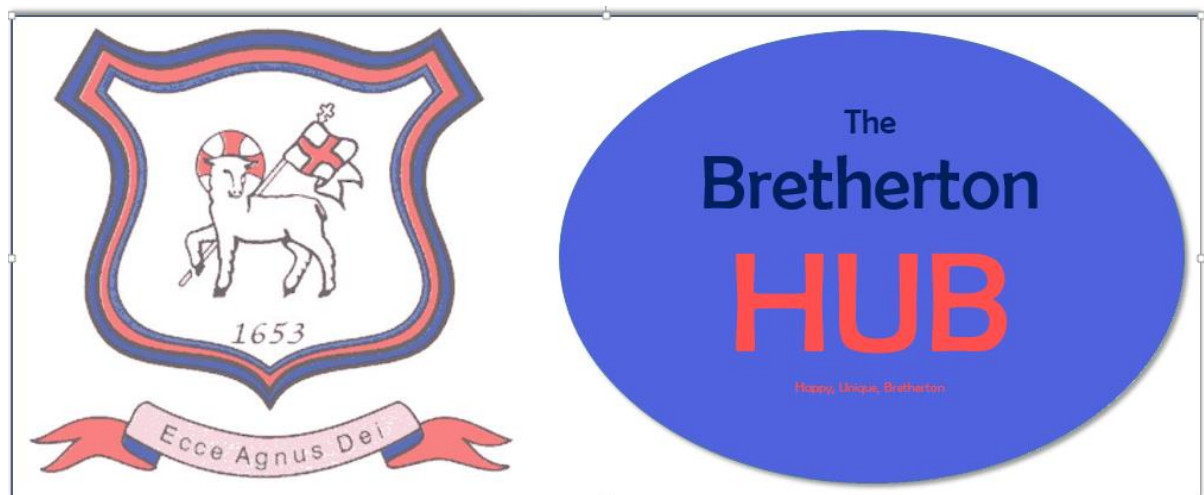


**Bretherton Endowed CE Primary School**

# **Out of School Provision Information Booklet**



**Last updated Sept 2023**

# Contents

- 1) General Information
- 2) Enquiries and Registration
- 3) Routines and timings
- 4) Staff , contact details and invoicing
- 5) Resources and facilities
- 6) Amendments or changes
- 7) Policies
- 8) Sample plans and light bites

## **.1.**

1.The **Governing board** of Bretherton Endowed CE Primary School are responsible for the provision within The Hub.

Mrs Pam Aspden, Chair of Governors along with Mrs Alison Moxham , Head teacher oversee the smooth running, recruitment and provision offered by The Hub

Should you have any queries regarding the running of these clubs then please contact a member of staff or Mrs A Moxham in the first instance.

### **2. Admissions**

Places are allocated at Bretherton Endowed 'The Hub' Out of School Club to children that attend full time education. On starting school, all parents are encouraged to register with the Hub with details of contact details and any specific needs. ( Appendix 1) Details later in this document.

The Out of School Club is run by members of school staff and we operate within the DFE and OFSTED guidance.

There are typically 2 members of staff before and after school and parents are able to book on or cancel upto midnight the day before the session required. For more sessions with higher numbers of children, an additional member of staff may be asked to work or the school's leadership team may assist.

We aim to provide a safe, clean and welcoming environment for children in our care. Health and safety is a high priority in our setting and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site.

All The Hub staff are first aid trained and most are paediatric first aid trained. There is a defibrillator on site.

We aim to allow and cater for children of all abilities to have access to our planned play activities.

### **3. Aims**

Bretherton Endowed CE Primary School Out of School provision ( The HUB) is located on the school premises.

We aim to:

- Provide an inclusive, happy, safe and stimulating environment for children of primary school age to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent and co-operative individuals.
- Encourage children to have a positive attitude and respect for themselves and others.
- Promote a positive relationship with parents and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children.
- Promote the Christian ethos of the school.

Our clubs are committed to meeting the needs of parents and carers by:

- Work in collaboration with you
- Listening and responding to their views and concerns.

- Keeping them informed of our policies and procedures, including opening times, fees and charges and our programme of activities.
- Encouraging communication with parents.

