



# Oxenhope Church of England Primary School

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## OXENHOPE EXPLORERS OUT OF SCHOOL CLUB



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#### Oxenhope Church of England Primary School

**Head of School: Mrs Alice Jones**  
Cross Lane, Oxenhope, Keighley, BD22 9LH  
Email: [office@oxenhope.bdat-academies.org](mailto:office@oxenhope.bdat-academies.org)  
Tel: (01535) 642271  
Visit: [www.oxenhopeprimary.org.uk](http://www.oxenhopeprimary.org.uk)





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## 1. Opening Times

Our out of school club allows Oxenhope Church of England Primary School to provide high quality, accessible 'wrap around care' for your child around the school day. We will have the following sessions:

Morning: Monday to Friday from 7.30am to 8.25am

Afternoon: Monday to Friday from 3.15pm to 6.00pm

The Club operates during term time.

## 2. Mission Statement

Originally set up by our governing body, following numerous requests from parents and carers, Explorers is now part of the everyday running of school. Grant funding to help with start-up costs was obtained from the Early Years and Childcare Service at Bradford Council.

Our Club is fully integrated into the life and work of the school.

*Our mission statement is to provide a high quality, consistent and reliable out of school club based at the heart of our local community. Our goal will be to extend learning opportunities from the normal school day, and provide a caring, happy and secure club based on Christian belief and practice in the wider context of a Church of England voluntary aided school. Opportunities will be provided that will ensure each child attending has the opportunity to develop academically, socially, physically and spiritually.*

## 3. Facilities and Organisation

Oxenhope Explorers is based in a separate multiple-purpose area. We also use the school playground, the nearby Oxenhope Active Kids adventure playground and the nature area weather permitting. We offer safe, creative activities. We provide the

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children with a carefully selected and nutritious breakfast and drink before school, and a snack and drink after school.

We follow all existing school safeguarding and child protection policies, maintaining a system to ensure that children can only be collected by parents/carers who have been named on their Registration Form in writing.

In addition to a safe and caring environment we provide a wide range of play experiences. We encourage children to experiment with different media such as paint, craft materials, sports equipment, and most of all, their imagination during their play sessions. Children can also just relax and read a book, do their homework or play a board game in our quiet area.

## 4. Charges

All charges are to be paid via Parentpay. If you have any queries regarding logging in to your Parentpay account, please email the school office ([office@oxenhope.bdat-academies.org](mailto:office@oxenhope.bdat-academies.org)). Payment can also be made using your works Childcare Vouchers scheme or through other Government support schemes. Please advise the school office which scheme you use.

Morning Sessions (including breakfast) £5.00 per session

Afternoon sessions (including a light meal) £10.00 per session

### Late collection fee.

There is a late collection fee policy. If you collect your child after 6pm, there will be an additional fee of £5.00. After 6.15pm the fee will increase by £1 per minute.) This fee will be added to your Parent Pay account based on the Explorer registers.

### Charges for non-cancellation (no shows).

If you no longer require a place, please cancel your booking via ParentPay and your payment will be refunded. Please note bookings cannot be cancelled after the date of the session.

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## 5. Other School Clubs

Children will still be able to enjoy the full range of other out of school activities offered at Oxenhope CE Primary School. Our staff will take and collect children from any of these activities as necessary. Please note that costs for these activities will still apply, and these will be charged separately as normal.

## 6. Contact Info

To contact the club please email **[office@oxenhope.bdat-academies.org](mailto:office@oxenhope.bdat-academies.org)**. We would like to encourage all non-urgent matters to be dealt with via email. All club correspondence is also sent via email so please make sure we have a contact email address for you (this should be included on your registration form). Thank you.

Should it be necessary to contact the club urgently please call the school (01535 642271) and speak to someone in the school office.

## 7. Admissions Policy

Parents and carers wanting to use the Club must complete a Registration Form for each child (forms are at the back of this document). Registration ensures that we have all the necessary information about your child's needs, including medical or dietary requirements, contact numbers in case of emergency, information on your doctor, persons allowed to collect your child etc. As our school office will be closed when the Club is open it is important that all the necessary information is stored separately (& securely) within the Club's files.

## 8. Club Rules and Regulations

These rules and regulations have been revised in September 2018 and now supersede any previous document issued with immediate effect.

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## Entry:

Every child **must** have Registration and Consent Forms completed and signed.

All Children must be signed IN (for the a.m. session) and OUT (for the p.m. session) so we know exactly which children we are responsible for on each day.

## Bookings:

Bookings, amendments and cancellations can be made through Parentpay. Payment is made at the time of booking, unless paying through employer voucher or Government schemes.

