



Rainbow Club Policy

Written December 2018

Review December 2019

Signed – *Mrs Kat Allen*
(Headteacher)

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(Chair of Governors)

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Club Provision

The Rainbow Club is part of the school's extended provision. Club staff are subject to the same policies, procedures and management applicable to all staff employed in school. The ethos and delivery is consistent with the provision during the main part of the school day.

At Roby Park Primary School all children have the right to

- be safe
- be happy
- be respected
- to learn

These principles form the basis of our Out of Hours provision. Children attending the Club are expected to behave and conduct themselves in accordance with school policies.

The Club is centred in our school hall and community room. After School Club is accessible via the main school entrance.

The community room is used as a hub at which children assemble, eat and from which they are collected. The Club also has access to the hall and our outdoor play equipment and areas. All areas are supervised by adults.

The club operates Monday to Friday during term time only.

All children engage in a varied menu of activities which are focused on provision through six areas. These activities offer each a child a variety of learning opportunities with their peers.

1. Home learning opportunities
2. Arts & crafts
3. Table top games / floor play
4. Construction
5. Imaginary play
6. Active play / Outdoor activities
7. Sensory/tactile or messy play

After School sessions are available from 3.00pm to 5.45pm. All children are collected from class and safely escorted to the community room for a snack and planned activities. Children can be collected from club between the stated times.

The healthy snack option can include:

- fruit juice or water
- fresh fruit/yoghurt
- sandwiches (brown, 50/50 or white bread)
- crackers
- salad and dips
- warm food option

Our Staff Team

All staff in The Rainbow Club are under the supervision of Mrs Allen, Head Teacher, and Mrs Carroll, Business Manager. The Club is managed by Jade Wardle with Joanne Jeffers.

We aim to maintain staff throughout the academic year to ensure children have continuity of provision. When this is not possible, we will try to inform you of any staff changes as soon as possible.

Pricing: Academic Year September 2019 to August 2020

At Rainbow Club we believe in open communication with all our parents and staff. We set our prices to achieve an affordable charging structure that allows school to offer excellent provision at as low a cost as possible.

We set our prices for the whole of the academic year so you are not faced with unforeseen cost increases during the school year.

Pricing per child for academic year September 19 to August 20

	Cost	Weekly	Whole year
Full after school session (3.00 – 5.45pm)	£9	£45	£1710
Half session (3.00 – 4.30pm)	£5	£25	£950

The Club is open 190 days during term time. The weekly and whole year costs above are shown for guidance and are based on a single child attending each club for the whole week.

Please note that costs assume one child attending Monday to Friday

Places

When you register your child for either breakfast or after school club you are reserving a place for your required club on the specified days. The registration pack allows you to specify what days of the week you wish your child to attend. This information is used to determine the minimum required staffing levels and you are signalling your intent to pay the club throughout the year. You are charged per registered place and not the number of sessions attended.

If you fail to keep up with payment your reserved place will be withdrawn. However, family circumstances can and do change and we will aim to be as flexible as possible in such instances. You will still need to provide notice and settle outstanding payments. See below for further information.

Additional Days

If your child does not attend a club every day there is the option, should you need it, to buy in "one off" or irregular additional days. This must be paid for and booked in, in advance. Same day bookings will not be accepted. Please note that this is not guaranteed and will be subject to sufficient free space being available in the club for the additional day(s) you require. Please see the Club Manager for further details.

Late Pick up

In the case of a late pick up a child or children from Rainbow club, school reserves the right to charge an extra fee of £5.00 for every half hour or part there of from 5.45pm. This is to cover staff overtime costs. Repeated late pick ups will jeopardise your place at the club.

Absences /Illness

Short term illness absence will still be charged however payment will be rolled over to upcoming sessions, subject to discretion of Club Manager.

School Closure Days

Your places are for the 190 term days each academic year. The five staff training days (commonly called "Inset" days) are not included in the 190 days and are therefore not charged. You will not be charged for any other school closure days, such as those due to industrial action or bad weather when the Club is forced to close.