We are committed to providing:

- Care and activities that put the needs and safety of the children first.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- An inclusive play environment where bullying and discrimination will not be tolerated.

We encourage parents to share any matters regarding their child's welfare, by coming into school to us. Staff are available on a daily basis to talk to you during a session, or we can be contacted by telephone.

#### **4. Session times**

Day	Morning	Afternoon
Monday	7.30 – 8.40	3.15-6.00
Tuesday	7.30 – 8.40	3.15-6.00
Wednesday	7.30 – 8.40	3.15-6.00
Thursday	7.30 – 8.40	3.15-6.00
Friday	7.30 – 8.40	3.15-5.00

Before school club opens at 7.30 until 8.40 Price £5.50 with breakfast

After school provision runs 15.15 – 18.00 ( Friday until 17.00) Price £7.50 with a light snack/tea

#### **A typical before school session looks like:**

7.30 onwards – Registration upon arrival – staff will sign the child in. Children access school through the hall double door using The Hub doorbell

8.00-8.20 Breakfast

8.10-8.35 Play

8.40 Children are delivered to Classrooms

#### **A typical after school session looks like:**

15.15-15.30 Registration and organisation of personal belongings

15.30-16.00 Outside play/ Feelings Board/Show and Tell

16.00-16.30 Light snack and chat time

16.15 Play/ outside or in

Upon pick up Staff sign the children out.

Entry to school is through the outside hall double doors using the dedicated bell. The door will be opened by a member of The HUB staff only. Please do not be disappointed if other staff do not open

it for you. If your child's name is not on the register, staff will add them on and payment must be paid at the earliest convenience through school money.

Staff will ensure The HUB children reach their classrooms at 8.40 to commence school within our rolling start. This ensures that The Hub children can access morning work set by their teacher. The children will be left in the care of the class teachers or school staff.

After school, The HUB staff will collect Reception and KS1 children from their classrooms. Key Stage 2 (Year 3-6) will be expected to walk to The HUB room independently with their belongings. The children who attend The Hub must correspond with our list otherwise we may ring parents to confirm the plan. The register will be taken to ensure this. Occasionally, children may be at an after school club prior to attending The HUB. In this instance, parents must inform The HUB staff so they can collect them and register them in the club once the after school event has finished.

The snacks will be provided between 3.30-4.30 so all children can access it ( see a sample weekly menu for typical snack menu)

When you pick up, ring the bell and a member of The HUB will open the hall door, they sign your child out. The child is your responsibility from this point.

If your child is absent or has a medical appointment and not in school, parents are encouraged to cancel the place.

You can collect your children at any time during the course of the session, as long as they are collected no later than 18.00. You will need to pay for the whole session even if you collect your children earlier.

## **5. Enquires**

All parent enquiries are encouraged through the school office or the hub email [thehub@bretherton.lancs.sch.uk](mailto:thehub@bretherton.lancs.sch.uk) or mobile phone 07957302125.

We will check the hub email twice a week and will respond to parents within 3 working days unless urgent. If an urgent message we will encourage parents to ring the school office.

## **6.Registration**

For a child to attend 'The HUB' the parents need to register their child/ren. A completed Registration, Contact details and Parental/Carers Agreement Form must be received by school before they are able to access. All reception parents are encouraged to complete the forms on entry into school in case they wish to access the club. On registration, parents will be asked to sign a parent contract for the club places and be provided with a copy of the parent information booklet.

The documents to complete can be found online , within the parent brochure or requested in person from the school office or Out of School club, via telephone or email to the club or by downloading from the school website <https://www.brethertonschool.org.uk/page/the-hub-wrap-around-care/102123>

It is crucial that the Confidential Contact Details Form is completed in full as it provides contact names, your child's doctor, allergy information, any special requirements and gives staff contact information needed in emergencies. The club staff or school office must be notified immediately of

any change of these details. A child cannot be accepted in the club without the signed Registration Form and Parental Agreement.

If for any reason a completed form hasn't been received by The Hub staff, the Head teacher, Deputy or school bursar may access the school management platform 'SIMS' to access contact details and any medical information.

