



Primary School

Out of School Club

Registration Pack
2024





Manor Road Primary School

Out of School Club Registration

We have produced this pack to answer some questions you may have and to give you information about the most important policies and procedures that will affect your child if they attend the club. We are very happy to discuss anything about the club with you. You can telephone the Club Leader during club hours on **07871 303436** or email us on OSC@manorroad.lancs.sch.uk (please do not use this address for bookings) or call in and see us.

Manor Road Out of School Club is held in the school Annexe and children attending after school also have supervised access to the school playground, field and trim trail when the weather permits. A variety of activities are organised each day to meet the range of ages and interests of the children attending the clubs. Children will be cared for safely by a team of staff, with the correct ratios in place appropriate to age.

Each morning a simple breakfast, eg. cereal or toast, will be provided for those children who arrive before 8.30am and each afternoon a snack will be provided; please note, this snack is not intended to replace an evening meal. Water and sugar-free cordial will be available throughout each session, along with a choice of fresh fruit.

Only children attending Manor Road Primary School can attend Manor Road Out of School Club and children must be registered with the club prior to any booking being accepted. Children must be registered by ParentMail (see notes at the end of this pack.)

Manor Road Out of School Club is open each week day during the school term, excluding Bank Holidays and school Inset days. Parents can book regular sessions each week or ad-hoc sessions as required, however these will be subject to staffing levels. Bookings must be made by ParentMail (see notes at the end of this pack). All sessions must be booked a minimum of 24 hours before the session.

Before school sessions start from 7.30am and children will be escorted to school at 8.50am by Out of School Club staff.

After school sessions start at 3.30pm when children are collected from class by Out of School Club staff. The finishing time for after school sessions is 5.30pm. There is no facility to extend the collection time beyond this.

Our fees are £6.00 per child for each before school session and £8.00 per child for each after school session. The Governing Body reserves the right to increase these charges as appropriate. There is no discount for siblings.

Payment for sessions must be made in advance, other than in the case of one-off emergencies, and children will not be able to attend a session if payment has not been made. Payment must be made on +Pay via ParentMail. We also accept Child Care Vouchers and the Tax Free Child Care Scheme. Please refer to our Out of School Club Payment Procedures for full details.



Manor Road Out of School Club aims to provide before and after school activities for children aged 4 to 11 years in a safe and happy environment, supervised by caring, experienced staff. The values and aims promoted by Manor Road Primary School will be followed by the Out of School Club.

We endeavour to offer a place to every child who attends Manor Road Primary School, however if your child needs specific support to attend the Out of School Club, this can only be provided if additional staff can be sourced. In these circumstances, the charges for additional staff will be passed on to the parent of the child concerned. We do not have facilities for any intimate care at Out of School Club so all children must be fully toilet trained.

At Manor Road, we have high expectations of behaviour and these are mirrored in our Out of School Club provision. Please refer to our Relationship & Behaviour Policy for full details. We expect parents to support us in promoting desirable behaviour in Out of School Club. If children are not able to behave in accordance with our policy, we reserve the right to revoke their place at Out of School Club.

During before school sessions, children will be offered a variety of calm and quiet activities. During after school sessions, there will be wider range of activities, including board games, arts and crafts, outdoor play and sports, and themed events. There will be quiet areas where children can read, rest or complete homework.

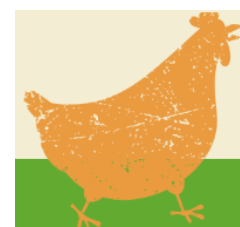
The well-being and safety of all children attending Manor Road Out of School Club is of paramount importance. To support this we have a range of bespoke policies and procedures, including:

- Drop off and collection procedures
- Uncollected Child Policy and procedures
- Missing Child Policy and procedures
- Emergency Evacuation procedures

These policies and procedures can be found on the school website: <http://www.manor-road.lancsngfl.ac.uk/parents/out-of-school-club/>

For other policies to support the well-being and safety of children, we refer to the policies adopted by Manor Road Primary School including:

- Relationship & Behaviour Policy
- Health and Safety Policy
- First Aid Policy
- Supporting Children with Medical Conditions Policy
- Safeguarding & Child Protection Policy
- Online Safety Policy
- Handling of Complaints Policy



All these policies can be found on the school website: <http://www.manor-road.lancsngfl.ac.uk/school/policies/>



In addition to these documents, we have outlined a range of responsibilities for all parents / carers, for children and for Out of School Club staff. Please remember that, by registering for out of school provision at Manor Road, you are agreeing to follow all policies and procedures in place for Manor Road Out of School Club.

