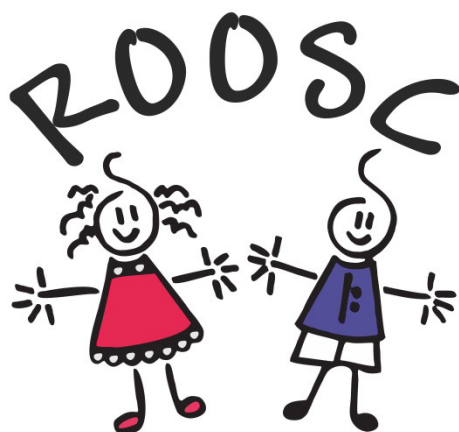




Rydon Out of School Club Parents' Handbook





ABOUT THE CLUB

Rydon Out of School Club is registered, as part of Rydon School, with Ofsted (Registration No 113243), and is based in the School premises. The club is open from 7.45am until 8.45am and 3.15pm until 6.00pm weekdays, during term time. For safeguarding, children are not allowed into the premises any earlier.

You can download the School's latest inspection report here [<http://www.rydon.devon.sch.uk/Documents/Schools/251/Final%20report.pdf>].

Rydon Out of School Club is based in a school classroom fully integrated within the School's main building with access to the main corridor and library for activities and quiet time. We have full use of the school's facilities including the school hall, playground and playing field.

Aims

At Rydon Out of School Club we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

What we offer

Our Club follows the Playwork Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including craft, board games, construction, role play/imaginative play, physical play, computers and reading. In addition other resources are available for the children to select from our equipment library.

What we provide

The food we provide at the Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. We promote independence, by encouraging the children to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Staffing

Our Club is staffed by a Play Leader Emma Davies, Deputy Play Leader Sarah Ellis, and Play Workers. In addition, when the need arises, we have a team of Rydon School Teaching Assistants that will cover staff absence. We aim to provide a smooth transition between school and club. Most of our staff also work within Rydon School and have experience of working with children and undertake professional development training. All staff members are DBS checked.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact the Play Leader (contact details are at the back of this Handbook).

Rydon Primary School, Rydon Road,
Kingsteignton, TQ12 3LP

Mob Emma: 07473 542686
Email: roosc@rydonprimary.org.uk



Policies and procedures

The Club follows the policies and procedures of Rydon Primary School, and where necessary has policies specific to the club. Key points of the main policies are included in this Handbook. Copies of the full policies are kept at the Club and are available for parents to consult at all times.

TERMS AND CONDITIONS

Admission

Our Club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by the Play Leader and we use a waiting list system when the need arises. The waiting list will be operated on a first come-first served basis, with the exception of siblings who will have priority for the same days as a sibling already attending. We can only accept children who are currently pupils at Rydon Primary School.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Payment of fees

The current fees are:

- Each pre-booked Breakfast Club session will cost £3.50 (as at Autumn 2017) for the 1 hour of childcare provided.
- Each pre-booked After School Club session will cost £7.50 (as at Autumn 2017) for the full 2 $\frac{3}{4}$ hours of childcare provided, whether or not the whole session is attended.

Fees are payable in advance by cash or cheque, Parentpay or childcare vouchers. Cheques should be made payable to Templer Academy Schools Trust. The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday. We do not charge for bank holidays and professional training days. Please ensure that fees are paid promptly. Non-payment for more than 3 weeks or missed payments on a payment plan may result in your place being cancelled. If you are having difficulty paying fees, please speak in confidence to the Play Leader. See our **Fees and Payment Policy** for full details.

Late collection Policy

The After School club finishes at 6pm. If you are delayed for any reason, please telephone the club to let us know. As of September 2017, a late payment fee of £4.50 per 15 minutes will be charged per child. This fee is to cover the costs of two staff remaining to care for your child and is in line with other after school provisions.

This charge will be requested as a separate payment to pre-booked sessions and must be paid within 7 days of issue to avoid interruption to the service.

If your child remains uncollected after 6.30pm and you have not informed us that you will be delayed, or we have been unable to reach you or any of your named emergency contacts, we will follow our **Non-Collected Children Policy** which can be found in the parents' handbook.

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Changes to days and cancelling your place

When booking forms are received at the end of each term spaces are allocated to children on the information we receive and all the administration and staffing levels are determined accordingly.

Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason. **Even if you have informed your child's class teacher or the school office, you still need to notify us.** If your child doesn't attend a booked session we will have to treat them as a 'missing child' unless you have notified us of their absence.

You must give us four weeks **written notice** (which can be via email), of termination or of changes in attendance. **If you need to give notice or make changes during any of the school holidays we request that you do this via e-mail, or a dated letter posted in the school letterbox. As long as we receive 4 weeks notice, you will not be charged for these sessions.** If you need to change the days that your child attends, please contact Emma or Sarah. We try to accommodate such changes wherever possible. **If this notice period is not adhered to and your children do not attend, you will still be charged for these sessions.**

(Exceptional circumstance will be dealt with at the discretion of the Club/Headteacher.)

If you know in advance of any days when your child will not be attending during the following week, please try to let the Play Leader know by THURSDAY at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can. Contact details can be found at the end of this Handbook.

