



**Radcliffe Hall**  
CE/Methodist Primary School

# The Rainbow Club

Out-of-School Care at Radcliffe Hall  
CE/Methodist Primary School

**Author:** Mr P. Wilson

**Reviewed/adopted:** September 2023

**Date of Review:** September 2024

Part of the



**The Sycamore  
Church of England  
Trust**

Grow together. Learn forever

## **Contents**

1. Introduction
2. About Us
3. Core Offer
4. Staffing
5. Admissions
6. Drop-off and Pick-up
7. Administration of Medicine
8. Hot weather
9. Food and Drink
10. Safeguarding & Child Protection
11. Behaviour
12. Partnership with Parents
13. Complaints Procedure
14. Policies
15. Fees and Opening Hours
16. Terms and Conditions

## **Introduction**

This prospectus is intended for parents who are interested in using our extended hours childcare facilities. It needs to be read in conjunction with our Terms and Conditions. It outlines some key policies and procedures that parents need to be aware of and the expectations of children, parents and staff. Parents are required to complete the registration forms and consent forms prior to a child starting at the club.

## **About The Rainbow Club**

The Rainbow Club is run by Radcliffe Hall Primary School and is situated in the small hall. It is open to all children attending the school (From Reception to Y6). We aim to provide high-quality, stimulating care in a safe and secure environment outside of school hours.

## **Our Breakfast Club Will Offer Children**

- A healthy breakfast of fruit juice, cereal and toast.
- A variety of fun and stimulating activities e.g. construction, puzzles, games etc.
- Access to a quiet area for reading and relaxation.
- A chance to socialise with other children.
- A calm start to the school day.

## **Our After-School Club Will Offer Children**

- A wide variety of stimulating activities e.g. construction, puzzles, table-top games, creative activities
- Access to outdoor play (weather and light permitting).
- A healthy snack.
- Access to a quiet area for reading and relaxation.
- Support with homework if required.
- A chance to socialise with other children.

## **Staffing**

All staff employed by the school are interviewed to establish suitability which includes an Enhanced Disclosure and Barring Service Check. Staff will endeavour to maintain privacy and discretion in accordance with the school's Confidentiality Policy. Staff are kept up to date with new regulations

and will have current relevant training on Safeguarding, Child Protection, Equal Opportunities, Health and Safety, Food Hygiene, Behaviour Management and Fire Safety. Staff ratios meet national guidelines.

### **Admissions**

The club is committed to providing a fair and open admission system that offers a good value service. The Club will only be open to children who attend Radcliffe Hall Primary School (Reception-Y6). Available places will, in the first instance, be allocated on a first-come, first-served basis by booking form. If there are no vacancies then they will be placed on a waiting list. We will arrange our waiting list and take into account the following:

- Siblings already attending the setting.
- Staff wishing their children to attend the setting.
- Number of sessions required.
- Prior to the first admission to the Club, you will be asked to sign a copy of the terms and conditions.

### **Drop-off and Pick-up**

Adults must sign children into the club to ensure a safe handover. Children must be collected from the club by an adult known to the staff and child who sign to confirm they have taken the child into their care. Children cannot walk home unaccompanied from the club. In the event of an unknown adult turning up to collect your child, we will telephone the parent to confirm the identity of the adult before we allow the child to leave. Please remember the child is your responsibility until they enter our care.

### **Breakfast Club**

Children should be brought to the club side entrance (intercom gate) by a parent or known adult. They will walk to their classroom at 8.45am. Early Years and Key Stage One children will be taken to their classroom by a member of the Breakfast Club staff.

### **After School Club**

Children in Reception and Key Stage 1 will be taken to the After-School Club by a member of school staff. Children in Key Stage 2 will make their own way to the Club directly from the classroom. A daily register will be completed.

### **Administration of Medicine**

The administration of medicines within the club setting follows the procedures outlined in the school's Administering Medicines Policy.

### **Hot Weather**

In hot weather, parents are asked to provide sunscreen and sun hats for their children. Children will be encouraged to apply their own sunscreen but will be given support if they are unable to do so.

### **Food and Drink**

The refreshments provided by the Club will be fresh and healthy. Parents must inform staff of any allergies a child may have to any food or drink. We will endeavour to accommodate specific dietary requirements a child may have, but if we are unable to do so we may ask a parent to provide food.

### **Safeguarding & Child Protection**

The staff in the Club will follow Safeguarding and Child Protection procedures as outlined in the school policies. The safety and well-being of every child is paramount and will be the top priority at all times.

### **Behaviour**

Children and staff will be expected to adhere to the School's Behaviour Policy. Positive behaviour will be encouraged at all times and the consequences of unacceptable behaviour will be dealt with as outlined in the school's Behaviour Policy. If behaviour does not meet our high expectations, then your child may be withdrawn from the Club following a one-week notice period.

### **Complaints Procedure**

We are committed to providing high quality service for everyone but accept that occasionally things do not always go to plan and we would of course want to know of your concerns in order to try and rectify them. If you have a complaint about any aspect of the club then please, in the first instance, speak to the staff in the club. If your complaint is not resolved to your satisfaction at this point, then please follow the school complaint procedure which is available on the website.

