

WEDDINGTON PRIMARY SCHOOL OUT OF HOURS CLUB HANDBOOK 2025



**OFSTED INSPECTION
RATED OUR CLUB AS
'MET' – Highest Grading**

**Ofsted Registration No 2634885
Charity Number 1177983**



Introduction

Weddington Primary School Out of Hours Club provides before and after-school care for up to 80 children aged 3 - 11 years. It is open from 7.30am until 8.50am daily then from 3.15pm until 5.45pm Monday to Thursday at 5.15 pm on a Friday, during term time. Our club serves the whole of Weddington Primary School in term time. We run as a separate entity from the school but work closely with them as well as Weddington Pre-School. We can take children who are 3 years old from Weddington Pre-School.

Aims

The club aims to provide a safe and secure environment and an atmosphere similar to home for children whilst they are at the club.

What we offer

Through themed topics we aim to provide a wide range of activities, incorporating cookery, craft, needlework, board games, reading, imaginary play, construction, sport and much more. During their time at the club children choose activities that suit them best.

During term time we offer breakfast at a small additional charge. During the afternoon session a snack and drink are provided at no extra cost. However, this is not intended to substitute for a main evening meal. Snacks will be prepared on the premises, using

fresh ingredients and following the framework of the Health and Safety regulations and Healthy Eating Guidelines. Individual dietary requirements are met wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. Children will be seated at tables to eat their food and make independent choices.

Staffing

Out of Hours Club employs a qualified Manager, and a Deputy Managers and Play Workers. All our staff are experienced and are required to undergo continual training and development. Recruitment of staff is done through the Out of Hours Club Committee and all staff are police checked through the DBS system. We ensure a ratio of at least one member of staff for each eight children attending the club under the age of 8 years.

Organisation

Weddington Primary OHC is run by the Manager/ Deputy Manager along with a Voluntary Management Committee. The committee meet regularly and are responsible for:

1. Employing staff
2. Managing finances including setting fees
3. Discussing and approving policies
4. Disciplinary procedures (both Staff and Children)
5. Overseeing OHC leadership and Management.

Policies and procedures

The club operates under a number of policies and procedures, copies of which are held at the club, and are regularly updated by the Committee. Copies of all policies are available to all parents on request and are on the school website.

Admission

It is our intention to make Weddington Out of Hours Club accessible to children from the school. Admission to the club is organised by the Manager and a waiting list system is used. The waiting list is operated on a first come-first served basis, with the exception of siblings who have priority for the same day(s) as a sibling already attending.

A completed registration form is required for each child attending. This form contains information concerning your child and is confidential. We request that parents keep us informed of any changes to personal information.

Dojo

We pride ourselves in having good communication with parents as highlighted in our Ofsted Report. We have set up a Dojo App which is an excellent way to communicate with parent/carers. Parent/carers can also message the setting via Dojo. When you join you will be given a QR code to register for Dojo. This is also a positive behaviour system whereby staff can award Dojo point to children as a reward.

Payment of fees

A small administration fee is payable when registering your child/children.

Fees are payable at the **end of each week** by cash or bank transfer and childcare vouchers. A written receipt will be issued for all monies paid. We also accept childcare vouchers, please ask a member of staff for more details. If fees are not paid promptly the Committee will be notified and relevant action will be taken. This could result in your child losing their place. If you experience any problems regarding payment of fees please see the Manager at the earliest opportunity.

Should proof be required for childcare costs, e.g. for Tax credit purposes, we will be able to provide this but there will be a charged incurred of **£25.00**. We therefore strongly recommend that you keep your written receipts for this proof, so as not to incur the £25.00 fee.

The price per session per child applies to all children. If payment is not made promptly a call will be made to you by a Committee member if the fee is still not paid a letter will be sent.

SESSION PRICES

Due to the current financial climate the fees have not been increased for two years to help families with childcare costs. Please find below the session fees:-

Morning Session -

7.30 am - 8.50 am - £6.80

7.50 am - 8.50 am - £5.30

(Breakfast can be provided at various prices depending on your child's choice. This is served between 7.30 am & 8.30 am)

Afternoon Sessions -

3.15 - 4.15 pm - £5.30

- 4.45 pm - £6.60

- 5.15 pm - £8.55

- 5.45 pm - £9.55

If you arrive after 5.45 pm Monday to Thursday or 5.15 pm on a Friday to collect your child a fee of £25.00 will be charged on top of the session fees for the first 30 minutes. After 30 minutes this will increase by £1.00 per minute.

All booked sessions are chargeable whether your child attends or not. If you have booked a session and your child does not attend you will be charged for the first hour.

If you wish to cancel your child's place permanently we will require one week's notice.

Please note that if your child attends a club, before or after school, you will be charged whilst your child attends the club unless you permanently cancel the place.

