Parent Information pack
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About the Club

Whittlesford Out of School Club is registered with Ofsted (Registration No EY547274), and is based in William Westley Primary School. The club is open from 7:30am – 8:55am and then again 3:20pm until 6:00pm weekdays, during term time. We also offer holiday care from 8:00am to 6:00pm or you can book for a school day 8:30am – 3:30pm, or half days 81pm or 1pm-6pm.

We are based at William Westley Primary School in the small hall. We are very lucky to be able to use the school outside areas and have free flow in place so the children are able to access the front outside area at all times. We also takes visits to the local park and other local areas. We also have an all-weather area that has a mud kitchen and planting area and woodwork corner.

Objectives

At Whittlesford Out of School Club we aim to provide a high-quality and affordable provision for after school activities. And ensure safe and secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care. A range of indoor and outdoor activities are on offer to stimulate your child’s social, physical and educational development. The main aim of the club is for the children to have fun in an environment that is completely different to school. The children guide staff to plan the play they wish for.

What we offer

Our Club follows the Play work Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, home corner, craft, board games, construction, computer games, physical play, cookery, and reading. In addition other resources are available for the children to select from our equipment cupboard.

What we provide

The food we provide at the Club is not intended as a substitute for a main evening meal. We provide healthy snacks, including fresh fruit and vegetables. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table.
Ofsted

Ofsted made its last inspection of Whittlsford Out Of School Club in January 2016.

Ofsted assessment awarded us with ‘OUTSTANDING’ in ALL areas. This is the highest judgement that can be achieved. The effectiveness of the leadership and management, quality of teaching, learning and assessment, personal development, behaviour and welfare were all deemed outstanding.

The full report can be viewed on www.reports.ofsted.gov.uk and quote Our Reference (URN): EY350671.

Some of favourite quotes from the report are:

Children of all ages thoroughly enjoy their time in this warm and friendly club. There are many available resources and varied well-planned activities that enable them to explore their own ideas and extend their knowledge

Extremely close two-way partnerships with the primary school teachers and support staff help to ensure exceptional continuity of care and learning for all children.

Committee members, managers and staff work as a very effective team. They are highly motivated and demonstrate a clear drive towards promoting excellence in all areas.

Staff’s practice is exemplary. They enable children to decide on the content and form of their play, while offering helpful, friendly support when it is needed or asked for.

Since our last Ofsted report, we have changed to a CIO and our registration number and changed, making the old number redundant so our outstanding achievement does not count anymore. However, our old reports can still be found by searching for Whittlesford Out of School Club.
Contact details

The after – school club is managed by a committee consisting of: parents that attend the club and the clubs manager and deputy. New parents are always welcome to join the committee. If you any concerns or thoughts, either raise them directly with the club manager Carley Newman /Tara Bacon or contact a member of the committee either by email or via pigeon hole in the club.

Address:

Whittlesford Of School Club
William Westley Primary School
Mill Lane
Whittlesford
Cambridge
CB22 4NE

Emails

Committee chair: chair@wosclub.co.uk
Committee treasurer: treasurer@wosclub.co.uk
Committee secretary: secretary@wosclub.co.uk
Club Managers: managers@wosclub.co.uk
All committee: committee@wosclub.co.uk
Bookings: bookings@wosclub.co.uk

Club Phone number: 01223 495565
Meet the Staff
Our Club is staffed by a manager term time Carley Newman, Holiday club manager Tara Bacon, and play workers, Janet, Jade, Stacey, Pat, Dot, Tracey and Jo. In Holiday club we also have Beth and Florence.

Our staff

Carley Newman - Manager / Deputy Holiday club Manager

Tara Bacon - Holiday club Manger /Term time deputy Manager

Janet Dean - Breakfast club lead and play worker

Jo Carmel - Supervisor
Tracey Allen - Supervisor

Pat Hollidge - Play worker

Jade Mannix - Play worker

Dot Mynott - Play worker

Tina Smith - Play worker
All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS checked. We maintain a staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

**DESIGNATED ROLES:**

**Carley Newman:** Special Education Needs Co-ordinator, First aider, prevent officer, child protection designated person and Behaviour management.