### **Policies**

A full copy of all the policies and procedures is available in the Policies section of the school website at [www.radcliffehallschool.co.uk](http://www.radcliffehallschool.co.uk)

### **Fees and Opening Hours**

The following conditions of payment apply:

- All fees are payable in advance and can be paid via the online payment system which is accessed through the Teacher2Parents app.
- **NB Please contact the school office if you require log in details for the online payment system.**
- Fees are still due if the child is absent from school, unless a week's notice is given. This ensures the place remains open for your child on their return. The only exception would be if the school made the decision to close, e.g. due to bad weather.
- Late payment of fees will result in your child's place being withdrawn.
- Additional fees will be charged for children not collected on time.
- If any Club is cancelled by the school then a full refund of the session(s) will be given.

<b>Early Birds 07:30-08.50</b>	<b>£4.50</b>
<b>After School Club 3.30pm-5.45pm</b>	<b>£7.00</b>

### **Making Payment**

- All sessions booked must be paid for in advance.
- **Payment must be made by Friday 12.00 noon, the week before.**
- Voucher Scheme: Please ensure payment and requirements are sent to school no later than Wednesday noon the week before the place is required.



**Radcliffe Hall**  
CE/Methodist Primary School

## **THE RAINBOW CLUB PARENTAL CONTRACT**

<b>Name of Child</b>		<b>Date of Birth</b>	
<b>Name of Child</b>		<b>Date of Birth</b>	
<b>Name of Child</b>		<b>Date of Birth</b>	

We believe these standard terms and conditions reflect the custom and practice of out-of-school clubs. The rules about payment of fees are designed to promote stability and assist the forward planning and proper resourcing of the Club. To enable us to provide and maintain our Service, we require all parents to be aware of, and abide by, the following conditions:

1. In this agreement, "Club" means The Rainbow Club Out-Of-School clubs (Breakfast Club, After-School Club) which are run under the control of Radcliffe Hall Primary School; "Child" means the named child on this parental contract; "Parent" means a parent or guardian of the child; "Service" means out-of-school-hours care.
2. The current schedule of fees is available in the prospectus or on the website [www.radcliffehallschool.co.uk](http://www.radcliffehallschool.co.uk)
3. All fees are payable in advance online via Teacher2Parent
4. Continued late payment of fees will result in your child's place being withdrawn.
5. All sessions booked must be paid for. Please note:
  - a. Fees are still due if the child is absent from school.
  - b. This ensures the place remains open for your child on their return.
  - c. The only exception would be if the school made the decision to close, e.g. due to bad weather. In this instance a full refund will be issued for cancelled sessions.
6. Children must be collected at the agreed time. Fees are charged for late collection. The additional fee will be £5 per child for the first 15 minutes late and £5 per child for every 15 minutes thereafter.
7. Initial commitment to the breakfast or after-school clubs is for a minimum of one term.
8. Children will be expected to adhere to the school's Behaviour Policy. Positive behaviour will be encouraged at all times and the consequences of unacceptable behaviour will be dealt with as outlined in the school Behaviour Policy.
9. Children must be accompanied by a parent or guardian on the first morning so that we can check details with them.
10. The Service may be terminated with one week's notice by the School to the Parent.
11. I can confirm I have been given a copy of the Prospectus, outlining other policies followed by the Club, which I shall read and adhere to.

<b>Name of Parent/Guardian:</b>	<b>Signature of Parent/Guardian:</b>
<b>Date:</b>	



**Radcliffe Hall**  
CE/Methodist Primary School

**RADCLIFFE HALL PRIMARY SCHOOL**  
**THE RAINBOW CLUB BOOKING FORM**

<b>Early Birds 07:30-08.50</b>	<b>£4.50</b>
<b>After School Club 3.30pm–5.45pm</b>	<b>£7.00</b>

- PLEASE MAKE SURE BOOKING FORMS ARE HANDED IN BY WEDNESDAY 12.00 NOON.
- FULL PAYMENT ON TEACHER2PARENTS MUST BE PAID BY FRIDAY AT 12.00 NOON TO SECURE A PLACE THE WEEK AFTER
- PLEASE NOTE A LATE COLLECTION FEE OF £5.00 MAY BE APPLIED IF YOU DO NOT COLLECT ON TIME

<b>DATE (WEEK COMMENCING)</b>	
-------------------------------	--

1st Child's Name							
	PRICE	MON	TUE	WED	THUR	FRI	TOTAL
<b>Early Bird Club</b>	£4.50						
<b>ASC 3.30-5.45</b>	£7.00						

2nd Child's Name							
	PRICE	MON	TUE	WED	THUR	FRI	TOTAL
<b>Early Bird Club</b>	£4.50						
<b>ASC 3.30-5.45</b>	£7.00						

3rd Child's Name							
	PRICE	MON	TUE	WED	THUR	FRI	TOTAL
<b>Early Bird Club</b>	£4.50						
<b>ASC 3.30-5.45</b>	£7.00						

<b>Total amount payable for 1 week</b>	£
<b>Number of weeks:</b>	Total £