Out of School Club Responsibilities

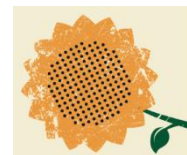
Responsibilities of Parents / Carers

- To accompany your child(ren) into the Annexe entrance when bringing them to before school sessions and handing them over to a member of staff who will sign, date and time the register. This is a Safeguarding requirement and all parents are expected to comply with this for the safety of their children.
- To collect your child(ren) from after school sessions by 5.30pm.
- To notify the Club if your child will not be attending a booked session for any reason.
- To notify the Club if your child will be dropped off or collected by another responsible adult. Please note, other responsible adults must be indicated on your Registration Form along with their contact details and a password for verification.
- To ensure that you do not bring your child(ren) to before school sessions if they are not well enough to attend school.
- To ensure that you collect your child(ren) as soon as possible if they become unwell whilst attending a before or after school session.
- To ensure that contact details provided to the club are correct and updated with any changes as required.
- To adhere to the school rules for using the school car parks, especially the speed limits and reverse parking. Failure to do so will result in permission to use the car parks being revoked.
- To support the club in implementing the Relationship & Behaviour Policy
- To inform the Club Manager if you have any concerns about your child(ren) relating to the club.
- To ensure that any nominated responsible adults bringing or collecting your child(ren) to or from the club are aware of and adhere to all relevant policies and procedures.

Responsibilities of Children

- To follow the Relationship & Behaviour Policy at all times when attending club sessions.
- To listen to club staff and follow any instructions or requests made by them.
- To ensure you do not leave the Annexe or outside play areas unless accompanied by a member of club staff, parent or nominated responsible adult.
- To ensure that you never open the Annexe door to parents or anyone else, even if you know them.
- To treat the Annexe building and all resources with respect and ensure you do not wilfully damage them.
- To tell the Club Manager if you have any concerns relating to the club.





Responsibilities of Staff

- To maintain accurate registers for each session, highlighting any anomalies to the Club
- To ensure that all children attending before club sessions have been accompanied into the building by an adult and that the register has been signed, dated and timed.
- To supervise all children transferring from before school sessions to the school building.
- To collect all children from their classroom by 3.30pm, reminding them to collect all their belongings before transferring to the Annexe.
- To supervise all children transferring from the school building to the Annexe for after school sessions.
- To ensure that they have sight of all children in their group at all times during before or after school sessions and to supervise them to an appropriate level.
- To ensure that all children attending Manor Road Out of School Club play in a safe way and do not take unnecessary risks whilst attending the club.
- To record any incidents or accidents that may happen accurately, ensuring that parents are informed in a timely manner.
- To administer any first aid required in accordance with training, ensuring that parents are informed in a timely manner.
- To ensure that only parents or named responsible adults collect children from after school sessions, using passwords where necessary and ensuring that the register is signed, timed and dated.

How to Register for Out of School Club

To register your child for Manor Road Out of School Club, please telephone school to request a registration form to be sent to you via your ParentMail account and look for the Out of School Club Registration Form under the 'Forms' section. A separate form must be completed for each child. By registering for this provision, you are agreeing to follow all policies and procedures in place for Manor Road Out of School Club. Once you have completed the Registration Form, and it has been accepted by school, you will receive instructions for how to book sessions. Please remember, you must pay for all booked sessions in advance.

How to Book Sessions

Once your Registration form has been accepted by school, you will receive an email giving full details of how to book and pay for sessions. Sessions can be booked up to twelve weeks in advance. Sessions can only be booked on line up to 24 hours before the session. Automatic reminders will be sent if regular places have not been booked. In an emergency, it may be possible to book a place on the day by ringing the school office. Please note that these places are subject to staffing levels.