**Tara Bacon:** SENCO, child protection designated person, behaviour management and first aider.

**Janet Dean:** Fire Safety Officer, food hygiene officer and first aider

**Pat Hollidge:** EYFS Key Person, First aider and food hygiene officer

**Tracey Allen:** EYFS Key Person, First Aid Co-ordinator and first aider and COSHH /health and safety co-ordinator.

**Jo Carmel:** EYFS key person and co-ordinator, first aider, special educational needs coordinator and Equalities and Inclusion Co-ordinator.
Overview information

Organisation

Whittlesford Out of School Club is a charity run by a committee, employing a number of staff. We enjoy a close working relationship with William Westley Primary School in order to ensure continuity of care, and to maintain good communication links.

Operating hours

<table>
<thead>
<tr>
<th>Service</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast club Monday – Friday</td>
<td>7:30am – 8:50am</td>
</tr>
<tr>
<td>Afternoon sessions Monday – Friday</td>
<td>3:20pm -6pm with the option to collect at 5pm fee</td>
</tr>
<tr>
<td>Holiday club Monday – Friday</td>
<td>8am – 6pm</td>
</tr>
<tr>
<td></td>
<td>With the following break downs</td>
</tr>
<tr>
<td></td>
<td>8am – 1pm</td>
</tr>
<tr>
<td></td>
<td>1pm – 6pm</td>
</tr>
<tr>
<td></td>
<td>8:30am – 3:30pm</td>
</tr>
</tbody>
</table>

Breakfast/After School Club

Our Out of School Club is there to provide a safe and fun place for children either side of the school day – from 7.30am to 6pm. Both clubs run in our lovely new room, with a secure outdoor space for all weathers.

Breakfast Club: 7.30 to 8.45am

Breakfast Club runs every morning term time from 7.30am until 8.45am.

Breakfast is available from 7:30am till 8:20am

The children have a range of activities to do every morning and are free to choose. We can provide quieter tables for homework, reading and colouring.

At 8.45 the KS2 children head off round to the playground and we escort KS1 to the playground where a member of staff is on duty until school begins.

Food

The children can have breakfast if they choose to, we offer a range of cereals, toast, crumpets, juice and milk.
After School Club: 3.20pm to 5pm or 6pm

After School Club runs every day during term time from 3.20pm until 6pm: a fun, safe, caring and healthy after-school club where the children are offered a range of activities from craft to Lego.

We feel that it is important the children feel that after-school club is their own and they have a large input into what happens. Daily they can choose what activities they would like out to play with, and on a larger scale we spend time finding out what the children would like to have in the club in the future, and what new equipment and activities they would like to try. Every day we provide a planned activity that the children can participate in with us if they choose. There are always other activities and toys available for them.

**Food**

We aim to provide a healthy and nutritious snack which is prepared by the children themselves alongside fruit which is available the whole time alongside fresh drinking water.

**Structure of the afternoon sessions**

3:20pm children ks2 come through and ks1 are escorted through by teacher/T.A

3.25pm children register.

3:30pm free flow play inside and outside. An activity is planned each day with the choice for children to take part in or not.

3:45pm light snack is provided and left out till 5pm but fruit and water is available at all times.

5pm free play inside and outside until home time.

**Collection.**

When parents or guardians come to drop off or collect their child/children they are asked to sign the daily register to sign them in or out the club. Coats are to be hung up in the girls or boys toilets on the pegs provided. Book bags, water bottles and lunch boxes are to go on the black trolley.

If a child is to be collected by someone else other than the regular carer/parents, the cub should be notified in advance and a collection by an unknown person should be filled in. To contact staff to inform them please email whittlesford.o.s.c@gmail.com or call the landline 01223 495565.

Children under the age of 16 years are unable to collect your child/children without seeking prior permission from the club.

If a child is not collected at the end of the session and the staff have been unable to contact parents or named contacts, we will contact social services for emergency care after 30 minutes.

There is a late collection fee; please see fees section for more details.

In case of illness please notify the club before 3pm by calling and leaving a message on our landline 01223 495565 or please do ask the school to notify us.
Emergency collection

If you require additional sessions please contact the play leader by email to check if they are spaces available or call the club during opening hours (7:30am-9am or 2:45pm – 6:00pm) to see if we have room as we try our best but sometimes we are at our limit of 50 children.

