

## Section 1 – Introduction

### **AIMS & OBJECTIVES OF THE CLUB**

- 1.1.1 The aim of the Bierton Out of School Club (BOSC) is to provide the best possible out of school provision for parents of Bierton C.E Combined School.
- 1.1.2 In order to meet the aim, Bierton Out of School Club committee of the Governing Body has the following aims:
- a. Provide out of school childcare facilities for pupils at Bierton C.E Combined School in order to enable parents and/or guardians to gain or improve employment.
  - b. Operate two clubs; a Before School Club (BSC) and an After School Club (ASC). Both clubs are to provide childcare in a safe, caring and stimulating environment.
- 1.1.3 The objectives of the Governing Body will be achieved through:
- a. Providing a safe, caring and stimulating environment.
  - b. Ensuring a wide variety of activities are available.
  - c. Supporting and training staff employed to work in the clubs.
  - d. Raising the profile of the Clubs within the school and externally,

### **ORGANISATION**

- 1.2.1 The Bierton Out of School Club (BOSC) is overseen by a committee from the Governing Body of Bierton C.E Combined School. The Leader decides upon the day to day running of the clubs. Policy and other major decisions affecting the clubs will be reached by agreement between the Head teacher, Leader and the Governing Body Committee. The terms of reference for this committee are shown as **Appendix A**.

### **OPERATING HOURS**

- 1.3.1 The clubs will provide care before and after school during term time only. The operating hours are as follows:
- a. Before School Club: 07.45 – 09.00am
  - b. After School Club: 15.15 – 18.00pm
- 1.3.2 Children will not be admitted outside of these hours without prior arrangement with the Club Leader and Headteacher.

### **EARLY YEARS FOUNDATION STAGE**

- 1.4.1. The club will use the EYFS. This will ensure that parents can be confident that their child will receive a quality that supports their development and learning.

### **CLUB POLICY REVIEW PROCEDURE**

- 1.5.1 The Bierton Out of School Club (BOSC) committee of the Governing Body will review the club policies on an annual basis.
- 1.5.2 The date of the next review will be December 2021

## **SECTION 2 – REGISTRATION AND ADMISSIONS**

### **INTRODUCTION**

2.1.1 To be eligible to attend the Bierton Before and After School Clubs, children must attend Bierton C.E Combined School and be aged between 4 and 11 years old. The age limits are aligned with the school year ages, children aged 4 will not be eligible to attend any of the clubs until they are on roll at the school at the start of the academic year.

### **REGISTRATION**

2.2.1 Registration can take place any time during the school year. To register their child/ children with the provision, each parent will make an initial payment of £10 per child. This form will include emergency contact details and any particular needs of the child. The form will be kept on the premises in a secure place to ensure confidentiality. It is the responsibility of the parents/carers to inform the club of any changes in personal circumstances.

A copy of the registration form is shown as **Appendix B**.

### **PASSWORD**

2.3.1 During the registration process, parents will have to provide a password which will remain on the child's confidential file. This password is used if the person collecting the child is not the same as the person dropping off the child or if there is any doubt as to the identity of the person collecting the child. (See 'Section 6 – Security')

### **BOOKINGS**

2.4.1 Booking forms do not guarantee a child's place, they are a request. These forms need to be clearly dated when handed to the Leader or a member of the BOSC team.

2.4.2 A child's place will be allocated on a first come first served basis by date order on the booking forms.

2.4.3 Booking forms are always available in the BOSC room. Please ask a member of staff if you cannot locate them.

2.4.4 Parents must obtain confirmation that a place is available before their child can attend the clubs.

2.4.5 The clubs are licensed for a maximum of 24 places in Breakfast Club and have a capacity of 40 for Afterschool Club. When all places are full, a strict waiting list will operate. Names will be added on a first come, first served basis, however existing children's siblings will take preference and automatically receive a place.

2.4.6 The Leader will liaise with Bierton C.E Combined School staff to ensure necessary arrangements are made to collect the children from their classroom at the end of the day if the child is attending the After School Club. However, it is the parents' responsibility to inform the child's class teacher that their child is attending the After School Club.

2.4.7 When the place has been confirmed, invoices will be sent out in advance and will need to be paid by the 12<sup>th</sup> of the month. In which ever way you choose to pay, the remit slip needs to be completed and handed in to the Leader.

2.4.8 Failure to pay by the 12<sup>th</sup> of the month will lead to the child being refused attendance at the club and will also incur a £50 late charge.

## **CANCELLATIONS**

2.5.1 Parents are required to give a minimum of 30 days' notice for an individual session cancellation. All session cancellations must be confirmed in writing but parents may firstly give notice in person or by phone and speaking to the Leader.

2.5.2 Cancellation of booked sessions due to children attending school clubs/events or FOB'S events is not accepted.

2.5.3 When withdrawing children permanently from the club, parents are to give one months notice in writing.

## **BEHAVIOUR MANAGEMENT**

2.6.1 We believe that children and adults flourish best in an ordered environment in which everyone knows what is expected of them, and children are free to develop and play without fear of being hurt or hindered by anyone else. We aim to work towards a situation in which children can develop self-discipline and self-esteem in an environment of mutual respect and encouragement. In order to achieve this:

- a. Rules governing the conduct of the club and the behaviour of the children will be discussed and agreed within the club and explained to all newcomers, both children and adults. All adults within the club will ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up useful habits of behaviour. All adults will provide a positive model for the children with regard to friendliness, care and courtesy. Adults in the club will praise and endorse desirable behaviour such as kindness and willingness to share.
- b. We will take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour. When children behave in unacceptable ways physical punishment will be neither used nor threatened, children will never be sent out of the room by themselves.
- c. Children who misbehave will be given one-to-one support in seeing what was wrong and working towards a better pattern. Where appropriate this might be achieved by a period of 'time out' with an adult. In this case, the child will be told when and why their behaviour is unacceptable and the reason why this sanction has been applied.
- d. In cases of serious misbehaviour, such as racial or other abuse, the unacceptability of the behaviour and attitudes will be made clear immediately, but by means of explanations rather than personal blame. In any case of misbehaviour, it will always be made clear to the child or children in question that

it is the behaviour and not the child that is unwelcome. Any racist incidents will be recorded and passed onto the Head teacher.

