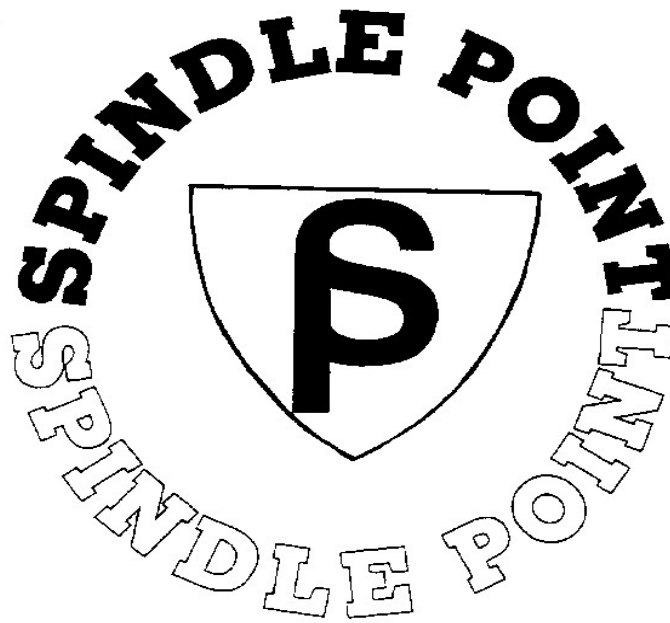




Out of School Club

Direct Line 01204 333459

OOSC

Information Booklet

Our Values

A – Aiming High

B – Building Confidence

C – Caring for each other

Spindle Point Out of School Club Hours & Prices

As from September 2025

7.45am – 9.00am

Price from 7.45am £5.00

Price from 8.30am £3.50

Children arriving between 7.45-8.30am will be offered breakfast.

3.30pm – 5.00pm

Price up to 4.00pm - £3.50

Price up to 5.00pm - £7.00

Children are offered a light healthy snack between 3.45 &
4.30pm

All dietary requirements catered for.

Telephone Phone Number 01204 333459

This line is available from 7.45am-8.45am and 3.40pm until 5pm.

Payments

Please send payments to the following school account using your
child's name as reference.

Virgin Money Bank

Sort code : 05/02/77

Account : 20838148

Thank you

The Setting

The OOSC is based in the Community Room (outside building near the main entrance to school). We also make use of the school hall and outdoor play areas.

We offer a wide range of daily activities including:

- arts & craft
- baking/cooking
- movie nights/games
- homework support
- fundraising and much more.

The direct phone line for the Before/After School Club is 01204 333459. This telephone line will only be answered during the working hours of the club.

All the OOSC staff have a vast range of experience and all have TA/HLTA rolls in school.

- Mrs S Jones – Manager/TA
- Mrs B Hurst – Deputy Manager/TA
- Mrs N Larkin – Playworker/HLTA

Dropping off & picking up procedure

When children are dropped off for a morning session they should be escorted to the door and handed over to a member of the OOSC staff. Please park outside the school gates and use the path when dropping off or picking up your child (not through the car park).

When a child is picked up they will only be allowed to leave with an authorised person and you will be required to sign your child out in the register. If your child is to be picked up by someone we are not familiar with you **must** tell us in person or by phone via the school secretary.

We ask that you collect your child no later than 5pm. If you are delayed please ring school line before 3.40pm or the club line after 3.40pm, as soon as you know this might happen. A charge will be issued for late pick-ups.

If a child is still at school at 5.30pm and contact cannot be made with parents or any of the emergency telephone numbers, Social Services will be contacted.

Parent complaint procedure

In the event of any worries involving the facility, please do not hesitate to speak to the Manager /Deputy Manager. Should you be unsatisfied with the response please make an appointment to see the Head Teacher who will investigate the matter further. If parents are still concerned following this investigation they should put their complaint in writing, addressed to the Chair of Governors (care of the school), and the matter will be discussed by the Governing Body.

Unresolved complaints can be made to OFSTED.

Children who are unwell

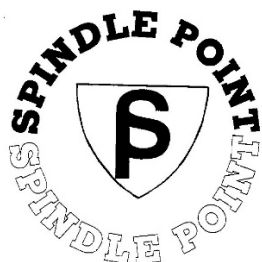
If your child falls ill whilst in our care we will contact you immediately so you can arrange to collect him/her as soon as possible.

PLEASE LET US KNOW IF YOU CHANGE YOUR MOBILE NUMBER/ PLACE OF WORK/ CONTACT DETAILS. THIS INFORMATION MUST BE GIVEN DIRECTLY TO A MEMBER OF THE OOSC STAFF IN ADDITION TO THE SCHOOL OFFICE.

We are unable to administer any form of medicine whilst the children are in our care. Please indicate on the form if your child has any allergies / dietary requirements and if your child suffers from asthma.

In the event of an emergency we will always follow school procedure and contact the emergency services if required.

Please do not bring your child into the OOSC if he/she is unwell particularly if he/she has had a period of sickness during the night.



Spindle Point
Out of School Club

Childs name.....

Date of birth.....

Home address.....

.....

.....

Tele No.....

Parent/carer.....

Place of work.....

Tele No.....

Mobile No.....

Person to collect child.....

Who to contact in an emergency and phone number.

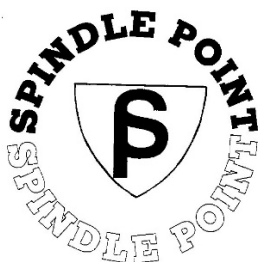
.....

Special diets or allergies

Medication (inhalers etc).....

(Please indicate when your child needs to use his/her inhaler)

Any other comments:



Spindle Point
Emergency Medical Treatment
Authorisation

Childs name.....D.O.B.....

I.....give permission for my child to
receive emergency medical treatment if needed.

Parent/guardian

signature.....

Date.....

Contact

Sessions per week required:

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

I agree to pay by Friday of every week for sessions attended.
Direct Debit and Voucher schemes are accepted.

Signed.....

Date.....