### **7.Flexibility**

We have a commitment to offer flexibility to our parents who are professionals and need reliable childcare before and after school.

Parents can book or cancel places up to midnight the day before the required session. We hope that we will never be in a position to turn down a request for a place at The HUB. However, should we be nearing our maximum numbers based on current staffing, we will close the booking form and availability would be given to those who have already booked.

### **9.Notice to leave**

There is no notice to leave. Parents who no longer require the sessions will cease booking on.

### **10. Late Collection**

If there is a problem in getting to the club on time, then the parent must ring the club to advise of the reason for the delay and make alternative arrangements for the collection of the child. If you make alternative arrangements for the collection of your children, you need to notify the club, giving details of the person who will be collecting the on your behalf.

If you are running late to collect your child/children, please inform us as soon as possible. The club reserves the right to charge for late collection in order to cover the staff time. A fee of £5 per child may be charged for the first 15 minutes and further £5 per child for any subsequent 15 minute period. This situation will only be accepted occasionally or under special circumstances.

If a parent is persistently late or fails to collect a child, the club will inform the Headteacher and where necessary we will apply our safeguarding policy as staff cannot assume responsibility for the child after the end of the session.

### **11. Child Protection and Safeguarding**

All our staff understand their responsibility to be alert to the signs of abuse and are aware that they should report such concerns to the Headteacher. All staff employed have received safeguarding training.

The welfare of children within our care is of utmost importance to our staff, volunteers and management

Procedures adopted in accordance with requirements of LCC in the event of child protection issues:

- No less than 2 members of staff will be on the premises at all times.
- Ongoing training will be offered to staff to update child protection knowledge, ensuring they recognise signs and symptoms of possible physical, emotional, sexual abuse or neglect.
- Concerns are reported on our online reporting tool CPOMS and discussed with senior staff to consider whether the situation should be monitored or immediate action taken.

- Confidentiality will be maintained at all times and staff will continue to support the individual.

For all children's safety, no adult is allowed to enter the children's toilets. If a parent/carer needs to help their child in the toilets a member of staff needs to be notified, this is to ensure our children's safety at all times and the club would appreciate your co-operation on this matter.

## **12. Illness**

If a child is ill during a session, the parent will be contacted. Should the child suffer from an infection or infectious illness, the club will ask the parents to collect the child immediately, with the understanding that the child will be accepted back at the club when he/she has recovered. This action is necessary for the protection of other children from infections and illnesses. Any child or staff member suffering from infections, contagious or notifiable disease will not be admitted to the Out of School Club.

## **13. Medication**

Staff will fulfil administering medicine to children in line with our school medicine policy. Our medicine policy is in line with government advice to ensure the health and safety of the children. You may be required to complete a form to outline the medicine, time and volume to be given.

It is the responsibility of the parent/carer to complete the section on medical conditions on the confidential details form and to advise the staff of any changes. The school office will share the medical list and needs with The Hub staff as employees of Bretherton Endowed.

## **14. Staffing**

Our team of staff have suitable qualifications and experience in childcare and undergo continual training to ensure the best care for your child. All staff undergo DBS checks and have first aid and food hygiene qualifications.

All staff treat children as individuals with equal respect; our partnership with parents is highly valued.

All of our staff have experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8. Many staff in The Hub hold other positions within the school day.

Our Out of School Staff: Alison Williams; Jo Stringfellow, Phil Duckworth; Naomi Mangnall; Helen Maughan

Contact details of The Hub: 07957302125

Breakfast Out of School Assistant: Alison Williams

After School Out of School Assistants: Jo Stringfellow, Phil Duckworth; Naomi Mangnall; Helen Maughan

School staff may also work within 'The Hub' throughout the year.

In emergencies, if you cannot get hold of the HUB manager, please call 01772 600431 ( Bretherton School Office) and a message will be passed on. Please note however, that the school office is not manned before 8.30 or after 4.30 each day.