Ad-Hoc and extra Session Payment

- We aim to accommodate any extra sessions requested by parents but due to the popularity of the Out of School Club this is not always possible. Any extra session booked 4 or more weeks in advance will be charged at the normal cost of £3.50 or £7.50. **Any sessions** that are booked or changed with **less than 4 weeks notice will be classed as ad-hoc** and will be charged at **£4.00 for a Breakfast Club** session and **£8.00 for an After School Club** session.
- **Due to the needs of our finance system, payment for any adhoc sessions will now need to be made at the time of booking or when dropping off or collecting your children from the session.**

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Settling in

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in. During your child's first session a member of staff will take the time to explain to them how the club works, run through Club's rules and routines (including meal times, collection) and introduce your child to the staff and other children.

Arrivals and departures

We take the welfare and safety of every child at Rydon School seriously and for that reason we ask that as parent/carer the following is adhered to: -

- Every child must be delivered to the Breakfast session via the back door (not through the main school entrance) by an adult and signed in (**Please note that any child not being dropped off and signed in by an adult will need to have a letter provided by their carer/parent to inform us of this for safeguarding reasons**). We are aware that some of the older children will want to make their own way to school, if this is the case we ask that you provide us with a signed note to this affect and the approx. time we can expect them so that if a child that is expected does not arrive we can instigate the Missing Child procedures.
- At the end of the Breakfast session children in Reception classes and Year One are taken by our Play Worker to their class. Children in Years Two and above are expected to make their own way to their classroom.
- At the end of the school day, children in Reception classes and Year One are collected by our Play Worker and taken to the After School session. Children in Years Two and above are expected to make their own way from their classroom to the session.
- Every child must be collected via the back door from the After School session by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.
- The After School Club finishes at 6.00pm, if you are delayed for any reason please telephone the Club to let us know as soon as possible.
- If your child remains uncollected after 6.30pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Non Collection of Children Policy** and contact the Social Care team.

Child protection

We do our utmost to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details please see the School's **Safeguarding Policy**.

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Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

For more details please see the **Academy Single Equality Scheme**.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

For more details on equal opportunities and special needs, see the School's **Special Needs Policy**.

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GENERAL INFORMATION

Behaviour (children)

Children and staff follow the Rydon way whilst at the Club. This is displayed at the Club for everyone to see.

- The School has a clear **Behaviour Policy**, a copy of which is available to all parents and carers.
- The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.
- We encourage appropriate behaviour through: the Rydon way; praise for good behaviour; emphasis on cooperative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club straightaway. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club. In these instances it will be the Headteacher's decision as to whether to exclude a child from the Out of School Club.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected. Please inform the Play Leader of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send him or her to the Club for 48 hours after the illness has ceased. For other illnesses we will follow the school's exclusion periods – For further information please contact the School Office.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. For full details please see the **Health and Safety** Section of the Rydon Out of School Policy Pack.

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Medication

Please let the Play Leader know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance. This follows the School's procedures in administering prescribed medication.

Feedback and Communication

If you have any queries, comments or need to discuss any matters concerning your child, please ask to speak to the Play Leader, or Deputy Play Leader. We welcome feedback on our Club and will respond to any communication received.

Should anyone be unhappy with any aspect of the Rydon Out of School Club, it is important that the Club learns about this. In these instances we will follow the Schools' Complaints Procedures.

A full copy of the School's **Complaints Policy** is available on request.

[School Policies can be found here - <http://www.rydon.devon.sch.uk/Policies.aspx?ID=2842>]

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CONTACT INFORMATION

Rydon Out Of School Club (ROOSC)
Rydon Primary School,
Rydon Road,
Kingsteignton,
TQ12 3LP

Club mobile number: Emma (Play Leader): 07473 542686

Please leave a voice message if there is no reply
We welcome text messages and aim to always respond

Club Email: roosc@rydonprimary.org.uk

Ofsted Registration No: 113243

Club Staff

Play Leader: Emma Davies

Deputy Play Leader: Sarah Ellis

Playworkers: Helen Dyer, Susan Lofty, Dot Crangle, Alex Clark, Tracey Colley, Sam Davey, Jacqui Stephens, Claire Bingham and Katie Backhouse.

Safeguarding

Designated Safeguarding Officer: Mr Nick Banwell.

Deputy Designated Safeguarding Officer: Miss Tina Rootham.

Ofsted

Piccadilly Gate

Store Street

Manchester M1 2WD

Tel: 0300 123 1231

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**[PLEASE DETACH AND COMPLETE THE BELOW AGREEMENT –
PLEASE RETURN TO EMMA OR SARAH]**

Rydon Out of School Club Home School Agreement.

Child's Name:

Date of Birth:.....

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.

The Out of School Club will:

- Encourage children to take care of themselves, their environment and other people.
- 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.
- Share and discuss your child's achievements, experiences, progress and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Play Leaders signature:

The Family will:

- Let the Out of School Club know if your child/children will not be attending a booked session for any reason, even if you have informed the School of your child's absence you still need to inform the Out of School Club.
- Keep us informed if you are going to be late collecting your child/children.
- Let us know if the person collecting your child is someone different to normal.
- Encourage your child/children to be polite and respectful to staff and other children at all times.
- Support the Out of school Clubs policies and guidelines for behaviour.

Signature of Parent/Guardian:.....

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What we expect of the child:

- I will listen to others.
- I will be friendly and caring to others.
- I will be helpful.
- I will take good care of equipment, the building and the belongings of others.
- I will be polite and respectful at all times.
- I will help tidy away the equipment after use.
- I will follow the Rydon Way.

The Rydon Way

Always try your best and challenge yourself in your learning.

Treat others as you would like to be treated yourself.

Be a positive role model for others.

Always be polite and show good manners.

Key Stage 2 children

Child's signature:

Key Stage 1 children

Parent/Guardian signature on behalf of the child:.....

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