



Scotties Out of School Club is a safe, stimulating environment in which your child can have fun. The club is relaxed with an emphasis on 'free play'. There will be many activities, in which the children can choose to participate.

Scotties is open to all Scott Primary School children, from Nursery to Year 6 on a first come first served basis. All sessions **MUST** be pre-booked as spaces are limited. Bookings must be made online using our school website scottprimary.co.uk. Your child has to be registered.

We strive to provide an atmosphere of mutual respect and support for the children in our care at all times.

<u>SESSION TIMES</u>	<u>FEES</u>
7.45am - 8.35am	£3.25
8.00am - 8.35am	£2.75
3.15pm - 4.30pm	£3.75
4.30pm - 5.30pm	£3.25

Late collection, per child from 5.30pm - £5.00 plus £5.00 every additional 5 minutes

Refreshments – Before and After School

Children attending the breakfast session may have toast & cereal if they wish between 7.45am-8.15am. Fresh fruit is available throughout the sessions and a light refreshment will be provided between 4.45pm-5.15pm. Water will be available at all times.

Holiday Club Sessions and Prices

	<i>First child</i>
Full Day, 7.45am – 5.30pm	£30.00
Shorter Day, 8.30am – 3.30pm	£23.00
Morning, 7.45am – 12.45pm	£17.50
Afternoon, 12.45pm – 5.30pm	£16.50

Late collection, per child – £5.00 plus £5.00 every additional 5 minutes

Refreshments - Holiday

If staying over lunchtime, a healthy packed lunch must be provided together with a water bottle. Any snacks you provide need to be either fruit or vegetables. Children attending 7.45am-8.15am may have toast and cereal. Fresh fruit is available throughout the sessions and a light refreshment will be provided from 4.45pm. Water will be available at all times.

Payment - is required in full in advance, accompanied by a booking form in order to secure a place. **Payment must be made online via ParentMail.** A registration form **MUST** be completed the first time you use Scotties.

Illness and Medical

Children who are ill should not attend the Club. If a child becomes unwell during Club hours, the Play Leader will endeavour to contact parents who should arrange for the child to be collected as soon as possible.

Any specific medical conditions must be reported to the Play Leader when the child is registered or when diagnosed and the appropriate indemnity form must be signed to enable staff to administer any medicines (i.e. inhalers/antibiotics).

Cancellations

For all bookings, 48 hours' notice is required, except in the case of sickness. No refunds can be given, but we are willing to re-schedule if numbers allow, and providing adequate notice has been given.

Drop Off and Collection – Before and after School

Nursery – Year 2

Scotties in the South Pole is located next to Nursery. To get to Scotties, walk up the path beside Early Years, past the chickens and head through the yellow gate on your left. The first door you reach is the drop off/collection door.

Year 3 – Year 6

Scotties in the North Pole is located by the Year 3&4 playground. As you approach the front of the school, turn left at the Sports Barn and through the playground and then round the back of the next building across the Year 3&4 playground. The access door for Scotties is in front of you.

Collection from Scotties – Holiday Club

All Years

Scotties in the South Pole is located next to Nursery. To get to Scotties, walk up the path beside Early Years, past the chickens and head through the yellow gate on your left. The first door you reach is the drop off/collection door.

Children must be signed out by the person collecting them before they leave.

We ask that all parents using the Scotties Out of School Club help us run in a smooth and efficient manner by following a few simple requests:

- Please inform us in writing, if anybody other than the persons named on your registration/collection sheet will be collecting your child. (In an emergency, a telephone call will be acceptable). We will not let your child be taken unless we have received this permission.
- Please do not assume that the Club will have spaces and fail to either complete a booking form or give adequate notice.
- Please be punctual when collecting your child. Children become very distressed if they think they have been forgotten! If lateness is unavoidable, then a telephone call is essential and alternative arrangements for collecting your child must be made. (Charges will apply).
- Parents are reminded that children left at the SCOTTIES out of School Club are not the responsibility of Scott Primary School and the Club accepts no responsibility for children left on school premises who are not registered with the club.
- The Club is self-funding. All running costs must be met from fee income. Any profits will directly benefit the Club.

THANK YOU FOR YOUR SUPPORT

Play Leader - Miss Ross

Play Assistant - Mrs Abraham

Play Assistant – Mrs Weerasirie

Play Assistant - Mrs Adair

Play Assistant - Miss Buckingham

Play Assistant – Miss Carver

Play Assistant – Mrs Doherty

Play Assistant/Holiday Club Leader –Mrs Newman

(All DBS checked and qualified first aiders)

We work in accordance with the relevant legislation.

- Safeguarding Policy
- Race Relations Act 1958, 1986
- Children’s Act 1989, Anti-Bullying
- Complaints Policy
- Whistle-Blowing
- Health and Safety
- Equal Opportunities

Copies of all policies are available upon request.

We hope you find this information informative and will choose to use the facilities available. If you have any queries, please do not hesitate to contact us.

Disciplinary Matters

Any discipline issues will be brought to the attention of parents by the Club Leader. If the problem cannot be resolved, the child may, at the discretion of the Club Staff, be asked to leave the Club.

Complaints Procedure

If you feel unfairly treated or are unhappy in any way with the care your child receives then a complaints procedure exists. In the first instance any complaint should be made to the Club Play Leader (**Miss Zoe Ross**). This should be in writing stating the names of the people involved, the relevant dates and the nature of the complaint. Further details of the complaints procedure can be found in the complaints policy.

We hope you find this information informative and will choose to use the facilities available. If you have any queries, please do not hesitate to contact us.

Scotties Out of School Club
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