

**Amblecote Primary School**  
**Out of School Club**

Here at Amblecote Primary School we provide an Out of School Club for all children aged between 4 to 11 years.

**Opening hours and fees**

The Out of School Club is open every school day.

Monday – Thursday            3.15pm – 6.00pm  
Friday                            3.15pm - 4.30pm

**Fees**

Session from 3.15 – 4.30pm   £5.50

Session from 4.15 – 6.00pm   £5.50 (to cover children coming to Out of School Club after taking part in sporting activity or 1:1 tuition etc.)

Session from 3.15 – 6.00pm   £8.00 Total

Second and subsequent siblings will have a reduction of £1.00 on the above fees. Short notice or emergency cover can be arranged providing there is space available.

Mrs Tracey Cutler our club coordinator, deals with the administration and collects fees, which are payable at the beginning of each week. Please let us know of any changes to your requirements, such as extra sessions, absences and holidays as soon as possible.

**\*Please note:** if your child is absent and it is unauthorised, a half fee will be charged. If your child is absent for 2 weeks or more without notification your child's place will automatically be given to a child on the waiting list.

**Priority policy**

1. Children who need to attend 5 mornings/5 afternoons.
2. Siblings.
3. Less than 5 mornings/5 afternoons that attend **REGULAR** set days.
4. As and when sessions **IF** places are available.

**How are club works**

The emphasis is on play and leisure rather than education but there is an opportunity to look at reading/homework as well.

**Facilities**

- Community room mobile
- Use of school field adjacent to community room
- Use of playgrounds
- Use of computer suite
- Use of school hall
- School toilets available

### **Club routine**

- **3.15pm – 3.30pm** welcome children, register, give snack and drinks
- **3.30pm – 5.00pm** free choice of activities
- **5.00pm** tidy up time
- **5.15pm – 5.30pm** Give toast and drinks
- **5.30pm-6.00pm** Computer suite

### **Snacks and drinks**

A choice of biscuits, fresh fruit and toast is available.  
Sugar free squash or water is also available.

### **Activities**

There are a wide range of activities for your child to access at the out of school club. There are a selection of puzzles and board games and different craft activities. There is also an opportunity for the children to play outside on the school field or on the playgrounds. We provide a variety of sports equipment to promote physical development.

### **Collection procedure**

Children who are in the lower classes (pre-school, reception, years 1, 2 and 3) will be collected from their classrooms by a member of the out of school club staff.  
Children who are in years 4 – 6 will be expected to make their own way straight to the community mobile.

Each child **MUST** be collected from the club by a parent or a person authorised by the parent/carer on the registration form. If someone else comes to collect the child, parents **MUST** send in written permission in advance otherwise the child will not be allowed to leave with them.

The signing out register must be signed when a child is collected from the club.

If a child is booked into a session and fails to arrive, checks **WILL** be made with the parents/carers to locate where the child is.

All children must be collected by 6.00pm. If a child has not been collected by 6.00pm a fee of 50p for every 5 minutes, will be added to your main fee. Exceptions will be made when a phone call has been received.

## Members of staff at the Out of School Club

: Name: Tracey Cutler

Role: Manager

Qualifications: NVQ Level 3 in Playwork

First Aid

NCFE Classroom Assistant Stage 2

Basic Food Hygiene

Take 5 for Play

Child Protection

Name: Karen Pardoe

Role: Deputy Manager

Qualifications: NVQ Level 3 in Playwork

Child Protection

Basic Food Hygiene

Take 5 for Play

First Aid

Name: Amanda Bristow

Role: Play Assistant

Qualifications: Child Protection

First Aid

### Registered person

Mrs A Mason – Head teacher

Amblecote Primary School

School Drive,

Amblecote,

Stourbridge,

West Midlands,

DY8 4DQ

School Ofsted Registration Number: **103806**

Please feel free to talk to any member of staff if you have any problems or concerns about your child or if there is anything you feel we should know.

**Amblecote Primary School**  
**Aims and Objectives**

Our aims are:

- To provide 'Out of School Care' in a safe and secure environment for the children of working parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

To achieve our aims:

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is a qualified first aider on the premises at all times.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self discipline and acceptable behaviour.

**Contact numbers for the Out of School Club**

Main school telephone number: 01384 818335

Mobile telephone number: 07562168300

**Policies for the Out of School Club**

There is a folder containing all of the Out of School club policies. If you would like to see a copy of these please feel free to ask a member of staff.