## **15. Payments**

You book a place on School Money, and pay for the place is confirmed. Fees are payable in advance via our online booking system. If parents would like to pay with Government or private childcare vouchers, they can book using the Nil option and book the place. Then access the childcare voucher platform and pay for the sessions individually or as a lump sum and confirm with an email to the school office on [bursar@bretherton.lancs.sch.uk](mailto:bursar@bretherton.lancs.sch.uk)

We have registered with the following childcare vouchers to support existing families in school:

Edenred  
Fidelity  
Care4  
Kiddicare  
Sodexo  
Reward Gateway  
DFE Childcare vouchers

We are able to register with alternative ones if required but would ask you to let the school office know the name and if possible the website of the company.

We would like to avoid any late payments. However, if any parent runs up arrears, our remittance and late payment policy will come into force and contact will be made. If any families are experiencing significant financial difficulties, we would encourage them to contact the school leadership or office.

## **16. Increases or changes in fees.**

The fees will be determined in March for the following 12 months and communicated to parents in a letter. Any increases or reductions in fees will be subject to a months notice period.

## **17. Behaviour**

The HUB is a place where children feel welcome and safe, can have fun and be happy. It should be a place where they can make friends and be themselves as well as a place where they can try new activities. The club's expectation from children is to be kind and considerate towards other people and to look after the equipment. If a child behaves inappropriately, the course of action will be to:

- 1) Observe the situation, speak to the child quietly to establish the reason and help the child to reach a fair solution.

- 2) If the situation continues, the club staff will discuss with the parent concerned.

- 3) The club reserves the right to ask parents to remove a child who refuses or consistently fails to abide by the club's expectations. All members of staff will treat children with respect and sensitivity and are expected to behave in a responsible manner.

The Hub will follow our whole school behaviour policy. This will offer consistency for children from the school day.

## **18. Amendments to provision**

Amendments must be communicated with the following notice periods:

We reserve the right to alter the provision, however all major alterations will be communicated in a written format to all families who have used the provision within the last 12 months prior to change, with at least half a terms notice.

## **19.Policies**

All Bretherton Endowed CE Primary School policies apply to the provision of The HUB Out of School Club provision.

The key policies that are significant to the smooth running of The HUB are:

Child Protection and Safeguarding Policy

Listening to Your Concerns - Complaints Policy

Asthma Policy

Administering Medicine Policy

Critical Incident

Fire Policy

Bretherton Endowed Prevent strategy

Special Educational Needs Policy

Accessibility Policy

WhistleBlowing Policy

Data Protection Policy

Anti Bullying Policy

Freedom of Information Policy

EYFS Policy

Behaviour Policy ( relational)

Online Safety Policy

All of these policies can be found on the school website and apply to the provision in The Hub.

Generic risk assessments used by school are valid within The HUB sessions. Additional Risk Assessments have been written for the provision offered by The Hub and can be requested from the school office.

## **20. Complaints and Comments Policy**

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at our out of school club, the following procedure should be adhered to:

- Parents should speak to a member of staff who should be responsive to your issues.
- If parents are unhappy with the action taken by members of staff, contact with the Alison Moxham, headteacher should be made, or in her absence Mrs J Clarke, Deputy head.
- Further details can be found in our complaints policy found on our website

## **21. Equal Opportunities Policy**

Bretherton Endowed CE Primary Out of School Club is committed to provide and achieve equal opportunities for the children in their care and their families. We believe that excellent childcare is, by definition, non-sexist and that the elimination of sexism will benefit all children. Our aim is to provide an environment where children have the freedom to explore race, class, sex, disability, national origins and religious beliefs by providing the essential toys, equipment and learning opportunities. Positive images of women, men, disabilities, cultures and level of ability will be reflected through the activities.

The out of school club will maintain a non-discriminatory approach, working with children and parents. Each individual will be treated equally regardless of their race, gender, culture, disability, religion or beliefs. Children, parents and staff will be listened to and able to express their views.

## **22. Special Educational Needs Policy**

General statement of values and beliefs

- In Out of School Club we believe that children with disabilities are children first; sharing the same needs and desires as all children.
- Our aim is that all children will be happy in the Out of School Club environment with activities to suit individual needs and abilities .

## **23 Parent partnership**

We understand that parents/carers know their child best, and we are happy to learn from them about the unique needs of their child. We would appreciate notification of any child who has a need in order for us to support and include the individual in every activity we plan.