Temporary changes

Please remember that we need to know if your child or children will not be attending OHC for any reason. Even if you have informed the school, we still need to know. Please call the OHC telephone number leaving a message if necessary: -

07952 323245

or alternatively leave a message via the Dojo App.

In cases of illness or emergency when notice cannot be given, please call as soon as you can by telephoning the OHC mobile phone or leaving a message on Dojo.

PLEASE DO NOT RING THE SCHOOL OFFICE AS WE ARE A SEPARATE ENTITY TO THE SCHOOL.

Induction

The child and parents/carers will be invited to come and see the club before the child's first day. Once your child starts at the club a short time will be set aside for an "induction" period. During this period a member of staff will outline the club's rules and routines (including meal times, collection etc)

For the first few sessions that your child attends, another child will be selected to act as a 'buddy' to help your child settle in.

Arrival and departure

Children attending the Club are collected from their classroom in Key Stage 1 by a member of staff.

In Key Stage 2 a member of staff collects from the classroom and brings them over to the setting.

In the morning children will be dropped off by an adult, Key Stage 1 children are taken to their classroom, Key Stage 2 children, are escorted through the school to their respective classrooms to wait for the school bell.

Children who attend Weddington Preschool will be escorted to preschool at the end of the morning session by a member of staff. If a preschool child attends the afternoon session a member of the preschool staff will escort the child over to Out of Hours.

A register is taken each morning and afternoon and a signing in/out sheet is used. Please ensure this is completed for each child dropped off or collected.

Children may only be collected by named adults on the registration form. A password system is in place for any adult collecting your child, other than those named, in the event of an emergency.

The club finishes at 5.45pm Monday to Thursday and 5.15 pm on Friday. If you are delayed for whatever reason please telephone the club to let us know.

A late payment fee of £25 per child will be charged if children are collected after 5.45pm Monday to Thursday and 5.15 pm on a Friday. This additional fee applies to the first 30 minutes. After this time an additional £1 per minute will be added to the £25.00.

Ofsted will be contacted should no notification be given to us.

General Information

Behaviour

Children and staff have created rules for behaviour whilst at the club. These are displayed for children to see.

A behaviour policy has been adopted for which a copy is available for parents/carers to refer to.

Children are expected to respect each other, staff and visitors.

Staff will encourage an atmosphere of care and consideration between all members of the club including children, staff and visitors.

Weddington OHC aims to encourage appropriate behaviour through praise for good behaviour; using positive behaviour strategies at all times. Emphasis is on co-operative

play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

We will not tolerate bullying, aggressive, confrontational or threatening behaviour from either children/parents/carers.

Procedures are contained within the Behaviour Policy for unacceptable behaviour.

Illness

We are unable to care for children who are unwell.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him/her to the club for 48 hours after the illness has ceased.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times. Many members of our staff are trained in first aid and first aid kits are kept on the premises. We operate an accident procedure and fire drills are carried out regularly.

Medication

Please let the Manager know if your child is taking prescribed medicine. Please speak to the Manager if medication needs to be administered during club time. Please note we can only administer prescribed medication by a doctor. The child's name and dosage must be on the medication and relevant paperwork must be completed in order for us to administer the medication.

Complaints

A full copy of our complaints procedure and policy is available on request.

PLEDGE TO PARENTS/CARERS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities;
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures;
- Be consistent and reliable to enable you to plan with confidence and peace of mind;
- Ask your permission for outings and special events;
- Listen to your views and concerns to ensure that we continue to meet your needs.

Out of Hours Telephone Number - 07952 323245 Club mobile number, please leave a voice message if unanswered. Our email address is weddingtonoutofhours@live.co.uk

Our Team

Manager:- Stephanie King - Qualifications - NNEB, Specialist Teaching Assistant - Open University, Higher Level Teaching Assistant (HLTA) - Teacher Training Agency, Foundation Degree in Early Years - Warwick University, BA(Hons) Education - Nottingham Trent University

Deputy Manager:- Dawn Bradshaw - Qualifications - NVQ3 in Childcare.

Designated Safeguarding Lead:- Dawn Bradshaw

Designated Safeguarding Lead:- (from June 2023):- Stephanie King/Ellie Tomlinson

Early Help Training:- Dawn Bradshaw

Administration Manager/Early Help Lead:- Hannah King

Administration Support:- Kerry Cross, Ellie Tomlinson (part-time)

Play Workers Tiffany Moore, Kerry Cross, Karen Hill, Mia Chamberlain, Sky Duffy
Janis Anderson, Nik Potts, Anne Bateman, Scarlett Gill, Kacey Hill

All staff hold safeguarding, food hygiene and some hold relevant first aid qualifications.

S King – February 2025

Management Committee

Jim Simmons, Grace Jones, Stephanie King and Dawn Bradshaw.