Drop off and Collection Procedures

The well-being and safety of all children attending Manor Road Out of School Club is of paramount importance. In order to support this, all parents must follow the procedures detailed below when bringing their child(ren) to morning sessions, or collecting them from after school sessions. It is the responsibility of parents to ensure that anyone they nominate as a responsible adult is informed of these procedures.

Drop off Procedure

Morning sessions start at 7.30am

- Parents must accompany their child(ren) into the Annexe building entrance and press the buzzer. This is a Safeguarding requirement and all parents are expected to comply with this for the safety of their children.
- A member of staff will open the internal door and welcome the child into the Club, ensuring that they sign, date and time the register.
- Parents can take this opportunity to give messages to Out of School Club staff regarding their child(ren).
- If a parent needs to complete a medication form for their child, the Club Manager will give them a form to complete in the entrance to the Annexe.

Collection Procedure

After school sessions ends at 5.30pm.

- Only parents or one of their nominated emergency contacts can collect children from Out of School Club. Nominated emergency contacts must be able to give the registered password for any child they are collecting.
- Parents, or the nominated responsible adult, should come into the Annexe entrance and press the buzzer.
- A member of staff will locate the child(ren) being collected, escort them to the entrance and hand them over to their parent or nominated responsible adult.
- The member of staff will sign, date and time the register to confirm the child has been collected.
- Parents can take this opportunity to give messages to Out of School Club staff regarding their child(ren).





Payments Procedure

All sessions booked for your child(ren) at Out of School Club must be paid for at the time of booking. If payments are not made your child's place at Out of School Club will be revoked.

Sessions cancelled with less than 24-hours' notice will still be charged for, unless the child is not able to attend due to illness.

Payment by Debit or Credit Card

Payments must be made on +Pay via ParentMail at the time of booking.

Payment by Child Care Vouchers Scheme

Parents must indicate on the Registration Form if they are paying for sessions with Child Care Vouchers. The name of the voucher provider must be recorded on the Registration Form along with your unique reference number.

Tax Free Childcare Scheme

If you are using the Tax Free Childcare Scheme, you must provide your 12-digit reference number on the Registration Form, eg. JSMI12345TFC. This must also be provided by email to osc@manorroad.lancs.sch.uk when a payment has been made along with exact date/amount and how the payment is to be allocated between both sessions.

It is the parent's responsibility to inform their voucher provider that payments must now be allocated to Manor Road Out of School and not any previous childcare provider they may have used.

If you intend to use any of the above schemes, please be mindful that your provider will have their own individual timescales for processing your payments before they send the relevant remittances into school and this can take a week or even longer. Once they have been received by school parents must allow at least two working days for payments to show on your Parentmail account. Please note, working days are Monday – Friday, term time only.

Late Collection Fees

Whilst we understand that parents may sometimes be unavoidably delayed, late collection of children causes upset for the child and organisational issues for the Club and, as such, cannot be accommodated. Wherever possible, if a parent is unable to collect their child on time, they should contact one of their nominated responsible adults and arrange for them to collect the child.

An additional fee of £10 per child will be charged for any late collection. This charge will be invoiced to the parent by school and payment must be made before any additional sessions



can be booked. This charge is intended to discourage parents from arriving after their pre-booked time and should not be seen as a charge permitting late collection.

Persistent lateness cannot be accommodated and three late collections in any academic year will result in the child's place at Out of School Club being revoked. Please refer to our Uncollected Child Policy for full details.

Car Safety Procedures

Parents, or their nominated responsible adult, are allowed to use the school Annexe car park provided they adhere to our safety procedures outlined below.

- The speed limit on the slip road leading to the school car parks and whilst on the school grounds is **5mph**. This must not be exceeded under any circumstances.
- Cars must be reversed into a marked parking slot.
- The clearly marked disabled bays in front of the Annexe must not be used for drop off or collection from Out of School Club unless the adult or child has a registered Blue Badge.
- All children must be supervised by their parent, or nominated responsible adult, at all times whilst on the car park.

Please remember, it is the parent's responsibility to ensure that any nominated responsible adults bringing or collecting your child(ren) to or from the club are aware of and adhere to all relevant policies and procedures.

The Governing Body reserve the right to refuse permission to use the school car parks to anyone who does not adhere to the safety procedures outlined above.

