PARISH CHURCH OF
ST. MARY THE VIRGIN
OXENHOPE

Oxenhope
Church of England Primary School

BELIEVE AND ACHIEVE

OXENHOPE C.E. PRIMARY SCHOOL

OXENHOPE EXPLORERS OUT OF SCHOOL CLUB

PARENT/CARERS INFORMATION PACK SEPTEMBER 2018

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Telephone: (01535) 642271
Fax: (01535) 648660
E Mail office@oxenhope.bradford.sch.uk
Visit: www.oxenhopeprimary.org.uk

The Diocese of Bradford
Bradford Metropolitan District Council

Oxenhope Church of England Voluntary Aided Primary School

Headteacher: Mr John Parkin
Cross Lane, Oxenhope, Keighley,
West Yorkshire. BD22 9LH

1. Opening Times

Our out of school club allows Oxenhope Church of England Primary School to provide high quality, accessible 'wrap around care' for your child around the school day. We will have the following sessions:

Morning:	Monday to Friday	from 7.30am to 8.45am
Afternoon:	Monday to Friday	from 3.15pm to 6.00pm

The Club operates during term time.

2. Mission Statement

The Club has been set up by our Governing Body following numerous requests from parents and carers. Grant funding to help with start-up costs has been obtained from the Early Years and Childcare Service at Bradford Council.

Our Club is fully integrated into the life and work of the school.

Our mission statement is *to provide a high quality, consistent and reliable out of school club based at the heart of our local community. Our goal will be to extend learning opportunities from the normal school day, and provide a caring, happy and secure club based on Christian belief and practice in the wider context of a Church of England voluntary aided school. Opportunities will be provided that will ensure each child attending has the opportunity to develop academically, socially, physically and spiritually.*

3. Facilities and Organisation

Oxenhope Explorers is based in a separate multiple-purpose area. We also use the school playground, the nearby Oxenhope Active Kids adventure playground and the nature area weather permitting. We offer safe, creative activities. We provide the children with a carefully selected and nutritious breakfast and drink before school, and a snack and drink after school.

We follow all existing school safeguarding and child protection policies, maintaining a system to ensure that children can only be collected by people parents/carers have named on their Registration Form in writing.

In addition to a safe and caring environment we provide a wide range of play experiences. We encourage children to experiment with different media such as paint, craft materials, sports equipment and, most of all, their imagination during their play sessions. Children can also just relax and read a book, do their homework or play a board game in our quiet area.

4. Charges

All charges to be paid via Parentpay. If you have any queries regarding logging in to your Parentpay account. Please email the school office (office@oxenhope.bradford.sch.uk)

Morning Sessions (including breakfast)	£4.50 per session
Afternoon sessions (including a light meal)	£9.00 per session
Both sessions	£12.50 in total

5. Other School Clubs

Children will still be able to enjoy the full range of other out of school activities offered at Oxenhope CE Primary School. Our staff will take and collect children from any of these activities as necessary. Please note that costs for these activities will still apply, and these will be charged separately as normal.

6. Contact Info

To contact the club please email ***office@oxenhope.bradford.sch.uk***. We would like to encourage all non-urgent matters to be dealt with via email. All club correspondence is also sent via email so please make sure we have a contact email address for you (this should be included on your registration form). Thank you.

Should it be necessary to contact the club urgently please call the school (01535 642271) and select option 2 during club opening hours or leave a message at the office.

7. Admissions Policy

Parents and carers wanting to use the Club must complete a Registration Form for each child. Registration ensures that we have all the necessary information about your child's needs, including medical or dietary requirements, contact numbers in case of emergency (including a mobile number for our text messaging service), information on your doctor, persons allowed to collect your child etc. As our school office will be closed when the Club is open it is important that all the necessary information is stored separately within the Club's files.

8. Club Rules and Regulations

These rules and regulations have been revised in September 2018 and now supersede any previous document issued with immediate effect.

1. Entry

1.1. Every child must have a Registration Form completed and signed.

1.2. All Children must be signed IN (for the a.m. session) and OUT (for the p.m. session) so we know exactly which children we are responsible for on each day.

