



"The curriculum at Hetton Lyons goes well beyond the subjects that pupils study. Pupils enjoy a wide range of activities that promote understanding of the local context of the school. They also learn about the wider world. Pupils value a range of clubs and sporting opportunities that enhance their development."

Ofsted 2021

Out of School Club

Out of School Club Manager: Mrs Whittle
0191 563 4200
office@hettonlyonsprimaryschool.co.uk

Find out more at
www.hettonlyonsprimaryschool.co.uk



WELCOME TO OUT OF SCHOOL CLUB

At Hetton Lyons Primary School we pride ourselves on providing a warm and welcoming beginning, and end to your child's school day.

Our Out of School Club team aim to create a happy and secure environment for your child to play and develop. We aim to safeguard and promote pupils welfare, safety, health and guidance.

We are an equal opportunity setting and will not discriminate against anyone on the grounds of gender, class, colour, religion or disability.

STAFFING

| | |
|--------------|----------------------------|
| Mrs Whittle | Out of School Club Manager |
| Mrs Swift | Play Assistant |
| Miss Rowland | Play Assistant |
| Mrs Winter | Play Assistant |





OPENING HOURS

Out of Hours Childcare is open every school day (190 days of the year.) Breakfast Club is open from 7.30 am and After School Club runs until 5.30 pm (4.30 pm on a Friday). The provision is closed on INSET days.

OFSTED

Our Ofsted inspections are included within the school. We are compliant with the food-based and nutrient-based standards for the Department for Children, Schools and Families (DCSF).

SAFEGUARDING PROCEDURES

Parents should be aware that the school will take any reasonable action to ensure the safety of it's pupils. In cases where the school has reason to be concerned that a pupil may be subject to ill treatment, neglect or other form of abuse, staff have no alternative but to follow Sunderland Local Safeguarding Children Procedures and inform children's services of their concern. The Designated Person for Child Protection is Mrs Bushby.

COMPLAINTS PROCEDURE

We have an open door policy and Mrs Douglas in the school office is the first contact point for any concerns you may have.

BREAKFAST CLUB

At breakfast your child will be offered a wide variety of breakfast cereal, toast, sweet waffle, fresh fruit with fruit juice or milk to drink. Breakfast Club is open from **7.30 am** Monday to Friday during term time and is charged at **£3.50 (7.30 am session) and £2.50 (8.00 am session)** per day.

AFTER SCHOOL CLUB

In the afternoon session we serve light healthy snacks. (With fresh fruit, and yoghurt always available.) Should you have any dietary needs for your child please discuss these with us.

After school club fees are as follows:

- **Collection at 4.30 pm - £3.00**
- **Collection at 5.30 - £6.00**

Late collections after 5.30pm closing time may be liable to pay **£10.00** fine. If you are delayed please call.

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BOOKING

Please book and pay for your sessions online
via: **Parent Pay**
<https://www.parentpay.com/>

We also accept childcare vouchers. Please discuss and arrange your payment method with Mrs Douglas.

All payments must be made via parent pay.

Sessions need to be paid for at time of booking or sessions will be cancelled by the system and your child's place may be lost. Sessions for Breakfast Club need to be booked or cancelled before 6:30am on the day of the session and 2:30pm for After School Club.

If you are not booked before the cut off times, your child will not be allocated a space and you will be contacted to collect your child from school. If you wish to cancel your child's space this must be done before these times or you may still be charged.

Sessions cannot be booked via email or telephone at the school office unless in the case of an emergency.

MORNING DROP OFF AND COLLECTION

Please ensure you always escort your child to the entrance of the Out of School Club. The drop off/collection point for the clubs will be the main entrance. A member of staff will be there to greet you.

If another family member or friend needs to collect your child then please advise the school office of the change.

Please note children will not be handed over to anyone under the age of 16.

If we have not been contacted, and you fail to collect your child by **5.30pm** we will then follow this procedure.

- If we fail to contact yourself or another family member to make alternative collection arrangements we would then contact Social Services out of hours team.

Please note if your child isn't attending for any reason then you must contact the school office and let us know that they will be collected at the usual time.





FIRST AID AND MEDICAL NEEDS

A qualified first aider will be on duty at each session. If your child becomes ill during the school day/play session you will be contacted. Only prescribed medicines by a G.P can be administered at the discretion of the Head of School. A form is available from the office/ club and must be completed before any medicines are given to a child.

PUPILS WITH SPECIAL NEEDS

Once a request for childcare is received for a child identified with special needs, we will seek an early liaison with other agencies to assess the child's needs, and ensure the school can offer appropriate childcare facilities. To facilitate access the school has the following features:

- all on one level
- ramp access
- one disabled toilet

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SCHOOL RULES

In order to make a learning community it was agreed that in all aspects of school life there must be clear rules and directions which define the limits of acceptable and unacceptable behaviour and that all staff must teach the children to consistently follow the behavioural expectations.

We promote positive behaviour in club.

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

Following our behaviour expectations Be Respectful, Be Responsible, Be Safe. For example; being:

- Considerate and respectful of other people
- Polite and friendly
- Hard-working
- Trustworthy
- Co-operative
- Careful - Responsible for their own actions





Contact Us

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