## **24. No Smoking Policy**

The club recognises the health hazards of smoking for smokers and non-smokers and acknowledges the rights of staff, children and parent/carers to work or play in a smoke free environment. Consequently it has adopted a “No Smoking Policy”.

- The club has a “No Smoking Policy” which means that smoking is not allowed anywhere inside any buildings or on the premises. This applies to staff, volunteers, students, visitors, parents and carers.

## **25 Staff code of conduct**

Staff working in The Hub adhere to the Bretherton Endowed Staff code of conduct

### **Contact details**

The Hub: [thehub@bretherton.lancs.sch.uk](mailto:thehub@bretherton.lancs.sch.uk) or mobile phone 07957302125.

The school : [bursar@bretherton.lancs.sch.uk](mailto:bursar@bretherton.lancs.sch.uk) or 01772 600431

If we haven't been able to answer your specific question in this section, please email [bursar@bretherton.lancs.sch.uk](mailto:bursar@bretherton.lancs.sch.uk) or [thehub@bretherton.lancs.sch.uk](mailto:thehub@bretherton.lancs.sch.uk) or call on 01772 600431 or 07957302125

## **THE HUB 'ONLINE' BOOKING SYSTEM FOR CHILDCARE VOUCHERS**

For those who will be arranging payment of their HUB sessions via the Government Childcare Voucher Scheme the following procedures should be followed :

1. We will need the reference number for your child which can be found within your account. It should look similar to this example **THJ89283TFC**. We will then notify the Local Authority so that when the payment appears in their central bank account they can allocate this to our school budget. This procedure only has to be carried out **once**.
2. Log into your SchoolMoney account (you will be sent notification of your login details as well as reference guide which will be included in your new parents pack). Book the relevant sessions you require remembering to 'Reserve Now' rather than 'Add to Basket'.
3. All sessions booked will be added to your basket. Click on 'Make Payment' which will go through the process but not ask for any card details. The sessions will then be automatically added to our system.
3. You must arrange your vouchers at the same time as booking the sessions. When you arrange payment through the scheme you must email a screenshot of your payment to the School Office so that we can allocate this to your SchoolMoney account. See example below. The email address is [bursar@bretherton.lancs.sch.uk](mailto:bursar@bretherton.lancs.sch.uk)

Childcare providers	Payment amount	Frequency	Manage payments
Bretherton Endowed Church of England Voluntary Aided Primary School	<a href="#">Remove</a> 7.50	One off on 15 May 2023	<a href="#">Change or cancel payment</a> <a href="#">Set up new payment</a>

4. Voucher payments can be arranged in excess of the sessions booked which will remain in credit on your SchoolMoney account which can be used for any emergency HUB bookings if need be.

***If you have any queries please do not hesitate to email the School Office***

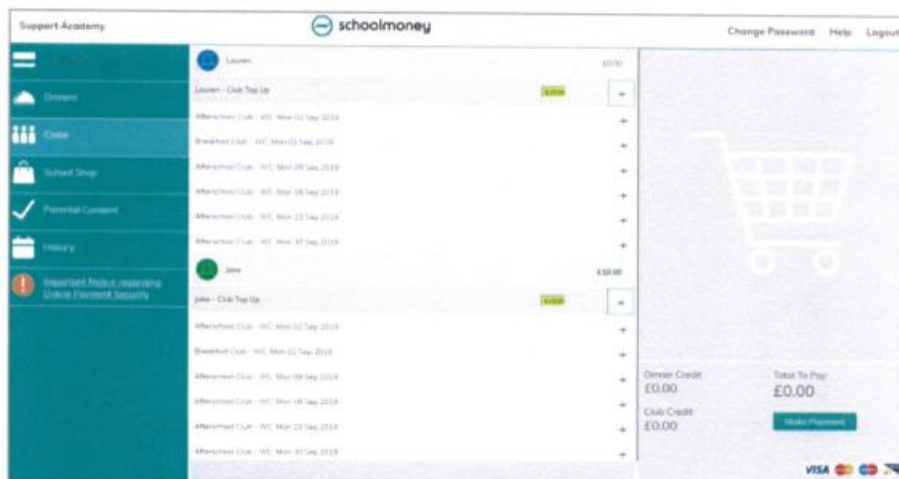


## 4.2 Club Bookings



If your school asks you to pre-book your child's club sessions then this will be found in the Clubs section of the options menu.

