

Before and After School Club Frequently Asked Questions

We are looking forward to launching our before and after school provision from September 2017 and have listed below some useful information. If you have a query that is not answered below please telephone the school office or email the OOSC at oosc@stvincents.trafford.sch.uk

Q. What activities will be on offer at St. Vincent's OOSC?

A. We have planned a number of exciting activities which will provide opportunities for children to play/relax/learn a new skill within a safe, fun and relaxed environment. After all, it is their free time and we recognise that children need variety and the opportunity to 'wind down' if needed after a busy day.

We have surveyed parents and children on a range of proposed activities e.g. sports, cookery club, chess club, gardening club, languages club, arts/crafts, computer skills, science/investigation, relaxation time, homework club and will analyse the feedback to help plan the most appropriate activities.

Ratios will follow good practice and will exceed the statutory minimum staffing ratio.

Q. When will payment be due?

A. Fees for the OOSC are as follows:

Session	Fees per child	Drop off / Pick up point
<p>BREAKFAST CLUB 07:40am – start of school day</p> <p><i>Note: Breakfast is served until 8:20am</i></p>	<p>1 Child £5.20 per session 3+ Children £4.95 per session per child</p> <p>Ad hoc bookings £5.80 per session per child</p>	<p>Sign in at the Infant Dept. Hall</p> <p>(entry via the infant playground)</p>
<p>AFTER SCHOOL CLUB End of school day – 18:00pm</p> <p><i>Please note that you will be charged £10 per 20 minutes for late collections</i></p>	<p>Regular bookings</p> <p>1 Child £10.65 per session 2 Children £10.25 per session per child 3+Children £10.05 per session per child</p> <p>Ad hoc bookings £11.25 per session per child</p>	<p>Sign out at the Junior Dept. Hall</p> <p>(entry via the side hall door).</p>

Parents will be invoiced at the start of each half term and payment is due in advance of the sessions for the half term. Any additional sessions taken will be added to the next invoice.

Q. What is the definition of an ad-hoc session?

A. An ad-hoc session is one where a session is booked outside of a regular pattern. Ad hoc sessions are offered by Out of School Club subject to availability.

Any requests for ad-hoc *breakfast club* sessions must be booked **in advance** by email before 11am on the previous school day.

Any requests for ad-hoc *after school club* sessions must be booked **in advance** by email before 11am on the same school day, and your child and their teacher will be notified of the arrangement for that day.

Breakfast Club ad-hoc fee

£5.80 per session per child

After School Club ad-hoc fee

£11.25 per session per child

Ad-hoc sessions are not guaranteed and should only be considered as **'booked'** once you receive a confirmation email from oosc@stvincents.trafford.sch.uk.

Q. What if I book a regular weekly pattern but I need an extra day?

A. From time to time, parents who book a regular weekly pattern may need additional days for their child. This is classed as an **ad-hoc** session and the ad-hoc fee will apply.

Q. We have booked for the first term on the booking form. Is my child's place at risk if we have to book on a termly basis?

A. We would like to reassure parents that no child's place is at risk. The initial booking form was sent out to determine the provision required for September 2017. Further booking forms will reflect a Monday to Friday agreement and it will be assumed that the pattern will continue until further notice, with no break in continuity e.g. in a 5 week half term the pattern should follow for all 5 weeks without any break at the start, during or end of the half term/term.

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Breakfast	After School	Breakfast	After school	Breakfast	After School	Breakfast	After School	Breakfast	After School

Q. Will my child be provided with food/a snack?

A. We have asked for feedback from children and parents about this but breakfast will be provided at the club before school and food/snack at the after-school club as the children have been used to.

Q. What if my child attends an extra-curricular club until 4.30pm?

A. Your child will be collected from the extra-curricular club by a member of the OOSC staff and will be escorted to the OOSC. You may provide your child with a snack for the extra-curricular club but we will also provide them with food/snack at the OOSC.

Q. Will I have a choice to take on the nursery wrap option if my child is starting in Reception next year?

A. If your child is starting in Reception class next year, you will have the option to choose the wrap at the nursery or at the school. Please complete the same booking and registration forms that you can find in the school's website and make a note of your preference: <http://www.stvincents.trafford.sch.uk/page/st-vincent-out-of-school-club/35044>

Q. Will the OOSC policies and procedures be made available to parents?

A. Information regarding our policies and procedures will be available for parents to view on the website. These will be shared with the staff team and then made available to parents.