- e. Adults will not shout, or raise their voices in a threatening way. Adults in the club will make themselves aware of, and respect a range of cultural expectations regarding interactions between people. Any behaviour problems will be handled in a developmentally appropriate fashion, respecting individual children's level of understanding and maturity.
- f. Recurring problems will be tackled by the whole club, in partnership with the child's parents, using objective records to establish an understanding of the cause.  
In cases of repeated bad behaviour, after consultation with the child's parents, it may be in the best interest of the other children and staff to exclude the child. This will initially take the form of suspension and, if the unacceptable behaviour continues upon return to the clubs, permanent exclusion. During the consultation periods, parents will be given the opportunity to discuss any decision to exclude a child from the clubs and support in the form of advice on positive reinforcement that could be used, will be offered to parents by staff.
- g. Repeated cases of spitting, hitting, kicking, biting and swearing may result in immediate permanent exclusion.
- h. Adults will be aware that some kinds of behaviour only arise because of a child's special needs, and will react to that behaviour with appropriate consideration of the circumstances and needs of the child.

2.6.2 Parents will have access to their child's accounts.

2.6.3 Discussions between parents and staff will be kept strictly confidential.

2.6.4 Matters concerning a certain child will only be discussed if the information is beneficial for that particular child.

## **PARENTAL INVOLVEMENT**

2.7.1 Parents will be a key part of the clubs and would be made welcome at any time within the clubs operating hours. The facility is provided for their children and within all practical bounds, their requirements will be met. Parents will be given the opportunity to comment through a variety of means including questionnaires, meetings and daily contact with staff.

## SECTION 3 – FINANCIAL GUIDELINES

### PRICING POLICY

- 3.1.1 The clubs will operate a separate pricing policy for each of the two clubs. The prices have been set to provide parents with value for money whilst allowing the clubs to become financially viable. Places will be charged at the appropriate rate for the type of club session and will be payable monthly in advance. The fees will be reviewed annually. The current charges for the clubs are as follows:
- 3.1.2 Registration fee – A one off fee of **£10** will be charged to each parent upon registering their child with Bierton Out of School Clubs.
- 3.1.3 **Regular children.** The definition of regular children is any child who attends the same session every week. This will include all fulltime attendees or any child that only attends one session per week, but that session remains the same each and every week.  
The fees for regular children will be as follows:
- a. Before school session - **£6.00** (7.45 – 9.00am)
  - b. After school session - **£10.00** (3.15/3.20 – 6.00pm)
- 3.1.4 **School Clubs/FOB'S EVENTS** – Children who choose to attend a school club/event or a FOB'S event will still be charged the full session price at BOSC.

### INVOICING AND PAYMENT

- 3.2.1 Fees will be required in advance by the 12<sup>th</sup> of every month and are to be paid for in cash, by cheque or by an approved voucher scheme.  
The Leader will issue invoices to parents at the beginning of every month. Parents are to pay the invoice by the 12<sup>th</sup> of every month to the club Leader. Late payment will incur a £50.00 administration charge and this will be added to the following month's invoice. Furthermore, the late collection of a child will incur an additional fee of £20.00 for the first half hour and £50 for any time after this. Again, this will be added to the following month's invoice.
- 3.2.2 Failure to pay by the 12<sup>th</sup> of the month will lead to the child being refused attendance at the club and will also incur a £50 late charge.
- 3.2.3 Furthermore, any subsequent failure to clear a debt could lead to permanent refusal of attendance. The parents / carers will also be informed that the club will seek financial recovery through the courts for unpaid invoices.
- 3.2.4 The Leader will secure all fees, cheques and cash and will be responsible for ensuring these are paid into the bank on a regular basis.

### UN-CLEARED CHEQUES

- 3.4.1 A £10.00 fee will be incurred for any un-cleared cheques and this will be added to the following month's invoice.

## **EQUIPMENT DAMAGE**

- 3.5.1 Parents will be liable for any deliberate damage caused by their children to any of the property belonging to the clubs.

## **SECTION 4 – PHYSICAL ENVIRONMENT**

### **OPERATING ADDRESS**

- 4.1.1 The Bierton Out of School Club (BOSC) is located in the BOSC room of Bierton C.E Combined School. The club is registered with Ofsted and the address of the club is:

Bierton Out of School Club (BOSC)  
Bierton C.E Combined School  
Parsons Lane  
Bierton  
Aylesbury  
Buckinghamshire  
HP22 5DF

Tel: 01296 483110

Ofsted Number: 110417

- 4.1.2 The club has a dedicated telephone line that will be manned during the clubs working hours. Outside of these hours, a message can be left on the club's answerphone.
- 4.1.2 Information regarding the clubs can be found on the school website:  
[www.biertoncombined.bucks.sch.uk](http://www.biertoncombined.bucks.sch.uk)