

Administration

4.5 Prospectus

Setting name: St Joseph's Out of School Club
Address: St Joseph's Catholic Primary School,
Front Street,
Nympsfield,
Stonehouse,
Gloucestershire
GL10 3TY

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Our setting aims to:

- Provide high quality care and education for children;
- work in partnership with parents to help children to learn and develop;
- add to the life and well-being of the local community; and
- offer children and their parents a service that promotes equality and values diversity.

Parents

Parents are regarded as members of our setting who have full participatory rights. These include a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

As a voluntary managed setting, we also depend on the good will of parents and their involvement to keep going. Membership of the setting carries expectations on parents for their support and commitment.

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of qualified staff to children, as well as volunteer parent helpers;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- has a personal key person who makes sure each child makes satisfying progress;
- is in a setting in which parents help to shape the service it offers.

Children's development and learning

Under the Childcare Acts 2006 and 2016, we are required to adhere to the requirements contained in the Early Years Foundation Stage (EYFS) framework¹, which is mandatory for all Early Years providers in England.

¹ Early Years Foundation Stage (EYFS) 2017 (DfE)

Our approach to learning and development and assessment

Learning through play

Play helps young children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. Our setting uses the practice guidance EYFS to plan and provide a range of play activities which help children to make progress in each of the areas of learning and development. In some of these activities children decide how they will use the activity and, in others, an adult takes the lead in helping the children to take part in the activity. In all activities information from the practice guidance to the EYFS has been used to decide what equipment to provide and how to provide it.

Working together for your children

In our setting we maintain the ratio of adults to children in the setting that is set through the Welfare Requirements. We also have volunteer parent helpers where possible to complement these ratios. This helps us to:

- give time and attention to each child;
- talk with the children about their interests and activities;
- help children to experience and benefit from the activities we provide; and
- allow the children to explore and be adventurous in safety. The staff who work at St Joseph's Out of School Club are:

Name	Job Title	Qualifications and Experience
Marie Knight	Play Leader	All on file
Natalie Powers	Play Leader	All on file
Mary Elmer	Play Assistant	All on file
Hope Elliott	Play Assistant (Holiday Club)	All on file
Kayleigh Niven	Play Assistant (Bank Cover)	All on file

Opening times

We are open during term time in conjunction with the Gloucestershire school timetable. We are open during the summer school holidays. Our inset days are in line with St Joseph's Catholic Primary School.

We are open Monday to Friday 7.45am-8:40am and 3:15pm-6pm (term time only). We provide care and education for children from the age of 3 (who are competently toilet trained) to 11.

How parents take part in the setting

All of the staff see themselves as partners with parents in providing care and education for their child.

There are many ways in which parents take part in making the setting a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- helping at sessions of the setting;
- sharing their own special interests with the children;
- helping to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management of the setting;
- taking part in events and informal discussions about the activities and curriculum provided by the setting;

- joining in community activities in which the setting takes part; and
- building friendships with other parents in the setting.

Joining in

Parents can offer to take part in a session by sharing their own interests and skills with the children. Parents have visited the setting to discuss their job role, play the clarinet for the children, show pictures of the local carnival held in their neighbourhood, and show the children their collection of shells. Parents also organise fund raising activities, can take part in training events (via the Gloucestershire Playgroup and Toddler Association² (PATA)) and participate in the children's learning and development by involving themselves in the children's activities.

We welcome parents to drop into the setting to see it at work or to speak with the staff.

Learning opportunities for adults

As well as gaining qualifications in early years care and education, the setting staff take part in further training to help them to keep up-to-date with thinking about early years care and education.

St Joseph's Out of School Club also keeps itself up-to-date with best practice in early years care and education, as a member of the PATA, through the Patter Chatter magazine and publications produced by PATA. The current copy of Patter Chatter is available for you to read.

The setting's timetable and routines

St Joseph's Out of School Club believes that care and education are equally important in the experience which we offer children. The routines and activities that make up the day in the setting are provided in ways that:

- help each child to feel that she/he is a valued member of the setting;
- ensure the safety of each child;
- help children to gain from the social experience of being part of a group; and
- provide children with opportunities to learn and help them to value learning.

The session

We organise our sessions so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided in the indoor playroom(s).

Breakfast and afternoon snack

The setting makes snacks and meals a social time at which children and adults eat together. No nuts or nut products are used by St Joseph's Out of School Club and we ask that parents do not include such products in the snacks they provide. Do tell us about your child's dietary needs and we will make sure that these are met.

² www.pataglos.org

Policies and procedures

St Joseph's Policies and procedures are available for you to see at the Out of School Club. Please ask the Play Leader or Deputy Play Leader or a committee member for access.

St Joseph's Out of School Club's policies help us to make sure that the service provided by the setting is a high quality one and that being a member of the setting is an enjoyable and beneficial experience for each child and her/his parents.

The staff and committee of the setting work together to adopt the policies and they all have the opportunity to take part in the regular review of the policies. This review helps us to make sure that the policies are enabling the setting to provide a quality service for its members and the local community.

Safeguarding children³

St Joseph's Out of School Club has a duty under the law to help safeguard children against suspected or actual 'significant harm'.

Our employment practices ensure children against the likelihood of abuse in our settings and we have a procedure for managing complaints or allegations against a member of staff.

Our way of working with children and their parents ensures we are aware of any problems that may emerge and can offer support, including referral to appropriate agencies when necessary, to help families in difficulty.

Special needs⁴

As part of St Joseph's Out of School Club's policy to make sure that its provision meets the needs of each individual child, we take account of any special needs a child may have. The setting has particular regard for the DfE SEND Code of Practice: 0 to 25 years. Specifically chapter 5 relating to Early Years Providers⁵.

Our Special Educational Needs Co-ordinator is **Natalie Powers – Deputy Play Leader**

The management of our setting

A parent management committee - whose members are elected by the parents of the children who attend the setting - manages the setting. The elections take place at our Annual General Meeting.

The committee is responsible for:

- managing the setting's finances;
- employing and managing the staff;
- making sure that the setting has, and works to, policies that help it to provide a high quality service; and
- making sure that the setting works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all of the children who attend St Joseph's Out of School Club. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

³ Policy 1.2 Safeguarding children and child protection (including managing allegations of abuse against a member of staff)

⁴ Policy 1.14 Supporting children with special educational needs

⁵ DfE SEND Code of Practice: 0 to 25 years. Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25 from 1 September 2014

Fees

St Joseph's Out of School Club charges £5 for a morning session (7:45am-school starts), £7.50 for an early afternoon session (3:15pm-4:30pm) and £10 for a full afternoon session (3:15-6pm) on an ad-hoc basis. Charges are different for contract bookings. For a morning session (7:45am-school starts) the charge is £4 per session and for an afternoon session (3:15pm any time up until 6pm) the charge is £8 per session.

Parents/carers will receive a monthly invoice if monies are owing. Fees must still be paid if children are absent without notice. Please refer to St Joseph's Out of School Club's policy and procedure on the 'Payment of Fees⁶' for more information and requirements on parents.

For your child to keep her/his place at the setting, you must pay the fees.

Clothing

We provide protective clothing for the children when they play with messy activities. We encourage children to gain the skills that help them to be independent and look after themselves. These include taking themselves to the toilet and taking off, and putting on, outdoor clothes. Clothing that is easy for them to manage will help them to do this.

In conclusion

We hope that you and your child enjoy being members of our setting and that you both find taking part in our activities interesting and stimulating. The staff are always ready and willing to talk with you about your ideas, views or questions.

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023

⁶ Policy 4.8 Payment of Fees

