**Ness Out Of School Club**

**Out of School Club Booklet**

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Welcome to the Ness Out of School Club

Dunrossness Primary School are working alongside ELC Shetland to provide a service for families in Dunrossness. The service will provide an After School club as well as a Holiday club which will run for part of the Easter, summer and October holidays.

**Our Vision:**

‘*Ness out of School Club’s ethos is to provide a service for families in Dunrossness for Primary school aged Children. Enabling children to have access to high quality* ***play****, care and* ***learning*** *opportunities which meet their individual needs, before and after school, and all day during school holidays, in a* ***safe****, caring environment.’*

**Our Staff**

Our Out of School Club Manager and Head Teacher of Dunrossness Primary School, Mrs Gina Finch. Within the team we have:

Practitioner: Miss Molly Farmer

Play Support Worker: Mrs Marion Sutherland

You can contact the service by email:

[molly.farmer@shetland.gov.uk](mailto:molly.farmer@shetland.gov.uk)

Or call:

Dunrossness Primary: 01595 745440

NOOSC from 2.00pm: 01595 745461

**Where are we located?**

The service is located within the Out of School Club Hut, part of Dunrossness Primary School, and can accommodate up to 16 school age children. NOOSC also has access to other rooms in the building, the school hall and the outdoor spaces belonging to the school.

**Our Service**

**After School Club**

**Our After School Club runs from Monday to Friday from 15:00-17:30.** The children are collected from the school’s front foyer at 3pm and taken to the Out of School club. The children are signed in then can choose a play activity either indoors or outdoors.

A light healthy snack will be offered along with refreshments including milk or water.

After our snack the children return to activities or choose new ones. The children are collected at different times throughout the session by their parents/carers and signed out by the adult responsible for collecting them. An opportunity will be available for children to complete homework during the After School Club session.

**Holiday Club**

**Our Holiday Club will run Monday to Friday 08:30-4:30**. Parents will have the opportunity to sign in for a half day or full day session. The children will come straight to the NOOSC door for holiday club and will be signed in by a member of staff. During the day activities will be available along with walks within our community. Children attending full day sessions are required to bring a packed lunch with them. Holiday Club dates will be released nearer the time.

**OPENING TIMES AND FEES:**

The Out of School Club is available at Dunrossness Primary School in the Out of School Club Hut. Availability is for primary school aged children.

Times and prices per session are below:

* After school session: 15:00-17:30
  + £4.88 per hour(snack included, trips additional).
  + £10.50 per session (2.5 hour session, snack included, trips additional)
* Holiday club times: 08:30-16:30
  + Full day session, up to 8 hours £34.00.
  + Holiday club half day session, up to 4 hours £17:00**.**

Payment and fees will be paid through Parent Pay.

**Booking Procedure**

NOOSC will invite parents / carers to apply for a block booking for the subsequent term / holiday period. We will send out the booking details with a date by which applications need to be returned.

After the return date, the setting will allocate places based on the **priority list.**

Bookings returned after this date will only be considered once all applications received within the timescale has been allocated.

NOOSC will confirm the block booking with the parent/carer by email, in return the parent / carer will accept confirmation via email.

Ad hoc bookings can be made, if there is capacity in the setting. This needs to be agreed 24 hours in advance.

If a child is not allocated a place, their name will be placed on a waiting list. If a place becomes available, they will be allocated based on the priority list.

**Cancellations must be made at least 24 hours in advance or the parent/carer will be charged in full.**

If a child is unwell, the parents / carers will be charged for the first session if they are unable to give 24 hours’ notice. After this, the parents / carers will not be charged however it is essential that the parents / carers keep the setting informed about the duration of absence. **Parents / carers must contact NOOSC to confirm their child is unable to attend;** [molly.farmer@shetland.gov.uk](mailto:molly.farmer@shetland.gov.uk)

In the unlikely event of the setting having to close, parents / carers will not be charged.

If parents / carers are late to collect their child, they will be charged a further hour.

Children attending after-school sessions will be charged for a minimum of 1 hour. If children are staying between 1 hour and 2 hours, parents / carers will be charged by the half hour.

Holiday sessions are either half day or full day. There is no hourly charge.

**Priority List**

In the event that there are insufficient spaces to accommodate all the block-booking requests for school-aged childcare at Ness OOSC, Shetland Islands Council will allocate places in the priority order listed below:

* Children who already attend the setting in the previous term or holiday period
* Children who are Looked After by the local authority, kinship carers or live with a Parent Appointed Guardian
* Children referred by Additional Support Needs, Social Work or Health professionals
* Children who have siblings in the setting
* Youngest children first.

### Policies / Procedures & Guidelines

Ness OOSC provide a high quality service which ensure they follow all relevant policies and procedures. If you’d like to see any of the policies, please ask a member of staff or these can be found on the schools website in due course.

NOOSC behaviour policy, encouraging positive behaviour at all times. Please follow the link below for more information: [Behaviour Blueprint | Dunrossness Primary School – 'Living, Laughing, Learning!' (glowscotland.org.uk)](https://blogs.glowscotland.org.uk/sh/dunrossness/parent-council/behaviour-blueprint/)

Staff will make the children aware of expectations & limits of behaviour. These must appear reasonable & achievable to the child & where possible be child led.

We also have guidelines which the club follow. These help with the day to day running of the club. These guidelines may be amended or up-dated throughout the year as & when required.

Some guidelines we have include – Confidentiality, Emergency Closure, Outings, School Transport, Good Hygiene amongst many more.

If you’d like to see any of our guidelines, please ask a member of staff.

**Adverse Weather / Emergency Closure**

In the case of bad weather the club will follow the course taken by schools. If weather should deteriorate dramatically after pick up parents/carers shall be called to collect their children.

**REMEMBER – If it is announced locally that schools are closed the club will also be closed.**

Staff will **not** phone around parents if the schools close early or are closed all day.

**Accidents/Emergencies**

In the event that your child has to be taken to hospital due to illness/accident they will be accompanied by a member of staff & you will be called. If we are unable to reach you we will contact the child’s emergency contact. Please also ensure that you keep staff up to date with any medical conditions your child may currently have or has formed.

**Complaints Procedure**

NOOSC follow Shetland Island Councils complaints procedure. If you have a concern it can be beneficial to raise this with the manager or member of staff in the first instance.  This is often the quickest way to resolve a problem.

Please discuss with:

* Any Member of NOOSC staff
* The Play Practitioner of NOOSC
* In the absence of the play practitioner, service users the head teacher of Dunrossness Primary School; 01595 745440

Alternatively, you can raise your concerns with The Care Inspectorate:

Tel: 0345 600 9527 between 9am and 4pm, Monday to Friday

**Email:** [concerns@careinspectorate.gov.scot](mailto:concerns@careinspectorate.gov.scot)