

Horizon Primary Academy

Hilda May Avenue

Swanley

Kent

BR8 7BT

TEL: 07889 559872

Welcome to FOOTSCRAY OUT OF SCHOOL CLUB

In this brochure you will find all the details you will need to know concerning our out of school care.

**PLEASE READ THROUGH OUR DETAILS CAREFULLY, INCLUDING OUR POLICIES**

If you have any questions or require further information, please contact us on the following telephone number:

FOOTSCRAY OUT OF SCHOOL CLUB is based at:

Horizon Primary Academy

Hilda May Avenue

Swanley

Kent

BR8 7BT

Telephone – 07889 559872

Email: vivjohn3@gmail.com

Telephone – in emergency only: 07889 559872

Centre Opening Times:

Term Time Only

After School Club 3.20pm – 6.15pm

Breakfast Club 7.30am – 9am

**Fees**

|  |  |
| --- | --- |
| September 2022 | Horizon Primary Academy |
| Breakfast Club |  |
| Per Session | £4.00 |
| After School Club |  |
| Collection from centre up to 4:15pm | £6.00 |
| Collection from centre up to 6.15pm | £10.00 |

All booked days will be charged for at the full daily rate, even if your child does not subsequently attend.

Foots Cray OSC is a cashless business and payment of fees should be made via bank transfer. The bank details are:

Foots Cray OSC 309185 71618660

We welcome payment via the Government Tax-Free Childcare Scheme which can be found at: [www.childcare-support.tax.service.gov.uk](http://www.childcare-support.tax.service.gov.uk)

The Horizon Primary Academy user ID is: 50074152319

**Collecting your child**

**Parents must speak to a member of staff before taking children home.**

We will not permit your child to be collected by anyone under the age of 18

 years old, whether you have given permission or not.

We will not release your child to yourself or any person collecting your child if we do not deem you/ or them fit enough to have responsibility of care i.e. if we feel that you or the person collecting them is under the influence of either drugs or alcohol.

We have a duty of care to all of our children and we will consult with outside agencies if necessary.

**Late Collections**

After 6.15pm, a fee of £10 per 5 minutes will be charged. We are fully aware that parents / carers can be unavoidably late. As a result, staff will remain at the school until 6.30. After this time, in order to make the school available for other user groups, Social Services will be informed. We are not insured after 6.30pm.

**Retainers**

If your child/children are absent due to any reason on contracted days, full fees are due.

Retainer fee will only be applicable if one month’s notice is given. This will be applied at the manager’s discretion for exceptional circumstances.

**Termination**

One month’s notice of termination of contract is required in writing, or payment in lieu of four full week’s fees.

**Activities**

Although structured activities are offered, our policy is to encourage children to develop and join in with their own ideas using their physical, mental, and social skills. Our activities are planned and often used to enhance learning of a particular topic we are covering. Reading time and completion of homework is actively encouraged daily unless parents have stipulated for their child to complete this at home. Incentives are available to all children for participating in homework time to encourage them to manage their own learning. We work hard to promote an inclusive atmosphere in our centre where all children can engage in any activity offered and contribute to our planning. Examples of typical daily activities are:

* Cooking
* Sports activities
* Games
* Messy Fridays
* Competitions & Prizes
* Arts & Crafts
* Malleable materials ( Dough, clay, etc)
* Quiz’s

**Discipline Policy**

Our Policy is to:

Reinforce positive behaviour, praise rather than criticise whenever possible.

Rather than confrontation, diversion and distraction are our first reactions to unacceptable behaviour.

Discipline is needed so that a child knows the limits and boundaries of acceptable behaviour.

When unacceptable behaviour occurs we:

* Take the child away from the situation and talk to them to find out what led to the incident. We wait for them to give an explanation in their own time.
* Ask them how they would feel if they were the victim and how they would resolve the situation.
* If it is necessary they are excluded from activities and left to think for a while, although never isolated.

Consistent unacceptable behaviour will be discussed with the parent/carer and in some cases the child and a plan of action will be made and agreed by all concerned.

**Child Protection**

If we are concerned that a child is or maybe at risk in any way, we are required to report our concerns to Social Care.

The designated people for child protection are Vivien Johnson, John Cotgrove & Theo Quartey.

**Complaints**

If parents have any complaints to make they should speak to the senior member of staff present. If their concern is not resolved, please contact Vivien Johnson, who will try to reach a satisfactory conclusion. Vivien can be contacted on 07889 559872.

However, parents are advised that they can forward any complaints they may have to OFSTED, who can be contacted at:

Complaints & Investigation Team

90 Union Street

London

SE1 0FS

Telephone: 0300 123 1231

**Sickness**

The club is unable to accept any sick children. If when we collect your child we are informed your child has been unwell, we will immediately telephone your emergency contacts and request immediate collection of your child. If your child has a temperature this process will be followed.

**Records**

All children’s details are kept locked away and any confidential information is strictly kept on a need to know basis, only senior member of staff need to know such incidents. All records are kept for a period of five years, registration forms are updated every two years. Please inform staff of any changes to contact details or medical requirements outside of this.

**Equal Opportunities**

Our club operates an equal opportunities policy, the procedures for which include both children registered with us, and members of staff. Children are invited to participate in all activities regardless of ability, age or gender. We fully expect to operate all activities with a non-sexist policy, promoting positive images of women and girls in everyday situations and will operate all activities in a fair co-operative framework.

We welcome and encourage parent and guardians views.

Aims of the Policy

Our policy aims to challenge discrimination in all areas of our club. We aim to ensure that the club reflects and meets the needs of the local community and incorporates equal opportunities into all areas. We aim to ensure that the makeup of the staff team reflect the makeup of the local community where possible.

* We aim to ensure that the premises are accessible for all members of the community.

We will endeavour to increase awareness within the club of the needs of those who face discrimination and the effects of such discrimination in society in general.

* We aim to consider equal opportunities in all areas of the club’s services and activities.
* We aim to establish specific activities to promote equality of opportunities.

Our staff have the right to carry out their duty of care to all children without fear of facing verbal or physical abuse.