

# Administration

## 4.3 Prospectus

Setting name: St Joseph's Nympsfield Out of School Club

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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; and
- offer children and their parents a service that promotes equality and values diversity.

### Parents

Parents/carers of children who attend St Joseph's Catholic Primary School are regarded as "Family" members of St Joseph's Nympsfield Out of School Club (OOSC) as per the OOSC's constitution, and 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 Club, we also depend on the good will of parents/carers and their involvement to keep the Club going. Family membership of the OOSC 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;
- 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;
- 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) framework<sup>1</sup>, which is mandatory for all who look after Early Years children (ie. including Reception age), in England.

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<sup>1</sup> Early Years Foundation Stage (EYFS) statutory framework (latest version)

## Our approach to learning and development and assessment

### *Learning through play*

Play helps children to learn and develop through doing and talking, which research has shown to be the means by which young children learn to think. The OOSC 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 St Joseph's Nympsfield Out of School Club we maintain the ratio of adults to children that is set through the Welfare Requirements of the EYFS. 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 Nympsfield Out of School Club are:

Name	Job Title	Qualifications and Experience
Marie Knight	Play Leader	All on file
Natalie Finn-Powers	Deputy 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 also run a holiday club – dependent on the availability of staff – as follows:

- Tuesday to Thursday in the February half-term;
- In the first week of the Easter holidays; and
- In the first two weeks of 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 3:20pm-6pm (term time only). Holiday club times of operation are 8.30am to 5pm. We provide care and education for children from the age of 3 (who are competently toilet trained and in their last year of pre-school) 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 OOSC 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 to provide, make and look after the equipment and materials used in the children's play activities;
- being part of the management of the OOSC;
- taking part in events and informal discussions about the activities and curriculum provided by the setting; and
- building friendships with other parents in the OOSC.

### **Learning opportunities for adults**

As well as gaining qualifications in early years care and education, the OOSC 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 Nympsfield 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 publications produced by PATA.

### **The OOSC's timetable and routines**

St Joseph's Nympsfield 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 OOSC are provided in ways that:

- help each child to feel that she/he is a valued member of the OOSC;
- 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 indoors.

### **Breakfast and afternoon snack**

The OOSC 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 Nympsfield 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.

### **Policies and procedures**

St Joseph's Nympsfield Out of School Club's policies and procedures are available via the OOSC's section of St Joseph's Catholic Primary School's [website](#).

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

The staff and committee of the OOSC work together to adopt the policies and procedures. They all have the opportunity to take part in the regular review of these documents. These reviews helps us

to make sure that the policies and procedures are enabling the OOSC to provide a quality service for its members.

### **Safeguarding children<sup>2</sup>**

St Joseph's Nympsfield 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 the OOSC 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 needs<sup>3</sup>**

As part of St Joseph's Nympsfield 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 OOSC has particular regard for the DfE SEND Code of Practice: 0 to 25 years<sup>4</sup>.

Our Special Educational Needs Co-ordinator is **Natalie Finn-Powers – Deputy Play Leader**, who has recently completed her Level 3 Early Years SENCO training.

### **The management of our setting**

A parent management committee - whose members are elected by the parents of the children who attend the OOSC - manages the OOSC. The elections take place at St Joseph's Nympsfield Out of School Club Annual General Meeting. The committee is responsible for:

- managing the OOSC's finances;
- employing and managing the staff;
- making sure that the OOSC has, and works to, policies and procedures that help it to provide a high quality service; and
- making sure that the OOSC 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 Nympsfield 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.

### **Fees**

The type of booking made, Ad hoc or contract, will affect the fee charged by St Joseph's Nympsfield Out of School Club. As at July 2023, the current fees are:

<b>Session</b>	<b>Ad hoc [paid at time of booking]</b>	<b>Contract [billed monthly]</b>
Breakfast (7.45am to school opening) or any part thereof	£5.00	£4.00

<sup>2</sup> 1.2 Safeguarding and child protection

<sup>3</sup> 1.14 Supporting Children with Special Educational Needs

<sup>4</sup> <sup>5</sup> 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 (latest version)

Session	Ad hoc [paid at time of booking]	Contract [billed monthly]
Early afternoon (3.20pm to 4.30pm) or any part thereof	£7.50	n/a
Full afternoon (3.20pm to any time after 4.30pm and up to 6pm)	£10.00	£8.00

Fees are reviewed each year by the Committee and would normally rise in September, but the Committee reserves the right to change fees at any time of the year with advance notice of not less than four weeks.

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 Nympsfield Out of School Club's policy on the 'Payment of Fees'<sup>5</sup> 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 St Joseph's Nympsfield Out of School Club 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.

### **Further Information**

- [Early Years Foundation Stage \(EYFS\)](#) statutory framework (latest version)
- [Keeping Children Safe in Education](#) (latest version)
- [SEND code of practice: 0 to 25 years](#) (latest version)
- [Ofsted](#) – latest inspection report
- [Charity Commission for England and Wales](#) – details about the OOSC

### **Associated Policies and Procedures**

- 1.2 Safeguarding and child protection
- 1.14 Supporting children with special educational needs
- 4.8 Payment of fees

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023
2.0	KC and NF-P	Reviewed, formatted and updated as follows: <ul style="list-style-type: none"> <li>• update on layout and information re Fees;</li> </ul>	20.11.2023 Committee Member (R Steele)

<sup>5</sup> 4.8 Payment of Fees

<b>Version Number</b>	<b>Author</b>	<b>Purpose of change</b>	<b>Date</b>
		<ul style="list-style-type: none"><li>• inclusion of "Further Information" and "Associated Policies and Procedures" sections</li></ul>	