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Reach For The Stars

## **OoSH Policy**

## Our Motto

★ Reach for the Stars

## Vision Statement

Our vision is to develop an inclusive school, which promotes and achieves excellence, and continues to nurture the values, confidence and skills of pupils, staff and the community, in order to meet the emerging opportunities of the 21st century.

Our vision and values support **Articles 2, 12, 15, 19, 24, 27, 28, 29, 31** of the United Nations Convention on the Rights of a Child.

**Articles 2/12:** We respect the right to be listened to and listen to others.

**Articles 19/24:** We respect the right to feel safe at school and help others feel safe.

**Article 28:** We respect the right to learn and let others enjoy their learning.

**Articles 15/31:** We respect the right to join in and be part of a team.

**Article 29:** We respect the right to develop our potential and to do it with a growth mindset.

**Article 27:** We respect the right to look after our own and others property

## Our Values

- ★ Striving
- ★ Teamwork
- ★ All Included
- ★ Responsibility
- ★ Success

- ★ Striving

Our aim is that we are a school that:

- **uses our Growth Mind-set (learning from mistakes and always willing to have a go)**
- **never gives up and always find ways of improving**
- **enjoys challenges and aims high**

#### ★ **Teamwork**

Our aim is that we are a school that:

- **encourages and supports each other to be the best we can be**
- **learns from each other**
- **listens to and respects each other's ideas**

#### ★ **All Included**

Our aim is that we are a school that:

- **has high expectations of everyone**
- **encourages everyone to take an active part in learning and life of our school**
- **nurtures and celebrates what makes each and every one of us unique**

#### ★ **Responsibility**

Our aim is that we are a school that:

- **takes ownership of the choices we make**
- **takes ownership/charge of our own learning**
- **looks after each other and our school**

#### ★ **Success**

Our aim is that we are a school that:

- **provides an education that encompasses academic, creative, social, emotional, physical and cultural development.**
- **celebrates our efforts and achievements.**

### **Equal Opportunities and the Single Equality Scheme**

We believe that all those who work in Osmani - children and adults - have the right to be treated fairly and with respect by everyone connected with the school.

We aim for Osmani to be a safe, supportive place, where all children and adults feel valued as individuals, whatever their ability, age, disability, gender identity, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

The school aims to foster the social and personal skills of co-operation, sharing and mutual respect.

**This policy supports the school in addressing Article/s 29: of the UN Convention on the Rights of the Child.**

### **Philosophy**

Out of school hours learning activities are designed for children to enjoy and learn. It requires the after school tutor to deliver a well-planned and equipped session which engages children. The sessions are designed to be child friendly and to consolidate and progress children's skill in the chosen activity. We believe that a good out of school hours learning activities will help children achieve and develop in their chosen activity. It will also allow children to experience new ideas and concepts.

The breakfast club provides a caring environment for children to enjoy at the start of the day and activities to stimulate children whilst in our care. In addition, it will also promote healthy eating. After school clubs provide enrichment activities.

### **Opening Times**

The Breakfast Club will open term time only on:

Every Morning - Monday to Friday

From: **8:00 – 8:45 a.m.** (Breakfast served from 8 – 8:30) strictly no breakfast will be served after 8.30am.

Breakfast menu will include: cereal, porridge, toast, butter, jam, cheese, eggs, beans, yogurt, fruit milk, water and juice. Older children will be escorted to the playground and younger children taken straight to their class line

After School clubs will take place every Tuesday, Wednesday and Thursday for ten weeks each term. They will begin 3.30pm and end at 4.30pm.

Parents/carers will be informed when clubs will begin.

### Space

The breakfast club meets in the ground floor hall where the food is prepared and served at a table. Once the club members have been fed, the children are offered a range of pens, pencils, books, toys and games. Games may take place in the playground or in the gym.

For after school clubs, all club members need to meet their tutor in the ground floor hall. The children will have the opportunity to have a fresh fruit while they wait.

Once the club has ended, the tutor will take the group to the playground and wait for parents/carers to collect them.

### Allocation Process

There is currently no allocation procedure for Breakfast club.

Due to the high demand of clubs, there is an allocation procedure for After School Clubs.

A letter will be given out at the beginning of the academic year (every September) with the clubs mapped out for the three terms. There will be no letters given out for the spring and summer term (unless new clubs are set up – which will be offered to children on the waiting list first).

Parents will be asked to place their first, second and third choice.

Club letters with choices will not be accepted on the same day as the letter given out.

Club letters will need to be posted in the post box – deadline will be specified on the letter.

The school will try to allocate a club for each child.

Pupils can attend one club per academic year. Due to Year 6 booster classes, year 6 pupils and their siblings will be given priority.

Please refer to Appendix 3 for more detail.

### Staff

All staff and volunteers will be DBS checked and have had appropriate training. The ratio of staff to children is in line with Government recommendations. The office will keep a list of all members of the clubs and a register of attendance will be taken daily.

