



# Oxenhope Church of England Primary School

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## OXENHOPE EXPLORERS OUT OF SCHOOL CLUB



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### Oxenhope Church of England Primary School

**Head of School: Mrs Alice Jones**  
Cross Lane, Oxenhope, Keighley, BD22 9LH  
Email: [office@oxenhope.bradford.sch.uk](mailto:office@oxenhope.bradford.sch.uk)  
Tel: (01535) 642271  
Visit: [www.oxenhopeprimary.org.uk](http://www.oxenhopeprimary.org.uk)





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## 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

Originally set up by our governing body, following numerous requests from parents and carers, Explorers is now part of the everyday running of school. Grant funding to help with start-up costs was 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 parents/carers who have

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been 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 are 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](mailto:office@oxenhope.bradford.sch.uk)). Payment can also be made using your works Childcare Vouchers scheme. Please advise the school office which voucher scheme you use.

Morning Sessions (including breakfast) £4.50 per session

Afternoon sessions (including a light meal) £9.00 per session

Late collection fee.

Please note, from January 2019 there will be a late collection fee policy. If you collect your child after 6pm, there will be an additional fee of £5.00. After 6.15pm the fee will increase by £1 per minute.) This fee will be added to your Parent Pay account based on the Explorer registers.

## 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\*\*](mailto: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.

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Should it be necessary to contact the club urgently please call the school (01535 642271) and speak to someone in the school office.

## 7. Admissions Policy

Parents and carers wanting to use the Club must complete a Registration Form for each child (forms are at the back of this document). 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, 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 (& securely) 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.

### Entry:

Every child must have Registration and Consent Forms completed and signed.

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.

### Booking:

Parents/carers should complete a monthly booking schedule and return to the school office (you can complete more than one month at a time if this suits you). Please submit your requirements at least 5 school days before your first required date.

The monthly booking schedules will be available from the school website/the app/via email from the office, or a paper copy can be collected from the office reception area. Contact the office as soon as possible if you have any additions to your planned usage, these requests will be accommodated at the club's discretion. Please give 48 hours notice of any cancellations to avoid being charged.

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## Registers:

We will use your booking information to create a register for the Explorers staff. They will ask you to sign your child in (am) or out (pm). Explorers' staff will adjust the registers to reflect any "no-shows" or extra attendees. These registers are then used to update your account.

(All registers and children's information is held securely either by the office or Explorers.)

## Payments:

Payments are to be made through Parent Pay. Check your Parent Pay account regularly to manage the amount you owe. Please ensure you clear your balance by the end of each half term. Debts will be monitored regularly, any unexplained unpaid debts will be managed accordingly, with the possibility of use of the club being refused.

Log into Parent Pay to manage your account. (Contact the office if you do not have your Parent Pay login details or need a password re-set).

## Viewing what you've used:

On the home page:-

Click on Transaction History

Payment History

Select Explorers from the drop down list

Input start date and end date

Click Search.

You can now see all the dates that you have been billed for. If there are any discrepancies, please contact the office asap.

You won't receive an invoice or statement from us, as all the information is available on your Parent Pay account.

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## Making a payment:

On the home page:-

Click on Active Payments

Click on Explorers

Choose a payment amount, then follow the instructions on screen.

If you use a Childcare Voucher Scheme through your work, it is possible to use these to make payments for Explorers. Please just advise the office who your voucher provider is so that we can check for remittances. We will then make a manual credit on your Parent Pay account to reflect these.

If you have any queries, please don't hesitate to contact the school office on 01535 642271 or [office@oxenhope.bradford.sch.uk](mailto:office@oxenhope.bradford.sch.uk)

## 4. Closure

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 as soon as possible by the school should it be necessary to close the Club.

There will be no charge when the Club is closed.

Explorers will **not** be open on the **afternoon of the last day of the school year**. This is to allow for a thorough deep clean of the Explorers equipment.

## 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.

Please pay particular attention to our data protection and GDPR policies, these can be found on our school website.

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## 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
- \* Consent Form

“Believe  
and  
achieve”

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## OXENHOPE EXPLORERS REGISTRATION FORMS



### Enrolment Form:

Child's Name:	
Class/Year Group:	
D.O.B.:	
Medical Conditions:	
Doctors Name/telephone No:	
Dietary Requirements/Allergies:	
<b>Please Provide 3 Contact Numbers</b>	
1. Name:	Telephone No:
2. Name:	Telephone No:
3. Name:	Telephone No:
I confirm that the information given above is correct. I agree to abide by the club's Rules and Regulations as set out in this information pack.	
Signed:  Parent/Carer	Date:

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## 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 over 14 years old.

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.

Name of parent/carer: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## Parent/Carer Consent Agreement

Please accept this form as my consent that Oxenhope Explorers 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.

Please accept this form as my consent for Oxenhope Explorers 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.

### Photographs/Videos:

Please confirm if it is acceptable for Explorers to take photographs or videos of your child whilst in the care of the club.

These photos may be used in the following situations:  
(Please delete as appropriate)

Club Advertising (possibly on the school website/other social media and in the school prospectus): YES or NO

Displays in the club (this is the school library which is a shared area within school): YES or NO

### Watching DVDs/Films

Please can you confirm if your child can watch appropriate PG rated Films whilst at the Club YES or NO

### 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: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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