



Lighthouse / Holiday Club Policy - February 2026

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**.
- Once your child's place has been booked and paid for via the app your child's place is secured.
- We're no longer able to accept late bookings at the gate or through the office. This is because staffing rotas are organised in advance based on the bookings we receive for the following week, and we must ensure that ratios and supervision levels remain safe at all times.
- We completely understand that unexpected situations can happen, and in genuine emergencies we will always try to support families where we can. However, please be aware that this cannot be guaranteed and will depend on the staffing and space available on the day, as we must prioritise the safety and wellbeing of all children. Bookings cannot be made via email. Emergency spaces must be confirmed verbally with an office staff member.
- If we're able to accommodate a late booking, payment will need to be made over the phone at the time of booking. A member of the office team will take the payment to secure the place. 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.
- A session can be cancelled with 48 hours' notice and the session amount will appear as credit on your School Money account.
- If a child is unwell, the standard 48-hours' notice period for cancelling sessions still applies. Staffing is arranged according to the number of booked places, so sessions cannot be refunded or amended at short notice. Parents and carers must accompany children to the Studio door to ensure they are safely handed over to staff. 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.
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- If a child is unwell, the standard 48-hours' notice period for cancelling sessions still applies. Staffing is arranged according to the number of booked places, so sessions cannot be refunded or amended at short notice. If there are any problems with booking online or if you need any further information, please email or telephone us.
- 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.

Collection after **6:00 p.m.** will incur a **£5 late pick-up fee per child.**

If a child has not been collected by **6:30 p.m.** and we have not been able to make contact with their parents or carers; we will follow safeguarding procedures and contact Children's Services. They will then make arrangements for the child's care.

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.
- Play workers are available to support and will do their best to answer any questions parents or carers may have.



Children's behaviour



All children attending Wraparound Care are expected to follow the standards set out in our **School Behaviour Policy**. Staff will refer to this policy when managing behaviour, and parents and carers are encouraged to familiarise themselves with it to ensure a consistent and safe approach for all children.

[Oreston Community Academy - Policies](#)

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**, including in cases of sickness. Staffing and resources are planned according to booked places, so changes cannot be made once a session has been reserved. 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 must bring a packed lunch for all Holiday Club sessions. **Please ensure that all lunches are strictly nut-free** to support the safety of children with allergies.
- A light snack will be available throughout the day.
- Parents and carers must accompany children to the Studio door to ensure they are safely handed over to staff. Collection after 5.30pm will incur 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 2026

To be reviewed January 2027