Cancellation policy

A minimum of 7 clear days’ (before the start of the session) notice is required to qualify for a refund of the fee of the whole session. Cancellation can be done by calling/email or in person. But emails over the weekend will not be picked up till the Monday.

Holiday Club.

Fun for children during the school holidays

Our very popular Holiday Club has been running for seven years now. It is open every school holiday for children aged between 4 and 12 years old, from 8am until 6pm.

We offer a wide range of activities to suit all. The children have a large part in contributing towards the happy running of the holiday club and we love to hear their ideas of what they would like to do.

Our activities can be as varied as paddling pool splash in the summertime outside to den building inside in the hall. As at the After School Club the children are given the opportunity for adult-led activities but are free to choose what they would like to do. All our children under the age of five have the opportunity through play and activities to follow the Early Years Foundation Stage framework.

Food

Snacks are provided for the children, with fruit and drinking water available all day, but the children will need to bring a packed lunch.

What to bring

- a packed lunch (and we ask that all lunches are Nut-Free Zones)
- sun cream and sunhats
- swimming stuff and towels for the paddling pool
- wellies for when we go to the river fishing so they can actually wade in the shallows.
Activities

A full range of activities and crafts is available for the children to participate in daily. Within the structure of the session, children have free choice over the play activity they wish to engage with, but also have planned for adult led activity that children can choose to take part in. We also have access to the school outside grounds all-year-round and have free flow play regardless of the weather. And our new all-weather play surface area.

Activities include:

Craft activities

Cooking

Playing board games

Literary challenges
Construction

Reading corner

Dressing up

snack time
Messy Play

helping to contribute to the club

Painting

Play pool/air hockey/football

Outside area:
Mark making areas

Mud kitchen

Mirror area

Chess
Wood work

Messy play

Water painting

Running around outside
SUSTENANCE

The meals are freshly prepared within the healthy eating guidelines of OFSTED and are developed with a children’s committee. All staff working with food have food hygiene certificates or are trained in food hygiene. And work with the school kitchen to make sure the children have a range in their diet.

At the start of the session the children are offered a snack which varies from noodles to beans on toast, vegetable sticks and dips, cream tea, sandwiches and many others.

And always have the following available, different fruits or vegetables and a drinks consisting of two out of milk, juice or water.

Should your child have particular dietary needs, e.g. food allergies or religious beliefs, we will adapt the meal accordingly. This information is requested in the registration documents. You are also advised to discuss the details of any food please speak to the play leader.

The children play a huge part in preparing their snack and are encouraged to show independence and to take risks using knifes etc and are shown how to use them correctly and safely.

BOOKING FORMS

Booking forms are issued half termly and can be found on the website www.wosclub.co.uk. We have introduced a new calendar that has all the release dates of booking forms as well as the early bird discount deadline dates. (This can be found in the drop-down section on the website). There will also be an email notifying you when the booking forms have been released. Payment needs to be made at the time of booking, any payments made after the early bird deadline date will be charged at the full rate.

Payments are checked thoroughly and any booking forms that have been issued the early bird discount where payment has been made after the deadline date will also be charged at the full rate. All bookings are accepted subject to payment being made.
**FEES.**

The current fees are as shown in the table below.

The final date for early bird discount is indicated on each booking form. Payment must also be received by this date.

**Breakfast Club.**

<table>
<thead>
<tr>
<th>SESSION FEES</th>
<th>SESSION TIME</th>
<th>PER CHILD</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARLY BIRD DISCOUNT</td>
<td>07:30 – 08:45</td>
<td>£4.85</td>
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<tr>
<td>NORMAL PRICE</td>
<td>07:30 – 08:45</td>
<td>£5.50</td>
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**After School Club.**