### Curriculum Framework

In following with the schools visions and values the out of school hours learning activities are designed with a breadth of activities enriching a range of national curriculum subjects. Although

the activities provided are not associated with the school's curriculum the tutors are advised to devise and plan activities closely linked to the school's curriculum as possible.

### Planning, Assessment, Record keeping and Reporting

After school club tutors are expected to produce a Club Planning Form for ten weeks. The plans (please see appendix 1) are reviewed by the OoSHL Coordinator and then approved. The planning should show a brief overview of each session and should be planned as a unit where it introduces, embeds

and progresses skills being taught. All club tutors must plan for an end outcome. A copy of the planning for each club is kept by the tutors and the OoSHL coordinator. There is no formal recorded work, assessment or reporting. Samples of outcomes will be collected by the OoSHL coordinator.

### Monitoring of teaching and learning

The teaching and learning in after school clubs are monitored through the planning sheet at the start of the club and through discussions with the adults leading the Club. An evaluation is completed by both the children and tutors. The OoSHL admin staff is responsible for summarising the evaluations.

### Special Educational Needs

We encourage all pupils regardless of ability levels to participate in the OoSHL, which are appropriate for all pupils from Y1-Y6. We aim to ensure all pupils gain positively and plan so all pupils can be included.

Breakfast club is open to all children – from nursery to Y6.

### Resource

After school tutors are expected to identify the resources required for their activity before starting their programme. Any resources required needs to be purchased by the tutor or request an order for resources. Any expenses accumulated by the tutor towards their activity and it has been pre-approved will be reimbursed. Any resources bought without being approved by OoSHL Coordinator or a member of SLT may not be reimbursed. A Purchase order form will need to be completed and approved before placing the order.

### Health and Safety

Children must be taught the safe and responsible use of tools (e.g. knives, scissors,) and resources (sports equipment, art equipment.) All after school tutors should be familiar with the schools safeguarding policy. An electronic

copy and hard copies are available on request. All tutors are advised to read and familiarise themselves with the policy. After school tutors are expected to complete a Risk Assessment (see appendix 2) along with their Club Planning Form. The Risk Assessment is evaluated by the OoSHL coordinator and a member of SLT.

All tutors supervising OoSHL activities must be DBS checked and produce their DBS certificate before starting their activity.

### Extra-curricular

Children are encouraged to see the relevance of their OoSHL activity to the wider world through discussion.

### Pay for staff

All Support staff are expected to run one club each academic year. Support staff work from 8.30-4.30. Specialist tutors will also be brought in to run clubs. The pay for specialist tutors is set at the going rate at the time.

### Outside agency programmes

All outside agencies running an OoSHL activity will have to adhere to this policy and all other school policies that are relevant to them. Tutors must submit a plan and bid sheet along with a risk assessment for their activity. Tutors are also required to provide a copy of their up to date CRB certificate before carrying out any activity.

The pay for outside agency programmes depends on what their fee is. The fee will be subject to negotiation before approving any outside agency running an activity.

### Fees and Payment



The breakfast club cost is £2.00 per child per session. No Commitment is required and payment is required by the end of every week. Payments can be made by cash or cheques (made payable to Osmani Primary School with the child's name written on the back). Payment will still be required even if the child has had breakfast at home.

After school clubs are charged at £10 per term per child.

### Policies and Procedures

School Policies relevant to the OoSHL include Equal Opportunities, Health and Safety, Whole School Food Policy and Behaviour Policy.

### Parental/Pupil Feedback

The school value parental and pupil opinions and will welcome feedback on how the club is run.

### Complaints procedure

In line with school policy please inform a member of senior management of any concerns, in the first instance.

### Guidelines for Children, written specifically for the pupils attending

We need to have rules in ALL Clubs to keep everyone safe, healthy and happy.

All pupils are expected to follow the whole school golden rules (see appendix 4)

Parents/carers can notify any member of staff, who will be happy to deal with any concerns or issues.

If a child has difficulty following the rules then they may be asked to leave the club.

### Guidelines for Parents/Carers

Breakfast club fees must be paid promptly by the end of each week. If there is a problem paying the fees or circumstances have changed, the parent/carer will need to speak to a senior member of staff.

All matters will be dealt with as quickly as possible and with discretion. In the unlikely event of the school having difficulty with a child's behaviour, the parent/carer will be contacted. If a child does not follow the golden rules, then after consultation with the child and due warning, the child's place will be forfeited.

A Breakfast Club Consent Form (**see appendix 5**) must be completed with dietary requirements specified by every parent/carer– it is important the school is made aware of any allergies. Children cannot be dropped off earlier than 8am. Parents/carers are not required to book breakfast club but payment must be made by the end of the week.

For children wanting to attend an after school club, the school must receive a signed permission slip. All children must be picked up promptly at 4.30pm by the parent/carer.