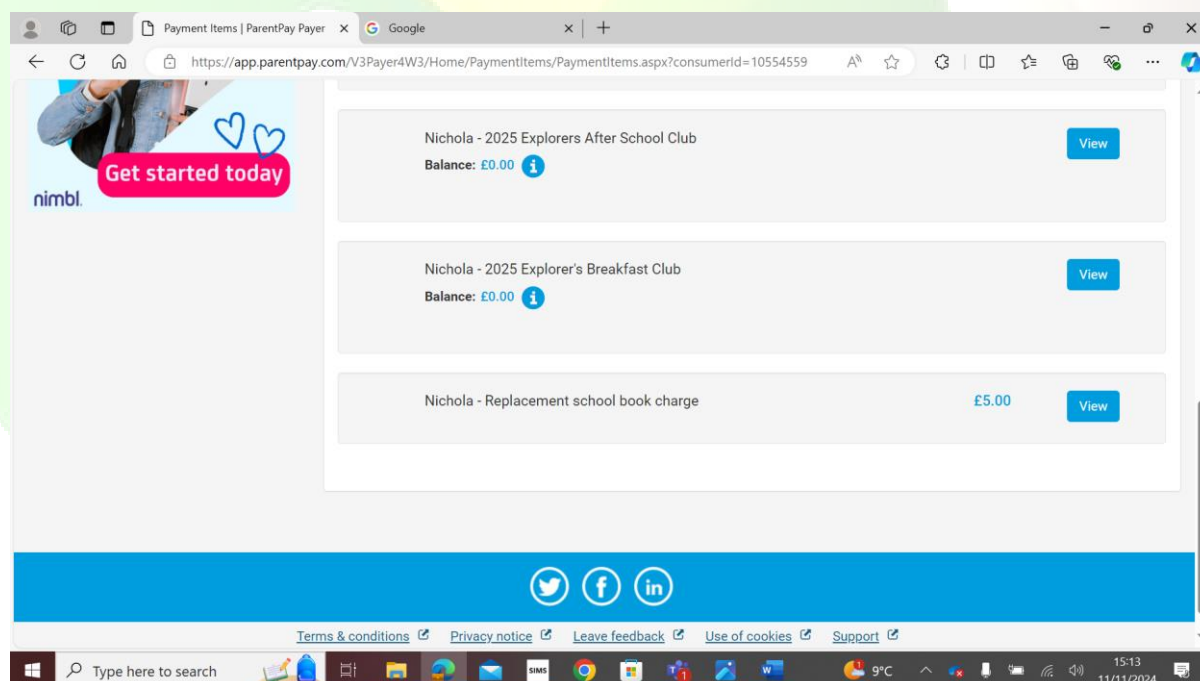
### How to book

Login into Parentpay the usual way.

You will now see two new Payment items:

**2025 Explorer's Breakfast Club**

**2025 Explorer's After School Club**



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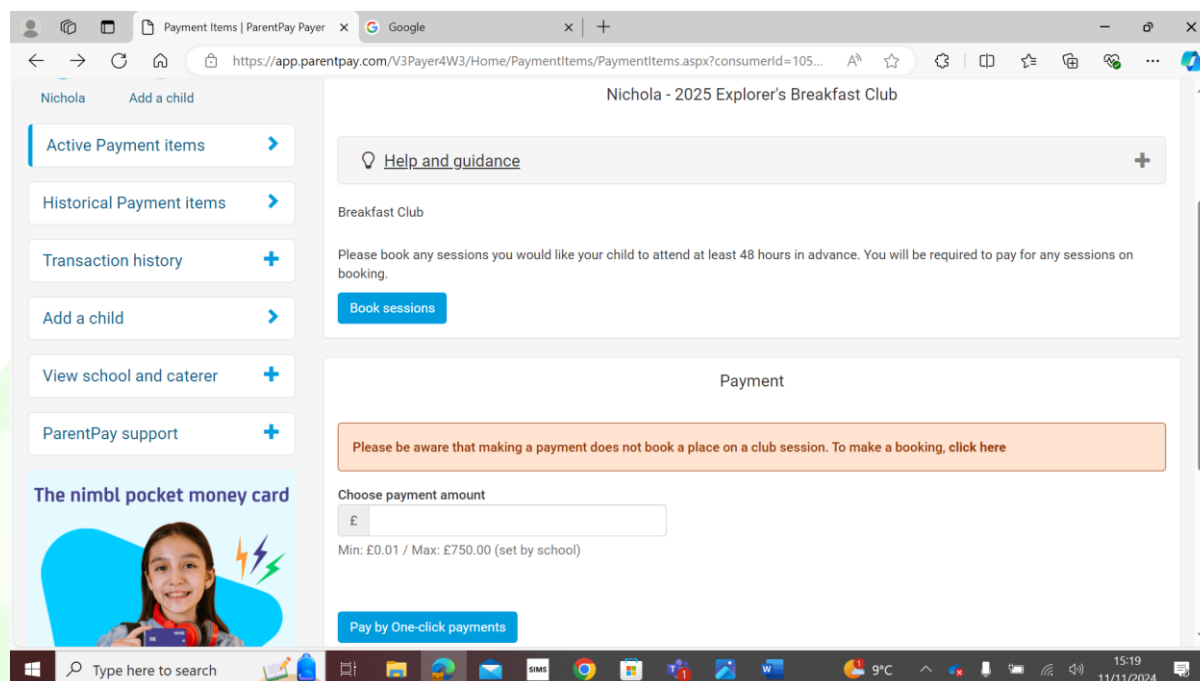




