

**Valewood Primary School**

**Out of School Club**

**Information for Parents/Carers**

The Out of School Club provides a school-based service in a safe and secure environment which will be familiar to your child. Our staff members are playworkers: teaching assistants and childcare workers.

We are inspected by Ofsted regularly to ensure we are meeting the required childcare standards.

We provide before and after school care for children aged 4 – 11 years. Your child will be offered breakfast at the Breakfast Club and a light tea at the After School Club. The menu is planned with a focus on variation and nutrition. Please note, we are not an allergen free site; our food may contain one of the following 14 allergens as set by the Food Standards Agency –

- celery
- cereals containing gluten – including wheat (such as spelt and Khorasan), rye, barley and oats
- crustaceans – such as prawns, crabs and lobsters
- eggs
- fish
- lupin
- milk
- molluscs – such as mussels and oysters
- mustard
- tree nuts – including almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts
- peanuts
- sesame seeds
- soybeans
- sulphur dioxide and sulphites (if they are at a concentration of more than ten parts per million)

If your child has an allergy to any of the above or another allergy not listed, please speak to a member of staff to discuss your child's requirements.

## **Opening Times:**

<b>Breakfast Club</b>	<b>7.45am - 8.45am</b> <i>(to arrive no later than 8.30am)</i>
<b>After School Club</b>	<b>3.15pm/or after an extra-curricular club - 5.45pm</b>

## **Booking and Payment**

To guarantee a place for your child, advanced booking is essential via Arbor. This also allows us to ensure the necessary legal requirements, such as staffing ratios, are in place.

Full payment must be made by the last day of attendance each week unless alternative arrangements have been made with management. We accept payment on Arbor and with Childcare Vouchers including the Government Tax Free scheme.

In cases where fees are not made in full to the agreed timescale, steps will be taken to terminate your contract and we will no longer be able to offer an out of school service for your child. Any outstanding debt will be collected by a third party agency and any costs incurred in this process will be included in the recovery.

## **Fees:**

<b>Breakfast club</b>	<b>£5.50</b>
<b>After School Club</b>	<b>£15.00</b> <i>(Includes a light tea)</i>

**NB:** The school closes promptly at 5.45pm and the staff are only paid up until this time. If your child is collected any later than 5.45pm then a late collection fee of £15 will be charged. Consistent late collection may result in a termination of your contract. For those attending Breakfast Club children are expected to arrive no later than 8.30am to allow enough time to serve them breakfast.

## **Attendance**

Because of a high demand for wrap around care at Valewood we advise you will need to book your child's place for Breakfast Club and/ or After School Club, in advance, on Arbor. All places booked are charged for, irrespective if your child attends the session or not. You may cancel your child's place without charge, by emailing [admin.valewood@schools.sefton.gov.uk](mailto:admin.valewood@schools.sefton.gov.uk) and giving a minimum one-week notice.

## **Collection of Your child**

Children can only be collected from the Out of School Club by adults named on the completed registration form; the minimum age of those named persons is 16. For your child's safety, unregistered and unannounced adults will not be allowed to collect your child without prior notice from the parent or carer of the child.

Following Breakfast Club your child will be taken to their class and for those accessing the after-school service they will be collected by Out of School Club staff from their classroom, after the school day ends.

## **Child Protection**

Your child's safety is paramount. We have a professional responsibility to report any concerns of abuse to the appropriate agency. We also have a duty to inform the parents/carers of the action we have taken. This is in accordance with Valewood Primary School's Safeguarding & Child Protection Policy and procedures. A copy is available in school, on request.

## **Policy Documents**

We have a number of policies which inform and underpin our service. Parents/carers are advised that they are welcome to request to read them at any time. When you sign your contract, you agree to accept our policies. If you have any questions or feedback regarding any of our policies please see Mrs Kearney, Office Manager or Ms Tantouri, Headteacher.

*April 2025*