



Euxton CE Primary School



Out of School Club (O.S.C.) Admissions & Withdrawal of Place Policy

'In our Christian family we all SHINE in the light of Jesus'

This policy starts from 1st September each year and is reviewed annually. The policy is the same for both the before and after school sessions. This club is overseen and run directly by the school and as such all policies such as medicine, behaviour, collection procedures, etc. are the same as the school policies. Please see the school website for these.

This club is only open to pupils attending Euxton C.E. Primary School. Pupils at Euxton Church of England Primary School are welcome to join the club on a permanent basis if there are spaces available. Extra sessions and one-off sessions must be confirmed by the Out of School Club Supervisor prior to a child attending the club. We have also created a Registration form which all children who attend need to have completed and returned to the school office before attendance.

If there is greater demand than places available then the following criteria will be used:

- Looked After Children, or children with a statement for Special Educational Needs, or a child in exceptional special circumstances.
- Existing users for current days.

Further Information

- All children who attend regularly at the sessions booked: Notice should be given in advance of absence for holidays, appointments, school clubs etc. A child who is unwell and has been absent from school must not attend the Club. Fees will be charged at the full rate for any periods of holiday or sickness.
- Invoices are issued prior to each half term. Fees must be paid in advance of attendance. Invoices will state the date the fees must be received by. Vouchers - Some vouchers can take up to 2 weeks to be received by us, it is up to parents to ensure these vouchers are paid on time. Weekly payments - Fees must be received the week prior to attendance. Monthly payments - Monthly payment must be received in the month prior to attendance.
- Fees for extra sessions and one-off sessions must be paid in advance of a child attending the Club.
- Missed sessions, for any reason, will be charged as normal.
- Fees are reviewed annually.
- The Club reserves the right to withdraw your child's place following procedures outlines in our Admission and Fees Policy
- Two weeks written notice is required for permanent cancellation of a place.
- The manager of the Out of School Club is Mrs Ash and the club supervisor is Mrs Crosby. If you have any complaints, concerns or great ideas please contact Mrs Crosby in the first

instance and if the matter is not resolved then please refer this to Mrs Ash. From that point the complaints procedure merges with the school complaints policy.

- There is no available parking for Breakfast Club, parents/nominated adults are not allowed to use the school drive without permission from the Headmistress.

Parking for After School Club users only is available from 4.45 onwards. However, if a parent drives recklessly (as perceived by the staff) then their use of the staff car park may be withdrawn.

Withdrawal of a Place

The school will withdraw a pupil's place from the Out of School Club if payments are consistently late. Payment is due at least a week in advance, via ParentPay or recognised Voucher Schemes. Reminders are sent out. Payment can also be made weekly, monthly or half-termly in advance. The school has the right to withdraw a pupil's place if the child's parent is late to pick up their child persistently. The club finishes at 5.30pm each evening. Local providers who stay open until 6pm include Busy Bodies and Busy Bees. The school may withdraw a child's place if; their behaviour is unacceptable; parents are frequently rude to members of staff.

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Wisdom Compassion Humility Friendship Peace Trust Forgiveness Hope