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Please click '**View**' on the Payment item you need and then click '**Book Sessions**'



You will then be taken to a booking screen where you can select the session(s) you wish to book.

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https://app.parentpay.com/V3Payer4W3/Home/Child/Clubs/ClubsCalendar.aspx?ConsumerId=10554559&CL...

Nichola Add a child

Home >

Child's page >

Child details >

View taken meals and menus >

Clubs >

The nimbl pocket money card

## Explorer's Breakfast Club 2025

Booking cut off expires at 22:00 the day before the session.

The current balance is £0.00 1 session selected | Cost £5.00

[Top up](#) [Select all](#) [Unselect all](#)

### January 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6 <b>Selected</b> Breakfast Clu... £5.00	7 <b>Available</b> 25 places left Click to select	8 <b>Available</b> 25 places left Click to select	9 <b>Available</b> 25 places left Click to select	10 <b>Available</b> 25 places left Click to select	11	12
13 <b>Available</b> 25 places left	14 <b>Available</b> 25 places left	15 <b>Available</b> 25 places left	16 <b>Available</b> 25 places left	17 <b>Available</b> 25 places left	18	19

[Book selected sessions](#)

Payment Items | ParentPay Payer x Google

https://app.parentpay.com/V3Payer4W3/Home/PaymentItems/PaymentItems.aspx?consumerId=10554559

Nichola Add a child

Active Payment items >

Historical Payment items >

Transaction history +

Add a child >

View school and caterer +

ParentPay support +

The nimbl pocket money card

## Nichola - 2025 Explorers After School Club

[Help and guidance](#)

Explorers After School

Please book any sessions you would like your child to attend at least 48 hours in advance. You will be required to pay for any sessions on booking.

[Book sessions](#)

### Payment

Please be aware that making a payment does not book a place on a club session. To make a booking, [click here](#)

Choose payment amount

£

Min: £0.01 / Max: £750.00 (set by school)

[Pay by One-click payments](#)

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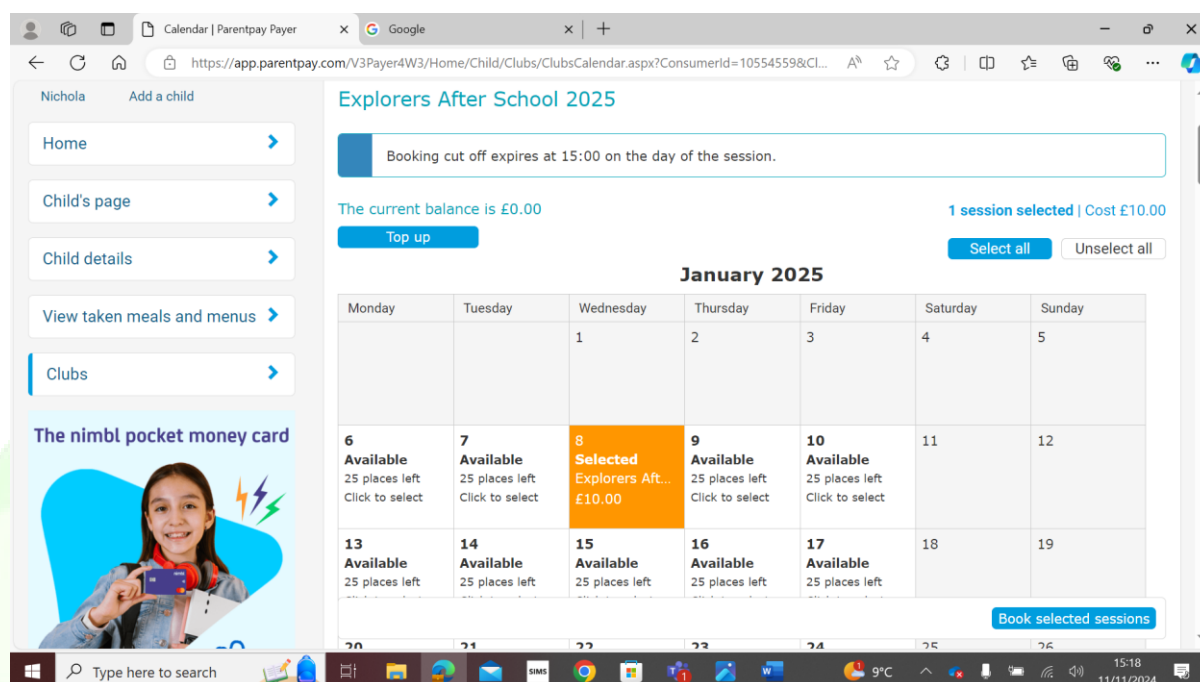
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## Registers