### Monitoring of policy

This policy will be monitored through e.g. drop in by the SLT and OoSHL Coordinator and by an evaluation of activities by the children.

### Evaluation of policy

This policy will be evaluated through termly or annual reports by the post holder to the Headteacher and Governing Body. This evaluation will also inform school priorities.

Date reviewed and ratified by GB:

Next review date:

## Appendix 1

Club Planning Form

**Clubs will run for 10 weeks from 3.30-4.30**

**10 Sessions**

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## Appendix 2

<b>ACTIVITY: Breakfast and After School Clubs</b>				
				<b>DATE OF ASSESSMENT:</b>
<b>WHO MIGHT BE HARMED?</b>				
<b>HAZARDS</b> (including inadequate / lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	<b>✓ if in place ✗ if not</b>	<b>IF 'x' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING High, Medium, Low</b>
<b>Parental consent</b>	• Have parents provided formal consent for their child to attend the club?			
	• Are parents' up to date contact details known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems)?			
<b>Security</b>	• Is the means of access to the club area security access controlled, including visual control over visitors?			
	• Is a communication link / phone available in the area used by the club?			
	• Is a register kept daily of pupils attending the club?			

	• Are arrangements in place for the safety of pupils being 'dropped off' / collected from the club?			
<b>Selection of rooms for breakfast club use</b>	• Are all rooms used by the breakfast club suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc.			
<b>Supervision</b>	• Are supervision ratios appropriate (taking into account staff absenteeism / holidays / sickness)?			
	• Have supervising staff been CRB checked?			
<b>Information relating to pupils</b>	• Are suitable arrangements in place for club staff to receive adequate information from parents / school relating to the pupils attending the club, i.e. pupil medical, dietary, behavioural or other special needs, i.e. allergies?			
<b>Use of school's own equipment</b>	• Has prior agreement been established as to what school equipment may / may not be used by the club?			
	• Are all club staff familiar with the fire evacuation procedures for the premises, i.e. sound of the alarm, location of exit doors, location of fire assembly point, responsibility for contacting the emergency services, etc.			
<b>First Aid / Administration of Medication</b>	• Are there adequate numbers of club staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc)?			
	• Is refresher training provided every 3 years?			
	• Are there sufficient numbers of first aid kits available?			



	<ul style="list-style-type: none"> <li>Is there a policy for the administration of medication? <u>and</u> are club staff familiar with the policy?</li> <li>Is parental consent obtained prior to medication being administered to pupils?</li> </ul>		
<b>Electrical Safety</b>	Are arrangements in place for portable electrical appliances to be PAT tested on a periodic basis, typically annually?		
	Are there sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical?		
	Are staff aware to visually inspect portable electrical items for evidence of cable damage / crushing, plug damage, etc.		
<b>Inspections</b>	Are arrangements in place for the rooms used by the club to be inspected prior to use?		
	Is there a formal system for reporting health and safety defects?		

<b>Welfare Facilities</b>	Are adequate toilet facilities available for pupils attending the club?		
<b>Food Safety</b>	Have staff responsible for preparing or handling foods appropriate food safety knowledge / food hygiene training?		
	Are there suitable arrangements for the storage of club food, including chilled / perishable foods?		
	Are foods known to cause allergies to pupils avoided?		
<b>ASSESSED BY (Print name)</b>		<b>SIGNED</b>	<b>DATE</b>

## Appendix 3

## Allocation of Clubs

**A letter will be given out at the beginning of the academic year (every September) with the clubs mapped out for the three terms. There will be no letters given out for the spring and summer term (unless new clubs are set up – which will be offered to children on the waiting list first).**

**Parents will be asked to place their first, second and third choice.**

**Club letters with choices will not be accepted on the same day as the letter given out.**

**Club letters will need to be posted in the post box – deadline will be specified on the letter.**

**The school will try to allocate a club for each child.**

**The allocation process will begin with year 6. Year 6 pupils have booster classes Tuesdays and**

**Wednesdays in the Spring and part of the Summer term. Therefore, siblings of pupils in Year 6 will be given priority for Tuesdays and Wednesdays in the Spring term (depending on where they live).**

**Once Year 6 have been allocated, the rest of the children will be allocated randomly.**

**Children that do not get in to any clubs will be placed on a waiting list. If any new clubs are set up, the first 14 children on the waiting list will get first priority. If there are places left, the next child in the list will be offered a place until the club is full.**

**The school will try its best to ensure all children that have shown an interest in clubs are allocated a place. However, if there are still children on the waiting list, they will be first priority for the following academic year.**

## Appendix 4

# Osmani School Golden Rules



**Do be gentle**

**Do be kind and helpful**

**Do listen**

**Do work hard**

**Do look after property**

**Do be honest**

**Do respect everyone**

**both for their**

**similarities and their**

**differences**