



Lighthouse Club

Telephone: 01752 402050 during office hours (term time only)

01752 407970 outside office hours or during school holidays

Email: Lighthouse@oreston.com

Registration number: 136380

Information for parents

Welcome to Lighthouse Club, based within Oreston Community Academy. We hope that you will find the following information about our provision useful and informative.

Our Aims Are:

- To provide a secure and friendly environment.
- To take into account at all times the child's needs, differences and abilities.
- To provide play opportunities that have structure, depth and breadth to enable the fullest development in the child's skills, attitude, concepts and knowledge.
- To develop the child's self-confidence, independence and understanding of themselves and others, so that as adults they can play a fulfilling role in a multicultural society.

Breakfast Club

- The Breakfast Club operates between 7.30 a.m. - 8.40 a.m. each weekday morning for school children. The cost per session is £4.50 per child. For Nursery children it operates between 7.30 a.m. - 9.00 a.m. the cost per session £6.50 or £2.50 for 8.30 a.m. - 9.00 a.m.
- Payments must be made via www.schoolmoney.co.uk - (Eduspot), weekly, fortnightly, or termly and must be paid in advance. Voucher or Tax Free Childcare bookings should also be paid in advance.
- Bookings can be made online once payments are made and credit added to the children's accounts. Failure to make payment in advance will jeopardise your child's chance of a place.
- Weekly session bookings close at **5:00 PM on the preceding Thursday**.
- In exceptional circumstances, please contact our office team directly. While we will try to assist, availability cannot be guaranteed and depends on staffing levels required to maintain our safeguarding ratios.
- Bookings cannot be made via email. Emergency spaces must be confirmed verbally with an office staff member.
- If a session is available, payment must be made immediately—either by card over the phone or in person.
- Please note: **All late bookings incur a £10 surcharge which must be paid at the time of booking.**
- If there are any problems with booking online or if you need any further information, please email or telephone us.
- Parents will be charged for missed sessions.
- Sessions may be cancelled with a minimum of 48 hours' notice. When a session is cancelled within this timeframe, the full session fee will be credited to your School Money account.
- Parents are responsible for registering their child on arrival and must accompany children to the Studio door.
- A simple breakfast of cereal, fruit, toast, yogurt and a drink are available for all children who attend the session.

- Breakfast is followed by a variety of activities including games, construction toys, drawing etc.
- All children will be escorted to their classrooms by staff members.

After School Club

- The After School Club operates between 3.20 p.m. - 6.00 p.m. each weekday. Please see note regarding late pick up below:

The cost per session is £8.00 per child.

There is a flat rate charge for each session attended.

- Payments must be made via www.schoolmoney.co.uk - (Eduspot), weekly, fortnightly, or half termly and must be paid in advance. Voucher or Tax Free Childcare bookings should also be paid in advance.
- Bookings can be made online once payments are made and credit added to the children's accounts. Failure to make payment in advance will jeopardise your child's chance of a place.
- Weekly session bookings close at **5:00 PM on the preceding Thursday**.
- In exceptional circumstances, please contact our office team directly. While we will try to assist, availability cannot be guaranteed and depends on staffing levels required to maintain our safeguarding ratios.
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- Please note: **All late bookings incur a £10 surcharge which must be paid at the time of booking.**
- If there are any problems with booking online or if you need any further information, please email or telephone us.
- Parents will be charged for missed sessions.
- Sessions may be cancelled with a minimum of 48 hours' notice. When a session is cancelled within this timeframe, the full session fee will be credited to your School Money account.
- Children from Reception and KS1 are collected from their classrooms/the KS1 Shared Areas and escorted to Lighthouse Club. KS2 children make their own way up to the Club where they will be registered.

- On arrival a snack and drink will be available for each child.
- The play workers will organise activities for each day. These will include: painting, games, puzzles, construction toys, drawing etc.
- Parents are responsible for signing their child out when collecting them.
- Collection after 6pm will result in a £5 late pick up fee per child.
- After 6.30 p.m. if we have not received communication from the parents of uncollected children, we will contact children's services who will arrange care for these children.

Important information

The out of school provision is OFSTED registered. The Ofsted number is 136380

- The out of school provision provides a 1:8 staffing ratio at all times for children under 8.
- Prior to a child attending any session, parents MUST fully complete and return a registration form.
- Parents are responsible for signing their children in/out of the provision. This is to ensure that the daily register is accurate, in the event of a fire or other emergency.
- The play workers will happily try to answer questions parents may have.



Children's behaviour

Within the Lighthouse Club, we encourage all the children to show being ready, being respectful and being safe.

If your child's behaviour is giving us cause for concern, the play worker will inform you. If the behaviour persists, a letter will be sent to parents/Guardians, a second letter could result in a child losing their place within the provision.

Your child/children cannot leave Lighthouse Club or our school site without permission.

Holiday Club

- The holiday club operates between 8.00 a.m. – 5.30 p.m, Monday to Thursday, during the school holiday period and non-pupil days.

The prices per session are below:

- FULL DAY 8.00 am - 5.30 pm - £24.00 per child
- Payments must be made via www.schoolmoney.co.uk - (Eduspot), weekly, fortnightly, or half termly and must be paid in advance. Voucher or Tax Free Childcare bookings should also be paid in advance. Bookings can be made online once payments are made and credit added to the children's accounts. Failure to make payment in advance will jeopardise your child's chance of a place.
- All Holiday Club sessions are non-refundable and non transferable, even in the event of sickness.
- The play workers organise activities for each day. These will include painting, collage, games, puzzles, construction toys, drawing, films etc.
- In addition, the children will have access to the school's Ipads, art resources, library and main hall.
- Children will need a packed lunch.
- A light snack will be available throughout the day.
- Parents are responsible for signing their child in and out and must accompany children to the Studio Door.
- Collection after 5.30pm will result in a £5 late pick up fee per child.

Finally, we hope that both you and your child will enjoy using our out of school provision.

Written January 2025

To be reviewed January 2026