



Mighty Oaks Policy

Introduction

Mighty Oaks is a school-run childcare provision for pupils of St Patrick's CE Primary Academy.

Sessions

The term-time provision consists of the following sessions:

Breakfast Club	7:30-8:45
Nursery Wraparound	11:45-14:45 11:45-15:15
After-school Club	15:15-1630 15:15-1730 (Mon-Thur)

Nursery Wraparound and Rising 3s

Children are collected from the morning nursery at 11:45am and will be escorted to the hall for lunch. Children can either have a school lunch (the cost of which is in addition to the session fee) or they can bring in a packed lunch. We promote healthy eating in school.

Children attending the afternoon acorns mighty oaks wraparound sessions will benefit from activities that complement and enhance their morning Nursery sessions.

30 Hours Childcare

Children may be eligible for an additional 15 hours of extended childcare entitlement. The additional 15 hours can be used in the afternoon Mighty Oaks Wraparound.

All children are welcome to access these sessions. For those who do not meet the extended entitlement criteria, a fee would be charged, however all children are able to attend.

It is the responsibility of the parent to ensure that they are in receipt of the 30-hours childcare code prior to the start date of each term. <https://www.gov.uk/apply-30-hours-free-childcare> If the application is not made in time, then sessions would be chargeable until the start of the next term. In order for the school to claim your child's 30 hours free childcare we will also require parental name(s), date of birth(s) and national insurance number(s).

Ad-hoc Sessions

Ad-hoc sessions must be booked in advance where possible. Availability is not however guaranteed. An ad-hoc session is defined as any session that is not a regular weekly booking. The charge for these sessions is different to the regular price.

Headteacher – Mrs Caroline Glennon

St. Patrick's C.E. Primary Academy, Salter Street, Earlswood, Solihull, B94 6DE

Telephone: 01564 702278 Email: 91office@st-patricks-ce.solihull.sch.uk www.st-patricks-ce.solihull.sch.uk

Mighty oaks from little acorns grow
We work, we play, we care, we pray





Cancellation or Missed Sessions

To cancel a booked place in Mighty Oaks 4 weeks written notice must be given. A charge will not be refunded on Weduc payments if sufficient cancellation is not received.

If a place is cancelled there is no guarantee of a future place being available.

Any sessions where the child is booked in but does not attend for any reason (holiday/sickness/absence from school) will not be refunded. If a session is not going to be attended this must be communicated to the school.

Signing In and Out

Parents or carers must accompany their child to Mighty Oaks and sign them into the facility. Children are also required to be signed out of each session. Should it be necessary for another adult to collect your child please inform Mighty Oaks or the office. Please be aware that we are unable to release children to anyone under the age of 18yrs.

The school gates will automatically open for collection at 4pm, 430pm, 5pm and 530pm. You can however collect at any time.

Breakfast club is held in the school hall. After school Mighty Oaks is based in the school hall Monday, Tuesday and Thursday. On Wednesday and Friday After School Mighty Oaks will be held in the far classroom which can be accessed via the picket fence in the playground.

Lost Property

Any items left in Mighty Oaks at the end of each session will be placed in school lost property.

Late Collection from School or an After-School club

Parents need to arrive promptly at school or after school clubs to collect their children. Any uncollected children will be asked to go to Mighty Oaks at 325pm prompt where they will be signed in by a member of staff. Any child collected late from an after school club will be asked to go to Mighty Oaks. A charge will be applied of £10 per 5 minutes.

Uncollected Children in Mighty Oaks

Incidents of late collection will be charged at £10 per 5 minutes. Late collections will be reported to the School Business Manager and this will be discussed with the parent/carer at the earliest opportunity. Persistent late collection will result in the loss of a child's place in the provision.

If a parent or designated adult is more than 15 minutes late in collecting a child a member of the school Senior Leadership Team will be informed. If no contact has been received from the parent or designated adult that was due to collect the child, the Mighty Oaks staff will call the parent and other emergency contacts to ascertain the cause of delay and how long it is likely to last.

If after 30 minutes of the designated collection time, the child has still not been collected and there has been no contact with parents or emergency contacts, it is our policy to contact the Solihull Multi-Agency Safeguarding Hub for further advice and guidance regarding next steps.

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The child will remain in the care of the setting until they are collected by the parent, carer or designated adult or alternatively placed in the care of Social Services.

Bookings and payments

Bookings and payments are completed via the Kids Club HQ system. If you book your child onto the ad-hoc session after 1pm, parents are required to also notify the office of this booking.

Mighty Oaks staff will monitor the registers and notify the office of any children who have attended who have not booked in. An ad-hoc booking charge will then be added to your account.

Payment can be made via childcare vouchers or via the government tax free childcare scheme <https://www.gov.uk/apply-for-tax-free-childcare>. We are registered with all major childcare voucher providers Edenred, Gemelli, Computershare, Care-4, Busy Bees and Bravo Benefits.

If you have made payment via one of these methods, the office will top up your Childcare Voucher balance on Kids Club HQ with the voucher amount in order that it can be used towards payment of your childcare.

If anyone has concerns with being able to make payments on time or finds themselves in financial difficulty they should speak to the School Business Manager as soon as possible.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children at Mighty Oaks. We expect good behaviour and respect for others. We reserve the right to withdraw the service if a child's behaviour is consistently unacceptable.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed. Basic first aid will be given by a qualified member of staff and the accident book will be completed recording the event. If required parents will be contacted.

Safeguarding

Mighty Oaks follows the school's Child Protection Policy. Any concerns will be logged on CPOMs. The Mighty Oaks staff will alert the Head teacher or Designated Safeguarding Lead (DSL) if they have any concerns relating to a child.

Complaints

If a parent/carers has a complaint relating to Mighty Oaks, then please contact the School Business Manager or follow the school's complaints policy.

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