<table>
<thead>
<tr>
<th>SESSION FEES</th>
<th>SESSION TIME</th>
<th>PER CHILD</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARLY BIRD DISCOUNT</td>
<td>TILL 5PM</td>
<td>£7:00</td>
</tr>
<tr>
<td></td>
<td>TILL 6PM</td>
<td>£10:00</td>
</tr>
<tr>
<td>NORMAL PRICE</td>
<td>TILL 5PM</td>
<td>£8:30</td>
</tr>
<tr>
<td></td>
<td>TILL 6PM</td>
<td>£11:80</td>
</tr>
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</table>
**Holiday Club.**

<table>
<thead>
<tr>
<th>SESSION FEES</th>
<th>SESSION TIME</th>
<th>PER CHILD</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARLY BIRD DISCOUNT</td>
<td>8.30am to 3.30pm</td>
<td>£19.50</td>
</tr>
<tr>
<td></td>
<td>8.00am to 1.00pm</td>
<td>£15.40</td>
</tr>
<tr>
<td></td>
<td>8.00am to 6.00pm</td>
<td>£24.50</td>
</tr>
<tr>
<td>NORMAL PRICE.</td>
<td>8.30am to 3.30pm</td>
<td>£22.60</td>
</tr>
<tr>
<td></td>
<td>8.00am to 1.00pm</td>
<td>£17.90</td>
</tr>
<tr>
<td></td>
<td>8.00am to 6.00pm</td>
<td>£29.60</td>
</tr>
</tbody>
</table>

Fees are payable in advance by cheque, bank transfer or childcare vouchers. Cheques should be made payable to “Whittlesford out of School Club CIO” (please note we no longer accept cash payments).

The price per session per child applies to all children. This is payable for all booked sessions unless a clear 7 days’ notice is given for term time and holiday club.

Please ensure that fees are paid promptly. Non-payment for more than one month may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager or treasurer.
Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, you still need to notify us as the school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a ‘missing child’ unless you have notified us of their absence.

Induction

You and your child are welcome to visit the Club before your child's first day, to familiarise yourselves with the setting and to help your child settle in.

During your child’s first session time will be set aside for an induction. The induction will include running through Club's rules and routines (including snack times, collection), and introducing your child the staff and other children.

Another child will usually be allocated to act as your child's buddy for the first few sessions.

Arrivals and departures

The teachers/TA’s from the class that your child is in at William Westley Primary School will escort key stage 1 children to the Club, Key stage 2 children are given the independence to walk through alone. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

See our Arrivals and Departures Policy for more details.

The club finishes at 6:00pm, if you are delayed for any reason please telephone the Club to let us know. Late collection up to 6.15pm will incur a £15.00 fine per family and £5.00 for each additional 5 minutes or part thereof. This will be added to your bill. Late collection before 6pm will result in being charged the late collection fee. Also please be aware only persons over the age of 16 are able to collect from Wosc.
Payment information

Payment can be by:

1. Cheque: Please make Payable to Whittlesford Out Of School Club CIO. (Not WOSC)

2. Direct bank transfer **BACS DETAILS:**

Whittlesford Out of School Club CIO Bank
sort code: 09-01-29

Bank account number: 14319503

*Please use child's full name as reference*


<table>
<thead>
<tr>
<th>VOUCHER NAME</th>
<th>REFERENCE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edenred</td>
<td>P20097397</td>
</tr>
<tr>
<td>Kids Unlimited</td>
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</tr>
<tr>
<td>Computershare</td>
<td>0007942770</td>
</tr>
<tr>
<td>Sodexo/SayCarePass</td>
<td>823109</td>
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<tr>
<td>Kiddivouchers</td>
<td></td>
</tr>
<tr>
<td>Allsave</td>
<td></td>
</tr>
<tr>
<td>Care4</td>
<td>13048310</td>
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<tr>
<td>FairCare</td>
<td>Search for Whittlesford out of school club</td>
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<tr>
<td>Busy Bees Benefits</td>
<td>Search for Whittlesford out of school club</td>
</tr>
<tr>
<td>Co-op</td>
<td>85113667</td>
</tr>
<tr>
<td>YouAtWork</td>
<td>7562</td>
</tr>
</tbody>
</table>
POLICIES
The club has many policies which are reviewed annually or bi-annually depending on requirement. These policies are available in a folder by the signing out area. Many policies are available to read on our website. Copies are available on request.

