the care of Out of School Club staff.
- I understand that payments for Out of School Club 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 (the Friday before the first week of each new half term).
- I will pay my child's Out of School Club fees in advance whether my child attends or not (e.g. due to illness), unless I have made other arrangements with the school office staff as outlined in these terms and conditions.
- I understand that Out of School Club require a half term's notice for changes to days/sessions or cancellation of place and that it is my responsibility to inform Out of School Club of this in writing.
- I will inform the Out of School Club in writing, of the adults who have consent to collect my child at the end of After School Club and will keep them updated of any changes in advance of collection. I will ensure collecting adults have the password.
- I know I will be charged £5 per 15 minutes for late collection after the closing time.
- 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 collect my child at the ICT suite door when collecting 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: \_\_\_\_\_