



Wise Owl out of school club provision policy

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Scope

Moldgreen Primary School's Wise Owl Out of School Club provides high-quality, out-of-school childcare with stimulating and creative activities in a safe environment. The club aims to offer a welcoming and valued space for all children. We are committed to working with parents and carers to provide high-quality, safe, and stimulating care, learning, and play opportunities.

Admissions and Bookings

Only children attending Moldgreen Primary School are eligible to attend the club. Places are offered on a first-come, first-served basis. If all places are filled, a waiting list is established with priority given to siblings of children already attending the club, followed by those requiring the greatest number of sessions or hours per week.

To register, parents must complete a registration form for each child and sign an agreement to adhere to the policy terms. These forms are available from the school office or on the school website. All bookings must be made via School Spider to maintain a register, manage attendance numbers, and ensure adequate staff provision.

Booking for a full term (13 weeks) is available in advance, with slots opening in:

- July for the Autumn term
- December for the Spring term
- April for the Summer term.

It is recommended to book at least 24 hours in advance.

Fees and Payment

Fees must be paid in advance. Payments are taken at the time of booking. Fees are required for agreed days, even if a child is absent.

Current costs (from September 2025) are:

- Breakfast Club: £4.00 per child
- After School Club: £9.00 per child
- Sibling After School Club: £8.00 per sibling

The Breakfast Club fee covers staffing costs and drinks, with breakfast food subsidised by the National School Breakfast Programme. The After School Club fee covers staffing costs, drinks, and a teatime snack.

For payments using childcare vouchers or other schemes, parents should contact Mr Lonsdale to arrange paperwork and guidance on booking through School Spider.

Any queries regarding fees should be directed to Mr Lonsdale. If parents or carers are experiencing difficulty with payments, they are encouraged to meet with Mr Lonsdale as soon as possible. Repeated lack of payment without explanation may result in a formal warning and potential withdrawal of the child's place.

Club Sessions

Breakfast Club

The Breakfast Club operates from 07:45 to 08:55, during term time only. Entry is through the main reception, using the intercom/doorbell by the internal doors. A staff member will meet the child and bring them to the club. Children are not permitted to arrive on their own. If a registered child is absent, parents should contact the club by phone at **07915 251292** or email at afterschool@moldgreenprimary.co.uk as soon as possible. Unexplained absences will result in a phone call to the parent/carer. At 08:45, children will collect their belongings and go to class, with younger children or those with difficulties being escorted by staff. Children not booked for Breakfast Club will be refused entry.

After School Club

The After School Club operates from 15:15 to 18:00, during term time only. Class teachers are provided with registers to know which children are attending. Children will go to the Wise Owl Club room or dining room for registration. Younger children or those with difficulties will be brought from their class by a staff member. If a child not booked for After School Club presents themselves, their parent will be telephoned for collection, and the child will be kept safely but outside the club. **An administration fee may be charged in such cases.** Children attending after-school extra-curricular clubs will be sent to the After School Club staff once their activity concludes and will then be registered.

The club currently limits attendance to 30 children per session.

Arrivals and Departures

The safe arrival and departure of children are paramount. Staff maintain accurate records and conduct regular headcounts. Registers are always kept in an accessible location.

For collection, parents/carers should use the intercom/doorbell on the right-hand side of the internal doors in reception, and a staff member will bring the child out. Children can only be collected by an authorised adult listed on their registration form or by providing a pre-arranged password.

Parents/carers must inform the club in advance if someone not listed on the registration form will be collecting the child. Staff will contact the main parent/carer for confirmation if there are any concerns about departures.

Parents/carers must notify the club if they will be late collecting their child. The school's late collection policy, part of their Safeguarding Policy, will be followed if not informed, and a late fee will be charged. Children are not allowed to leave on their own.

If a child is booked into After School Club but the place is no longer required and has not been cancelled 24 hours prior, the child must still be collected from the After School Club via reception, even if collection is at 15:15.

All children must be collected by 18:00. If unavoidably delayed, parents should contact the club mobile phone. The club closes at 18:00, and there is no facility for an extension. Please refer to the school's late collection policy, which details how we will respond to late collections.

Conduct and Safety

Good Behaviour

All pupils are expected to follow the school's behaviour expectations. Children will receive warnings for incidents, and parents will be informed. Serious incidents will be recorded on CPOMS by the club and reported to the Headteacher. Persistent inappropriate behaviour that risks other children or impedes the club's function may lead to written notice of withdrawal of the child's place as a final resort. While attending the club, children are expected to follow the school ethos, rules, and behaviour policies, and the same rewards and sanctions apply. The club reserves the right to withdraw a place from a child who is felt to be a danger to other children or impedes the effective running of the club.

Confidentiality

The club is legally required to hold information about attending children, used for registers and emergency contact details. This information is stored securely, and all staff are aware it is confidential and only used within the club setting. Parents' permission would be sought before sharing information about a child(ren) and/or their parents with anyone.

First Aid

A first aid qualified staff member is always on duty. The school's first aid and administration of medication policy applies. Parents of a child who becomes unwell will be contacted immediately. If a child is sent home during school hours, the school office will inform the club.

Risk Assessments

Systems are in place to ensure the club is a safe and secure place for children, staff, and visitors. School risk assessment procedures are a continuous process to prevent dangerous incidents and are the responsibility of all staff.

Special Educational Needs

The club is committed to taking appropriate action to ensure all children, including those with special educational needs or requiring support, can access services, feel welcome, and have their welfare and development promoted. We urge parents/carers to discuss individual requirements on a case-by-case basis.

Safeguarding

The Breakfast and After School Club follow the school's Safeguarding Policy, which is available on the school website. The school has an experienced and trained safeguarding team responsible for liaising with the club leader, Children's Services, the local Safeguarding Children Board, and Ofsted on child protection matters. All club staff are trained in safeguarding and child protection, with training updated every three years. The club supports staff through training to meet its child protection responsibilities. All staff are carefully recruited with verified references and an up-to-date DBS check. Staff are aware of child abuse indicators, statutory requirements for disclosure, and the procedure for reporting. They maintain an open and positive response to disclosures from children. All allegations or reports of child abuse are taken seriously.

If a child makes a disclosure, the staff member will:

- Listen fully without observable judgment.
- Ask open questions to encourage the child to speak in their own words.
- Ensure the child is safe, comfortable, and not left alone.
- Make no promises that cannot be kept, such as promising not to tell anyone.
- Report the disclosure to the Designated Safeguarding Lead (DSL) on shift each day.

During club sessions, gates remain locked, and access to the school is only through the main entrance. An intercom is in place, and no unauthorised or unaccompanied adults are permitted in school during club hours.

Other Policies

The Breakfast Club and After School Club adhere to all other school policies, including:

- Late collections
- Safeguarding and Child Protection
- Equal Opportunities
- Health & Safety
- First Aid and Administration of Medicines

Document control

Version	Date	Author	Purpose
1.0	Sept 2025	Stephen Lonsdale	First released version