Child protection/safeguarding.
We are committed to building a ‘culture of safety’ in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see our Safeguarding Policy.

Equal opportunities.
Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

• We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
• We will challenge inappropriate attitudes and practices
• We will not tolerate any form of racial harassment.

Special needs.
We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child’s specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club’s limitations. Each case will be considered individually and risk-assessed to ensure everyone’s safety.

Our staff training programme includes specific elements relating to children with special needs.

For more details on equal opportunities and special needs, see our Equalities Policy.
Behaviour (children)

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see.

We have a clear Behaviour Management Policy, a copy of which is distributed to all parents and carers:

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. We will try to be flexible in order to accommodate such cases.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the Club.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

Complaints procedure

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak your child’s key person, the Manager, or any other member of staff.

Verbal complaints will be brought to the next staff meeting for discussion and action.

All written complaints will be acknowledged within five working days of receipt and a full written response will be given within 28 days.

A full copy of our Complaints Policy is available to read on our website
Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Please inform the Manager of any infectious illness your child contracts. If your child has had sickness or diarrhoea please do not send he or she to the Club for 48 hours after the illness has ceased. See our Illness and Accidents Policy for more details.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child. For full details see our Illness and Accidents Policy.

Medication

Please let the Manager know if your child is taking prescribed medicine. If your child needs to take medicine whilst at the Club you will need to complete a Permission to administer medication form in advance. See our Administering Medication Policy for more details.

Administering medication

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. However, where possible, staff will assist when this issue arises. Each situation will be judged on a case-by-case basis. In principle, prescribed medicines can be administered but this depends on whether the staff would need additional training etc. Please discuss this with a member of staff first. As medicine is administered by a member of staff voluntarily, we do not accept any responsibility for failure to administer the medicine or because the child refuses their medicine.

When prescription medicines are to be administered during the session:
  • A form will need to be completed of need and requirements.
  • The medicines should be dispensed from the original container and must be properly labelled with the dispensing advice from a pharmacy.
  • The medicine must be passed to a member of staff to ensure the medicine is
HELPING CHILDREN SETTLING IN TO THE CLUB

All children are unique and the amount of time that a child takes to settle into our club can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment. The club strongly encourages new children to visit the premises before they are due to start and parents/carers are welcome to stay for part or all of the session with them. During this time, they will be introduced to all members of staff and be informed about the club’s routines. And offered some settling in time free of charge.

All new early years foundation stage children will be assigned a key worker that will ensure that the child feels included in play and activities and that their needs are being met. On their first day, children will be shown around the club, told where they can and cannot go, and have ground rules explained to them. At all times the children will be encouraged to ask questions and raise any concerns.

All staff will supervise children new to the club to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child’s age, maturity and previous experiences.

The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions to the fire safety policy. Staff will ask how a child is feeling, what activities they enjoy and if they are unhappy about anything.

If it seems that a child is taking a long time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the club.
PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

• Welcome you at all times to discuss our work, have a chat or take part in our activities.

• Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.

• Be consistent and reliable to enable you to plan with confidence and peace of mind.

• Share and discuss your child's achievements, experiences, progress, and friendships.

• Be available to discuss decisions about running the club.

• Ask your permission for outings and special events.

• Listen to your views and concerns to ensure that we continue to meet your needs.

REGISTRATION FORMS

If you are interested in a place for your child, please contact the Manager (in person or by email: whittlesford.o.s.c@gmail.com) to assess availability. Following this discussion, please complete a registration form (see below). By signing the declaration at the back of the form, you are agreeing a contract with us and ensuring that the terms and conditions detailed in this brochure apply. Please send the completed form to the WOSC. Please inform us of any changes to the information provided using the registration form below. And you will be asked to update at the start of every academic year. IMPORTANT: The registration part of this form will need to be completed in full each year and returned to WOSC to ensure your child continues to have a place.
Annual Registration Form

All children who attend this club **MUST** be registered with us. Children will be escorted safely to Wosc. Children will remain at the club until collected by a named adult.