Residential Trips and other voluntary activities

You will still be charged should you opt for your child to attend residential trips and/or partake in any other activities which are voluntary, such as music or dance clubs after school.

Withdrawal

If you wish to relinquish your registered place(s) before the end of the academic year you must submit written notification to the Club Manager, providing four weeks' notice. You must immediately settle all outstanding fees.

Payment

Rainbow Club is self-financing and is run as a "not for profit" venture. Fees are used to employ the Club staff – salaries are not funded by the school - and to pay for food and activity resources. Any surplus is reinvested in the Club and may go towards school projects. It is very important that families pay promptly and do not accumulate arrears. With the exception of payment using childcare vouchers you must pay fees in advance.

School monitors payments and accounts on a daily basis and you must remain in credit to ensure your place is retained.

Behaviour

Rainbow Club promotes a safe and positive environment for children. Children attending the Club are expected to behave and conduct themselves in accordance with school policies. Rainbow Club has a rainbow zone system in place in line with Roby Park Primary School's 'Promoting Positive Behaviour and Relationships' policy. Not following the school's behaviour and safety policies may result in the removal of your child's place from the Club.

Registration Details

The Club Manager must be informed of any changes to your registration details as soon as possible. It is important that your contact information is kept up to date.

Non Attendance

The Club must be notified in advance if your child is not attending on one of their registered days. Please see Absences/Illness for more information regarding charges.

Alternative Collection

If the person collecting your child is not registered as a named person we require written notice giving permission for that person to collect your child. We will require a password and brief description of the nominated person.

Data Protection

Schools are required to inform pupils and their families about how their personal data may be collected and used. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. You will already have received such a notice. If you have not, please contact the School Office.

The following paragraphs explain how we collect, store and use personal data about pupils and their families.

Who processes your information?

We, Roby Park Primary School, Easton Road, Huyton, L36 4NY, are the 'data controller' for the purposes of data protection law.

The Data Protection Officer is responsible for overseeing data protection within the School so, if you do have any questions in this regard, please contact them on the information below: -

Data Protection Officer Knowsley: Dan Howarth

Address: Knowsley Council Municipal Buildings, Archway Road, Huyton, L36 9YU

Email: inforights@knowsley.gov.uk

The role of Data Manager (our in-house Data Protection Officer) is held by Mrs Kirstie Carroll, our Business Manager.

Why do we collect and use your information?

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services, for example to contact families for participation in surveys about our school and the services we offer
- For marketing purposes, only from Roby Park Primary School Rainbow Club
- Comply with the law regarding data sharing

Which data is collected?

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, emergency contacts, date of birth, identification documents
- Parent/Carer contact details including their dates of birth and National Insurance Numbers
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as gender, ethnic background, eligibility for free school meals, or special educational needs
- Behaviour and exclusion information
- Details of any medical conditions, including physical and mental health
- Accident and incident reports
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

Collecting this information

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Retention and Destruction Policy sets out how long we keep information about pupils. If you would like to obtain a copy of our Retention and Destruction Policy, please ask at reception or download it from our school website.

Will my information be shared?

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information with it
- The pupil's family and representatives – to meet our legal obligations to share certain information with them, such as medical or safeguarding concerns and exclusions
- Educators and examining bodies – to meet our legal obligations to share certain information with them, such as special educational needs
- Our regulator, e.g. Ofsted – to meet our legal obligations to share certain information with them

- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable them to provide the service we have contracted them for / to meet our legal obligations to share certain information with it
- Central and local government – to meet our legal obligations to share certain information with it
- Our auditors – to meet our legal obligations to share certain information with them
- Survey and research organisations – to enable them to provide the service we have contracted them for
- Health authorities – to meet our legal obligations to share certain information with it, such as medical or safeguarding concerns and exclusions
- Security organisations – to enable them to provide the service we have contracted them for
- Health and social welfare organisations – to meet our legal obligations to share certain information with it, such as health and safeguarding concerns and exclusions
- Professional advisers and consultants – to meet our legal obligations to share certain information with it, such as health, medical and safeguarding concerns and exclusions
- Charities and voluntary organisations – to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Professional bodies, e.g. legal representatives, educational psychologists – to meet our legal obligations to share certain information with them.

