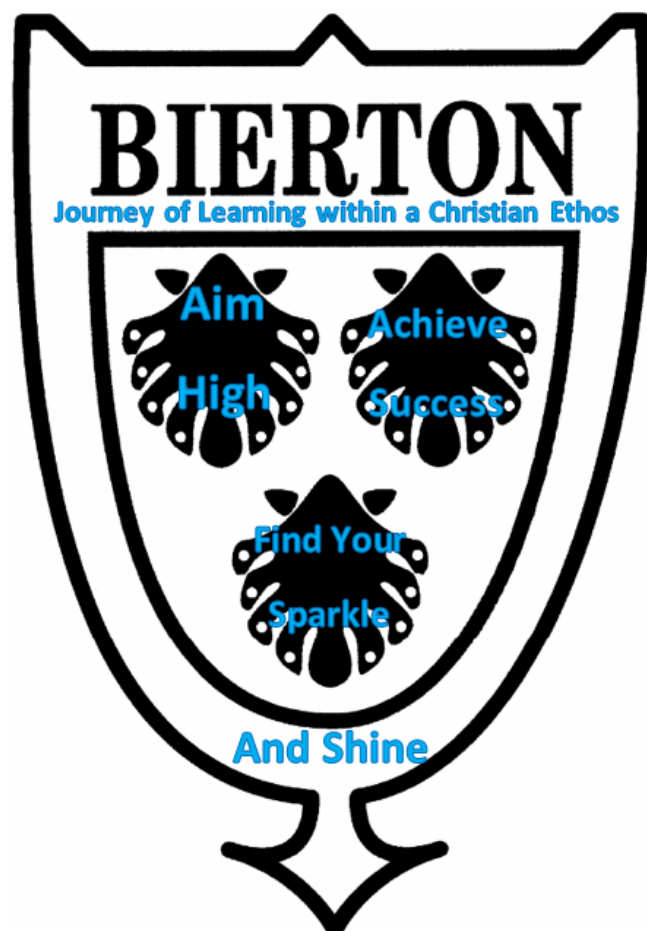


Bierton CE Combined School and Nursery

Bierton Out of School Club (BOSC) Policy



Date: September 2023

Date of Review: July 2024

Section 1 – Introduction

Vision

In our Church school, our vision is to “let your light shine before others, that they may see your good deeds and glorify your father in heaven. This policy intends to continue this and allow our Vision to be achieved outside of the school setting.

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 Breakfast Club and an After School Club. 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.

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 – school starts
 - b. After School Club: 15.15 – 5:45pm
- 1.3.2 Children will not be admitted outside of these hours without prior arrangement with the Club Leader and Headteacher.

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 July 2024

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 (Reception – Year 6). 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 need to complete the registration form. Copies of these forms can be requested from the school office or by emailing Sharon Cooper bosc@biertoncombined.bucks.sch.uk. Parents will then pay a £10.00 registration fee for each child online through Parentmail. The registration form will include emergency contact details and any particular needs or allergies 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.

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 Bookings are made through Parentmail. Once a parent has registered their child, they will be added to the Parentmail mailing list.
- 2.4.2 Bookings are made on a half-termly basis and are paid for at the time of booking.
- 2.4.3 Parents are welcome to use Childcare vouchers to pay for BOSC provision. Parents will need to send a screenshot of their payment in accordance with the dates below to ensure their account is credited ahead of making any bookings.
- 2.4.4 Booking should be made on the day that it goes live for that half-term (see below for dates). Following the date that bookings go live, parents will not be able to book for the present week or the preceding week.

Dates for BOSCH Bookings 2023-24

	Deadline for sending screenshot of childcare vouchers	Date bookings go live	Date bookings close
Autumn 1	26 th June 2023	3 rd July 2023	13 th July 2023
Autumn 2	25 th September 2023	2 nd October 2023	12 th October 2023
Spring 1	27 th November 2023	4 th December 2023	14 th December 2023
Spring 2	29 th January 2024	5 th February 2024	15 th February 2024
Summer 1	18 th March 2024	25 th March 2024	4 th April 2024
Summer 2	6 th May 2024	13 th May 2024	23 rd May 2024

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.

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.

Term Dates – 2023 - 2024

Term	Open on morning of	Close at end of afternoon of
Autumn	Tuesday 5 th September 2023	Thursday 19 th October 2023 at 3.15pm
-	Monday 30 th October 2023	Tuesday 19 th December 2023 at 1pm
Spring	Thursday 4 th January 2024	Friday 9 th February 2024 at 3.15pm
-	Monday 19 th February 2024	Wednesday 27 th March 2024 at 1 pm
Summer	Monday 15 th April 2024	Friday 24 th May 2024 at 3.15pm
-	Tuesday 4 th June 2024	Tuesday 23 rd July 2023 at 1 pm

2.4.7

INSET days are Friday 1st September 2023, Monday 4th September 2023, Friday 20th October 2023, Thursday 28th March 2023, Monday 3rd June 2024. In addition to the dates above, school will be closed on Monday 6th May 2024 for May Day Bank Holiday.

CANCELLATIONS

2.5.1 Parents are able to cancel booked sessions on Parentmail but they cannot cancel sessions in the present week or the week preceding.

2.5.2 When withdrawing children permanently from the club, parents are to give half a term's 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, we will follow the school's behaviour policy:

Rewards

Positive behaviour will be rewarded with:

- Praise
- Moving up behaviour steps of progression
- Awarding BOSC points
- Certificates
- Stickers

VIP – all children at BOSC have the opportunity to work towards becoming a BOSC VIP. When a child demonstrates one or all of our five Christian Values, they will be awarded with BOSC points. When a child has achieved 100 BOSC points, they will become a BOSC VIP for the rest of the academic year. Being a BOSC VIP provides the child with privileges such as:

*not having to queue for their snack

NB This can also be taken away for unacceptable behaviour

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.

SNACK

Breakfast

This consists of cereal, fruit, yoghurts and toast.

After school

This consists of hot and cold food served with a salad, crisps followed by a cake/ biscuits or an ice lolly.

Please note this is not a balanced evening meal; it is only a snack.

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 half a term 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 - **£12.00** (3.00 – 5.45pm)
- 3.1.4 **School Clubs/FOB'S EVENTS** – Children who choose to attend a school club/event or a FOBS' event will still be charged the full session price at BOSC.

PAYMENT

- 3.2.1 Fees are paid for at the time of booking via Parentmail. 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. This will be sent as an additional invoice via Parentmail.
- 3.2.2 Failure to pay by the end of the previous half-term 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 be responsible for ensuring all invoices are paid prior to a child attending BOSC.
- 3.2.5 If our school is advised or forced to close by the Local Authority or DfE, we will not be able to refund parents on their existing booked sessions. However, if our school is closed due to any reason localised to our setting, e.g. no heating or water, then we will reimburse parents.

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

Email: BOSC@biertoncombined.bucks.sch.uk

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.co.uk