



MOORFIELD
SCHOOL

HOLIDAY CLUB

This policy is applicable to the EYFS.



HOLIDAY CLUB

Moorfield's Holiday Club is provided to support the working parents of our current pupils. We aim to give children a happy and relaxing home-from-home experience. Holiday Club gives opportunity for our pupils to strengthen bonds and form friendships with children in other year groups contributing to the family ethos that is so valued at Moorfield.

Holiday Club runs at the following times:

October half term	-	one week
Christmas	-	first week
February half term	-	one week
Easter	-	two weeks (excluding Good Friday and Easter Monday)
May half term	-	two weeks (excluding Bank holiday Monday)
Summer	-	all holiday as long as numbers exceed a viable number each day (8 pupils).

The School dining room is transformed into a cosy and welcoming base for Holiday Club. There is a construction area, a home corner with lots of dolls, craft tables, a baking area, Nursery area and beading area. Children spend time outside in the playground, in the school garden and out and about.

EXAMPLES OF TRIPS:

Ilkley moor	Hesketh Farm Park
Bolton Abbey	Billy Bobs
Town for ice-creams	Ilkley Park
Kilnsey Crag	The Tarn

For trips and outings the adult to pupil ratios are:

- Nursery/ Reception as per guidelines but also taking into account the needs of individuals
- F1/F2/F3. 1:6
- F4/S5/S6 1:10

Mrs Tina Driver (NVQ3) is the Holiday Club supervisor. She is assisted by Moorfield staff and assistants. Adult to child ratios are adhered to, taking into account the age of the children.

Trips are organised to fit in with the weather and the number of children in Holiday Club. If parents sign their child up for Holiday Club, it is on the understanding that a trip may take place and their child will be part of that trip. A parent may not request that a child should be kept at school and not go on the trip.

A small charge may be incurred to cover the cost of the trip or any other treats off the school premises (e.g. ice creams). Mrs Driver keeps this as low as possible. Parents pay cash on the day.

BOOKING FOR HOLIDAY CLUB

Booking sheets will go up in the entrance hall a month before Holiday Club. Please book as early as possible in order to give Mrs Driver enough time to arrange her staff team.

Children can be booked in for:

- Half a day - 8am to 12.30pm (with packed lunch)
- A full day - 8am to 4pm.

There is a maximum number of 20 places per day.

HOLIDAY CLUB RATES (from September 2017)

Full day	£32 - over 5	£42 - under 5
Half day	£21 - over 5	£31 - under 5

The bursar submits a bill in arrears once Holiday Club is over.

Parents will be charged for the number of sessions booked. Late cancellations/children's illness/no-shows will still incur the day's rate as the number of staff employed each day is dependent on how many children are signed up.

HOLIDAY CLUB ARRIVALS AND DEPARTURES

Children arrive and depart through the main entrance. Please ring the bell to be admitted entrance. Please arrive at Holiday Club by 10am at the latest as outings can be held back by late-comers.

When children arrive in the morning they are signed in on the attendance sheet for the day. The parent's emergency contact details are recorded on the register. When collected, they are ticked out on the register.

Please collect children PROMPTLY at either 12.30pm or 4pm. Late collections will incur an extra £5 charge.

The reason for this request is because afternoon outings can be held up if morning children are collected late and staff who have been at school for 8 hours need to go home after tidying up at 4pm.

If you need care beyond 4pm, please speak to Mrs Driver to make separate arrangements.

LUNCH

Each child brings in a packed lunch to make a change from the term-time routine.

Fruit squash and a biscuit will be provided mid-morning.

Holiday Club is an extension of the care we provide at Moorfield School. All activities and procedures are in line with school practice and adhere to relevant policies.

See in particular *Child Protection Policy, Health and Safety Policy (including Trips and Visits), First Aid Policy, Security Policy*

Drafted by:	The Head
Date:	October 2015
Approved by Governors:	November 2015,2016, 2017
Next review date:	October 2018