Parents will be asked to sign-in their children when dropping off at the morning session and sign-out when collecting from Explorers. After School.

## Closure

It may be necessary to close the Club occasionally, due to very unusual circumstances like severe winter weather conditions or multiple staff illnesses.

Parents/carers will be contacted as soon as possible by the school should it be necessary to close the Club.

There will be no charge when the Club is closed.

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Explorers will **not** be open on the **afternoon of the last day of the school year**.  
This is to allow for a thorough deep clean of the Explorers equipment.

## 9. Policies

Copies of all school policies related to the Out of School Club can be ordered from our School Office during normal school hours.

Please pay particular attention to our data protection and GDPR policies, these can be found on our school website.

## 10. School Prospectus

Please refer to our full School Prospectus for related information and details regarding safeguarding and child protection issues.

## 11. Registration Forms

Registration Forms need to be completed for each place applied for. Please see the attached:

- \* Enrolment Form
- \* Pick-Up Authority Form
- \* Consent Form

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## OXENHOPE EXPLORERS (Registration Number 142946) **REGISTRATION FORMS**

### Enrolment Form:

**Complete and return to school before your child's first Explorers session.**

Child's Name :	
Class/Year Group:	
D.O.B.:	
Medical Conditions:	
Doctors Name/telephone No:	
Dietary Requirements/Allergies:	
<b>Please Provide 3 Contact Numbers</b>	
1. Name:	Telephone No:
2. Name:	Telephone No:
3. Name:	Telephone No:
I confirm that the information given above is correct. I agree to abide by the club's Rules and Regulations as set out in this information pack.	
Signed:  Parent/Carer	Date:

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## Pick-Up Authority Form

Name of child: \_\_\_\_\_

MY CHILD CAN BE PICKED UP BY THE FOLLOWING PEOPLE ONLY:

Please state if you require your nominated person to contact you by phone before picking your child up.  
(Please note the clubs phone cannot be used.)

Name	Contact by phone first?

I understand that you will not be able to let my child go with a person that is not named above. Collection of your child must be by someone who is over 14 years old.

I understand that the club may set up a confidential password to enable identification of the above person(s) and that I will be contacted about this separately.

I will amend this authority if and when required.

Name of parent/carer: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## Parent/Carer Consent Agreement

Please accept this form as my consent that Oxenhope Explorers can take my child to the doctors or hospital in the event of an emergency or becoming ill or having an accident. I understand that the club will contact me immediately or my emergency contact (detailed on my booking form) if anything does happen.

Please accept this form as my consent for Oxenhope Explorers to give first aid treatment in the event of illness or an accident. I understand that any treatment given will be provided by a qualified First Aider.

### Photographs/Videos:

Please confirm if it is acceptable for Explorers to take photographs or videos of your child whilst in the care of the club.

These photos may be used in the following situations:  
(Please delete as appropriate)

Club Advertising (possibly on the school website/other social media and in the school prospectus:

YES or NO

Displays in the club (this is the school library which is a shared area within school):

YES or NO

### Watching DVDs/Films

Please can you confirm if your child can watch appropriate PG rated Films whilst at the Club

YES or NO

### Offsite visits

We may take children to play in the adjoining playground area or the nature area. Please can you confirm if it is acceptable for Oxenhope Out of School Club to take your child to play in these areas during session times.

YES or NO

Child's name:

---

Parent's/carers name:

---

Signature:

---

Date:

---

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