

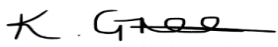


VICARAGE PARK CE PRIMARY SCHOOL OUT OF HOURS PROVISION POLICY September 2023

Vicarage Park CE (VC) Primary School, Kendal

School's Vision Statement

*Pupils at our school are encouraged to be bold and live a fulfilling life through the values of **compassion, responsibility and courage** as they grow to have a better understanding of themselves, find their place in the world and learn what it means to love their neighbour.*

Approved by ¹			
Name:	Katie Green		
Position:	Headteacher		
Signed:			
Version Number:	V2	Date:	June 2023
Proposed review date ² :	June 2024		

Welcome to Vicarage Park Out of Hours Provision

This document is issued to all parents/carers as a guide to help new parents/carers/children settle quickly into the provision by drawing together much of the information needed into one simple guide, we also hope it can be used by regular parents/carers as a reference point.

Throughout this document the terms parent and carer are used. We accept that there are many forms of family and whichever term is used relates to the person responsible for looking after the child.

Things You Need to Know

Opening Times

Breakfast Club – 7.45am until 8:45am when children will be escorted to their classrooms

After School Club - Is open everyday except Thursdays from school finish time (3.15pm, usually 2.00pm on last day of term) until 6.00pm and 5.00 pm on Fridays (5.00pm/4.00pm when school closes at 2.00pm).

Who can attend?

Any child can attend between 3 and 12 years old, who attends Vicarage Park School.

Fees

Payment of fees should be made by using the methods below:

- School Money - At the start of the week (8.45am Monday) in full for that week-a late payment letter will be issued for late payments followed by a payment fee of £5.
- Breakfast Club rate stands at £3.50 including toast and juice-£2.50 for a second sibling and £1.50 for further siblings.
- ASC rate stands at £7.50
- There will be a fee of £5 unless there are mitigating circumstances which would result in a late pick up.
- Computershare Vouchers – Transfer of funds at the start of each half term
- HMRC Tax Free Childcare Vouchers – Reference number needs to be shared with the school office when paying by this method. These payments need to be paid monthly.

School Money accounts will show amounts owing and booking provisions. These will be credited by the school office if voucher payments are made.

Sessions can be refused if accounts are in significant arrears.

Health

If your child has a healthcare plan as part of their school life these will automatically be shared with staff from the provision.

Arrivals and Departures

Our provision will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Breakfast Club – Children will be met at the year 5 external door and taken into the out of hours provision-the year 5 classroom.

After School Club – Children will be collected from the classrooms and taken to the out of hours provision- the year 5 classroom. When parents / carers collect they should do so from the year 5 external door.

There will be an alarm to alert a member of the Wrap Around Team.