Each club that is available to book will appear underneath your child's name and will be listed in date order. They appear on a week by week basis.



- Click on the + sign next to the week you would like to pre-book. This will open the booking and show you the days that are available
- Click on the drop down box next to the day you would like to book and choose the session you need

Afterschool Club - W/C: Mon 19 Mar 2018	
Monday	1 - £2.00 (1 hr)
Tuesday	1 - £2.00 (1 hr)
Wednesday	0
Thursday	1 - £2.00 (1 hr)
Friday	0

Total £4.00 [Reserve Now](#) [Add To Basket](#)

- Once all sessions have been chosen, click 'Add to Basket' or if available and you do not want to pay yet, 'Reserve Now' in the bottom right hand corner.

## Appendix 3

### The HUB

#### Booking in system user guide

From September 2022 we will be starting to use our new booking in system for The HUB. We have created this as a useful user guide to help with the transition to booking using School Money.

All parents/carers are provided by the school office with a unique login and password to access the School Money payment portal. This portal can be accessed via the website or via the School Money app and is the same system we currently use for school dinner payments and trips.



Please be aware that the portal uses details attached to the SIMS system therefore, if you change your details please make sure you inform the school office.



#### How to Book

Once logged into the system select the Menu tab at the top of the screen and select Clubs.

This will then list dates and sessions that are available to book under your child's name in date order, these places are limited to 30 for staff coverage. Payment will be made at the time of booking.

Booking onto this system is designed to be flexible therefore you can book individual sessions/weekly/fortnightly/monthly, however the latest booking on the system is midnight, the day before the session. This will offer parents maximum choices and allow you to plan the sessions around your needs. In an emergency, where you could not book before midnight, the night before, you can contact the School Office on **01772 600431** to check availability. In these cases payment is required at time of booking them in.

A guide to booking the sessions is attached for reference.

Any sessions can be deselected at any point before payment is required. Please check the sessions you have booked as you will be asked to pay for all the sessions in your bag before the place can be allocated.

**There are no planned changes to the costs of using The Hub.**

Selecting Breakfast Club will make a charge of £5.50 per session.

Afterschool Club will make a charge of £7.50 per session.

**Paying with vouchers**

For those parents/carers using childcare vouchers to pay for sessions you will need to select Option 1 (£7.50) then click on 'Reserve Now'. Booked sessions will go into your basket then you would go through the 'Make Payment' but the total will be £0.00 but after you have completed the transaction it will be automatically added to the register. At the same time of booking any sessions you should arrange the appropriate vouchers for these. This enables the school office to allocate the voucher payment to the sessions and for places to be booked. By using this method of booking you agree to forward your voucher payments to cover the selected sessions at the time of booking. Please do not click on this method of booking unless you intend to pay by a childcare voucher scheme.

**Cancelling a session**

To cancel a session you must go onto the system and deselect your place (per session) before midnight the day before. The pre-paid money for that session will be returned to your school money account as credit to be used for future HUB sessions only. Unfortunately we are not able to cancel sessions so if your child does not attend and you have booked a session this will still be charged. If your child has been sent home from school ill but was due in The HUB, please inform the School Office by either phone or email to let them know.

If your child is attending a school run after school club e.g. Bingo, Chess, etc. prior to attending the session you will still need to book The HUB session on the portal to guarantee a place. Your child should be advised that they are attending The HUB after the club. We would also ask (for safeguarding purposes) that you let The HUB or School Office Staff know about their attendance at a club so that we know when to expect them at The HUB.

We hope that you will find the system easy to use and a more flexible option for booking your sessions.

This document and the guide to booking are available on our website using this link <http://www.brethertonschool.org.uk/page/the-hub-wrap-around-care/102123>

If you have any questions or encounter any problems, please contact the School Office or any member of the HUB team.

## Appendix 4

## Appendix 5