<table>
<thead>
<tr>
<th>Child’s Name (in full):</th>
<th>Preferred Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>First Language:</th>
<th>School / Nursery Attended:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Teachers / Key workers name: (WOSC use only)</td>
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<table>
<thead>
<tr>
<th>Name of Parent/ Carer (s): (Please inform us if either parent does not have legal parental responsibility)</th>
<th>Email(s) (if available):</th>
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<table>
<thead>
<tr>
<th>Address (if different from child’s):</th>
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<th>Details of contact who can collect your child in an emergency:</th>
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Please Tick if EYFS child
See over for details.

William Westley School
Mill Lane
Whittlesford

William Westley School
Mill Lane
Whittlesford

Please Tick if EYFS child
See over for details.
Name and Address and telephone number of child’s Doctor:

Does your child have any known medical problems or additional / special needs (please list)?

Does your child have any known allergies or major dislikes (i.e. Food or materials)?

Does your child have an Early Help Assessment (EHA) in place?

Are the District Team or Social care involved with your child/family in any way?

Any other information you feel is important:

‘Early Years Foundation Stage’ (EYFS) children. This applies to the end of the term in which a child reaches five years old.

(Please circle)

I give my permission for club staff to take my child on occasional village walks. Yes No

I give my permission for club staff to apply sun cream to my child. Yes No

I give my permission for my child to have face paints applied. Yes No

I give my permission for the above information to be held on a computer provided that it is used solely by Whittlesford Out of School Club and not given to a third party without my express consent. Yes No

I give permission for club staff to take my child to the lawn when conditions are appropriate. Yes No

In the event that my child is involved in a serious accident I expect to be contacted immediately on the above telephone numbers. Yes No

I give permission for trained staff to give appropriate first aid if necessary. Yes No

In the event that my child requires immediate medical treatment before I can get to the hospital I hereby authorise the staff member present to Consent to any emergency medical treatment necessary to ensure the health and safety of my child on my behalf. Yes No
I give permission for my child to be collected from after school activities (e.g. orchestra, drama...) by a member of staff.  

Yes  
No

Please see policy and procedure book held at the club for other information.

Duty of Care. 
Parents should be aware that staff have a Duty of care and will contact social care if they have a concern about a child.

Signed:..............................................................

Print Name:...........................................................

Date:.................................................................
**WOSC CLUB PHOTO PERMISSION FORM**

Occasionally we may have the opportunity to use an image of your child/children; this may be in the local newspaper or on our website. It is a requirement of the Data Protection law that we have your permission to do this. At WOSC we have adopted some safeguards to minimize any risk to the children.

We will avoid the publication of your child’s full name with any image that is used. Only appropriate images will be used – i.e. children will always be fully dressed and in a WOSC Club environment. Images will be stored securely and returned to parents if asked. Any external photographer will have their identity checked. Appropriate levels of supervision will be undertaken at all times.

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**PERMISSION LETTER**

**CHILD/CHILDREN:** ________________________________

I/we give our permission for photos to be taken and used at the Out of School Club. I/we understand that these photos will only be taken by members of Out of School Club on the club camera and club phone, unless permission is given prior to an external photographer coming. These photos will not be shared with anyone outside of the club unless permission is given by me/us.

I/we are happy for the photos to be used for the following purpose:

- To be displayed in the Out of school Room  
  YES/NO
- To be displayed in information about the club  
  YES/NO
- To be used on the WOSC/School website and the WOSC Blog/social media  
  YES/NO
WOSC INTERNET ACCESS POLICY
WOSC will allow children access to its computer and the Internet subject to them being responsible and following the rules that are in place and displayed next to the computer.

Effective Use
Internet access can enrich, entertain, extend learning activities and allow children to practice producing their own Web pages. It is forbidden that Web pages be uploaded to the Internet. The Club and the staff are aware that inappropriate websites must not be accessed by anyone using the Club’s computer. Staff must be vigilant when children are accessing the internet. The Club will have the following safeguards:

It is explained to children:
Never to give out personal information, either theirs or somebody else’s, such as home addresses, telephone numbers or email addresses which could lead to them or other individuals being identified.
To be aware that people are not necessarily truthful and may not be who they say they are.
To be aware that some people are prepared to spend a long time gaining the trust of young people.
Never arrange to meet anyone that has contacted them through the internet.
They must keep passwords responsibly.
They must not copy or delete others’ work.
Never to upload their own web pages.
To notify a play worker whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
Not to use social networking or chat room sites at WOSC.
If a child encounters something inappropriate whilst surfing the Internet:
● The child must notify a member of staff immediately.
● The incident should be recorded on an incident form and signed by the parent/carer.
● Records should be stored in the child’s file.