Feedback & Complaints

We always welcome feedback from children and families. Any feedback can be given

- verbally to the Club Manager
- in writing to the Club Manager or
- in writing to the Head Teacher (learning & behaviour issues)
- in writing to the Business Manager (financial & staffing issues)

We realise that occasionally there may be a need for complaints to be communicated regarding our provision. We have a three step complaints procedure.

- 1) Informal verbal complaint to the Club Manager – If complaints are made to the Club Manager you will always be listened to professionally. We hope that in most cases open and clear communication will resolve the issue. These complaints are graded as informal.
- 2) Formal Written Complaint – If you feel that your informal complaint has not been dealt with appropriately or is of a serious nature then your complaint should be made in writing. This complaint will be kept on file. We guarantee to respond to your complaint within three working days during term time. We hope that this would resolve matters.
- 3) Complaint to the Head Teacher and Governing Body – If you feel that your complaint cannot be dealt with appropriately by the Club Manager you should submit a written complaint to the Head Teacher. All complaints are shared with the Governing Body as a matter of course. You are guaranteed a response to all complaints of this nature within five working days during term time.

Confidentiality

All conversations and correspondence will be treated with discretion. However, from the outset all parties of the complaint will need to be aware that some information may have to be shared with others involved in the complaints procedure. The Club Manager may have to be accompanied by another member of staff when dealing with some complaints. As part of the procedure a written record will be maintained of all meetings.

Anonymous complaints

Anonymous complaints may be disregarded unless they are substantiated by someone. It is at the discretion of the Head Teacher to decide whether the gravity of an anonymous complaint warrants investigation.

Redress

If the outcome of the complaint procedure shows that the Club is/was at fault, the Club will provide redress in the form of an acknowledgement that the complaint is valid. One of the following will be offered:

- an apology
- an explanation
- an undertaking that the event complained of will not recur
- an undertaking by the Club to review policies and/or procedures in light of the complaint



Roby Park Primary School

Rainbow Club Registration Form Academic Year 2019 -20

Name of child	
Home address	
Date of birth	
Name of parent(s)/carer(s)	
Contact telephone numbers	
Email address	
Person collecting the child from Rainbow Club (if different to above)	Name Address Contact numbers
Children will only be allowed to leave with a named person – please ensure that you keep this information up to date	
Second contact who may be able to collect child in an emergency	Name Address Contact numbers
Details of your child's doctor	Name

	Address
	Contact numbers
Please list any medical problems, special educational needs or allergies your child may have	
Please record language spoken at home if English is an additional language	
Please record any other information you wish the staff to know about your child	

Please tick the days for which you wish to register your child				
Mon	Tues	Weds	Thurs	Fri
Start date				
		Weds 4 th Sept 2019	Specific date	
I consent to any medical / emergency treatment necessary for my child during the running of The Rainbow Club. I authorise the Club Manager and/or Play Worker to sign any written form of consent required by hospital /authorities if the delay in obtaining my signature is deemed by a doctor to endanger my child's health and safety. YES / NO				
I agree to pay school in accordance with requested days shown above and the information detailed within The Rainbow Club Policy. I understand that I am responsible for all payments during the academic year and that failure to pay may result in school seeking payment via a debt collection agent.				
Signed:				
Print:				
Date:				



Roby Park Primary School

Rainbow Club Additional Permissions Form

Name of child	
Date of birth	

Please tick	Yes	No
I give permission for photographs of my child to be used by Rainbow Club.		
I give permission for sun screen to be applied in the Summer when needed		
I give permission for members of staff from Rainbow Club to apply face paints to my child.		
I give permission for members of staff from Rainbow Club to apply nail varnish to my child.		
I give permission for members of staff from Rainbow Club to apply temporary tattoos to my child.		
I understand that data collected is used for the purposes of Rainbow Club as set out in this policy document and on the School's Privacy Notice sent to parents/carers.	Please tick to accept <input type="checkbox"/>	
Signed:		
Print:		
Date:		