2. Booking

2.1 Parents/carers should complete the Explorers Requirements Form on a termly basis.

3. Payments

3.1 All payments to be made through Parent pay.

6. Closure

6.1. It may be necessary to close the Club occasionally, due to very unusual circumstances like severe winter weather conditions or multiple staff illnesses. Parents/carers will be contacted by text message as soon as possible by the school or the Club Manager should it be necessary to close the Club. We will also endeavour to put daily messages on our website when prolonged closure may be necessary. There will be no charge when the Club is closed.

9. Policies

Copies of all school policies related to the Out of School Club can be ordered from our School Office during normal school hours.

10. School Prospectus

Please refer to our full School Prospects for related information and details regarding safeguarding and child protection issues.

11. Registration Forms

Registration Forms need to be completed for each place applied for. Please see the attached:

* Enrolment Form
* Pick-Up Authority Form
* Medical Consent Form
* Additional Consents Form

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REGISTRATION FORMS

Enrolment Form: 2018 – 2019

Parent's/Carer's details:

Name:

Address:

Home telephone:

Work number:

Mobile number:

***** Email address *****

Emergency contact name:

Emergency contact number:

Child's details:

Name:

Address:

Date of birth:

Age:

Current class: _____

Any Special dietary requirements: _____

Any Allergies _____

Can your child use plasters: _____

Medical conditions: _____

Inoculations up to date: _____

Doctor's name and number: _____

Health visitor name and number: _____

Ethnic background: _____

Special needs: _____

Hobbies: _____

Friends: _____

Commencement date: _____

I confirm that the information given above is correct. I agree to abide by the club's Rules and Regulations as set out in the attached information pack.

I agree to being contacted by email and also, when possible, I will contact the club via email. I have included a contact email address above.

Signature of parent/carer: _____

Date: _____

Pick-Up Authority Form

Name of child:

MY CHILD CAN BE PICKED UP BY THE FOLLOWING PEOPLE ONLY:

Please state if you require your nominated person to contact you by phone before picking your child up.

(Please note the clubs phone cannot be used.)

Name	Contact by phone first?

I understand that you will not be able to let my child go with a person that is not named above.

Collection of your child must be by someone who is 14 years and above and will not be allowed to leave without a responsible person.

I understand that the club may set up a confidential password to enable identification of the above person(s) and that I will be contacted about this separately.

I will amend this authority if and when required. I understand that a phone call will not be sufficient.

Name of parent/carer: _____

Signed: _____

Date: _____

Medical Consent Form

Please accept this form as my consent that Oxenhope Out of School Club can take my child to the doctors or hospital in the event of an emergency or becoming ill or having an accident.

I understand that the club will contact me immediately or my emergency contact (detailed on my booking form) if anything does happen.

Child's name	Parent's/carer's signature	Date

Please accept this form as my consent for Oxenhope Out of School Club to give first aid treatment in the event of illness or an accident.

I understand that any treatment given will be provided by a qualified First Aider.

Child's name	Parent's/carer's signature	Date

Name of Doctor	Telephone

Health Visitor	Telephone

Inoculations up to date YES or NO

Additional Consents Form

Photographs:

Please can you confirm if it is acceptable for Oxenhope Out of School Club (or someone appointed by the club) to take photographs of your child whilst in the care of the club.

These photos may be used in the following situations:

Staff training	YES	or	NO
Club Advertising	YES	or	NO
Displays in the club	YES	or	NO
Scrapbooks	YES	or	NO

Camcorder:

Please can you confirm if it is acceptable for Oxenhope Out of School Club
(or someone appointed by the club) to camcorder your child whilst
in the care of the club.

Staff training	YES	or	NO
Club Advertising	YES	or	NO
Watch in the club	YES	or	NO
Copy DVD to parents	YES	or	NO

Watching DVDs/Films

Please can you confirm if your child can watch appropriate PG rated DVDs/Films whilst at the Club

YES or NO

We completely respect your wishes and will not be questioning you if you decline permission.

Offsite visits

We may take children to play in the adjoining playground area or the nature area. Please can you confirm if it is acceptable for Oxenhope Out of School Club to take your child to play in these areas during session times.

YES or NO

Child's name: _____

Parent's/carers name and signature: _____

_____

Date: _____