Safety
Internet access at WOSC is filtered by the School’s Internet Service Provider (ISP).

Club and Personal Web Pages
Children will not be allowed to publish their own web pages (i.e. upload web pages and files to the Internet) although they might like to practice designing pages detailing interests and displays of work.

Access Permission
Children are responsible for appropriate behaviour on the Club’s computer network just as they are at School when in the classroom. Communications on the network are often public in nature. The general school rules and its Behaviour Policy apply equally to the Club and it is expected that users will comply with the guidelines of this policy. Children are personally responsible for their WOSC actions when using the Club’s computer to access computer resources outside the school’s network. Any member of staff found accessing or allowing children/young people to access inappropriate websites will be subject to the Club’s Disciplinary Procedure.
**Usage Rules and Guidelines**

**Privacy**
Staff may review documents and history/log files to ensure that pupils are using the system responsibly. **Software**
Children should never download, load or install any software, shareware, or freeware, or load any such software from floppy disks, unless they have permission from a member of staff.
Children may not copy other people's work or intrude into other people's files without permission.

**Inappropriate materials or language.**
Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of Club or School behaviour. A good rule to follow is never view, send, or access materials that you would not want your play workers, teachers or parents to see. Should pupils encounter such material, they should immediately report it to a member of staff. Children are not allowed in chat rooms WOSC.

**The Law**
Children should never use the computers to engage in activities that may be in violation of the law.

**Parental Agreement**
As a parent/guardian I have read the above policy for access to the Internet and use of the Club’s computer network. I recognise the fact that although the Club/School uses a filtered Internet service, the Club’s staff may have difficulty restricting access to all the controversial materials on the Internet. Therefore, I will not hold them responsible for materials that my child may find as a result of using the Internet through Club facilities. I understand that the Club’s staff will implement the rules and policy as far as it is reasonably able to do so; however, I take full responsibility for how my child uses the Internet whilst attending WOSC.

**NAME OF CHILD/CHILDREN:**

__________________________________________________________

Signature of parent/guardian: __________________________________________

Date: ______________________________________________________________

Print name: _________________________________________________________
Whittlesford Out Of School Club Declaration

- I consent for my child to attend Whittlesford Out Of School Club and understand that the club has policies and procedures and there are expectations and obligations relating to the conduct of myself and my child and I agree to abide by them.
- I will inform a member of staff if my child will not be attending on a day that he/she is booked into the club.
- I understand that the information given on this registration form is confidential; however there may be times for example in the case of child protection concerns when details may be passed to other agencies in line with our safeguarding children policy.
- If my child is in the EYFS, I understand and agree to observations being shared with the class teacher and the headteacher.
  - I give permission for my Childs information to be shared with myself using the clubs observation software Build a Profile. And understand at times that other children at Wosc may appear in the observation pictures and my child may also appear in other children EYFS children’s observations at time. And these observations will not appear on any social media.
- I have read and accepted the above conditions for my child attending Whittlesford Out Of School Club.

I confirm that the information given on this form is correct and I agree to notify Whittlesford Out Of School Club of any changes in detail.

My child’s name .................................................................
Signed..................................................................................
Date....................................................................................
Name..................................................................................
Relationship to child...........................................................


WOSC Terms & Conditions (Please also see admissions policy)

1. Annual Registration (membership).
   The annual registration form must be completed before any child can be booked into the club.
   Any bookings received without a registration form will not be accepted.
   Membership must be renewed annually for each child for the start of the September term.
   Membership fees are no longer separate charges but incorporated in the session fees.

2. WOSC Calendar.
   The WOSC Calendar can be found on the club's website and contains all of the early bird deadline dates, form release and payment dates for September term only, bank holidays, WW training days and holiday club days.

3. Early bird booking for the start of the academic year (September term)
   Booking forms for the September term will be released in July as per the WOSC Calendar.
   The Early bird (EB) deadline is 5 weeks prior to the start of term to allow confirmation of places to be made ahead of payment.
   Confirmation of booking request will be made in such time to allow all payments to be made by the payment deadline in early August.
   This allows staffing to be planned, parents to know whether their booking requests have been met, regular booking patterns to be established at the beginning of the year and to allow time for payment to be made and checked ahead of the start of term.

   All booking forms received by the EB booking deadline for September will be collated when the deadline closes. The following priorities will then be used in allocation of places providing registration forms have been also received:
   1. Children of staff and committee
   2. William Westley children already regularly attending the club (regular = at least one session/week)
   3. Siblings of William Westley children already regularly attending the club
   4. First come first serve basis (time/date of email or time/date of form submitted to club post-box)

   An email will be sent out within one week of the EB deadline passing to confirm whether session places have been allocated, subject to payment.
   Although availability will be confirmed ahead of payment, place allocation is still subject to payment being made by the payment deadline as shown on the WOSC calendar. If payment is not received in full and on time, then your reserved places will be lost.

4. All other Early Bird Half termly bookings and payment.
   For all other half term periods for the year the EB booking deadline will be four weeks ahead of the next half term. Please submit your form by the date shown on the WOSC calendar.
   Following receipt of the booking form, places will be allocated in the following priority order after the early bird deadline has expired:
   1. Children of staff and committee
   2. William Westley children with regular bookings established in the 2017/18 academic year (at least one session/week)
   3. Siblings of William Westley children regularly attending the club but who are new to the club
   4. First come first serve basis (time/date of email or time/date of form submitted to club post-box)
   Confirmation of your child's place will be sent via email within 48 hours of the EB deadline passing but it is subject to payment.
   Payment must be received by the payment deadline given on the calendar to secure your child's place for the next half term using the early bird rate otherwise your child's place will be lost.
New registrations & initiation of regular session bookings are welcome all year round but are subject to availability. Siblings will be given priority as above.

Any bookings where payment is received after the early bird payment deadline will not be considered in the first allocation of places. Places will be subject to availability and payment and will be charged at full rate. See section 5.

5. Bookings made after early bird deadline, including late, ad hoc and emergency bookings.

For all bookings being made after the early bird deadline for the half term, the only method for booking is to call the club telephone 01223 495565 during club hours. Email requests will not be accepted. Confirmation of availability will need to be received from a member of staff.

Payment at full rate is required immediately. If payment is not received within 5 working days of the session request, then the club reserve the right not to accept your child for future bookings.

On confirmation of availability, the staff will make a record of the session(s) required and payment will be checked. If payment is not received then the club reserve the right not to accept you child for future bookings.

6. Payment methods.

Payment is preferred by BACS; however cheques will be accepted. Please note cheques must be received (posted in club post-box) by the early bird deadline.

Cheques must be made payable to: Whittlesford Out of School Club CIO. (Not WOSC)

WOSC Bank account details for BACS:

Whittlesford Out of School Club CIO Bank
sort code: 09-01-29
Bank account number: 14319503

Please use child’s full name as reference

Payment or part payment can also be made using childcare vouchers. Please use the dropdown list on the booking form to select your provider and ensure that the total payment made to the club covers the session fees in the booking form.

If payment or part payment is being made by childcare vouchers, please ensure that your WOSC account is in sufficient credit to cover fees by the early bird payment deadline or before your child starts sessions if paying full rate. If insufficient payment is received by the early bird payment deadline, your place(s) cannot be guaranteed.

If any parent has any problems with making payment, they should contact the treasurer@wosclub.co.uk to discuss appropriate options.

Note that the committee is comprised of volunteers, therefore the club reserves the right to utilise date of payment on bank statements, date cheques received in club and date vouchers paid in as reference. Follow up for non-payment therefore may not be immediate due to the personal commitments of the committee.

7. Accumulated credit.

Parents are responsible for managing their credit with the club if sessions are cancelled with >7 working days’ notice. See Admissions policy for cancellation rules. Note that vouchers are not refundable.

To support parents in reviewing credit, statements will be issued at the end of each half term.