Low Port Out Of School Club
S.C.I.O

WELCOME AND INFORMATION PACK

Aims and Ethos

We aim to provide a fun and flexible environment for children to play. We aim to provide a wide range of experiences and a variety of materials for children to engage with.

We work in accordance with the Playwork Principles (can be found on display in the club, or ask a staff member for a copy).

The children are involved in all aspects of the club from decisions about snacks provided, activities and opportunities set up, outings and toys purchased etc. We meet all of the requirements of the Health and Social Care Standards, SSSC Codes of Practice and GIRFEC/SHANARRI wellbeing indicators.

HOURS

Breakfast Club	Monday – Friday	07.45 – 08.50am
After School Club	Monday – Thursday	3.20 – 6.00pm
	Friday	12.25 – 6.00pm

FACILITIES

Club operates from the Zone and the Library with occasional use of the school hall (if no other functions). We are very fortunate in our surroundings and use the school playgrounds and banking's. We also use the peel on a regular basis and have access to the Secret Garden when we require. On Friday afternoons

we have visiting professionals attend the club or we go out on outings to local places i.e. swimming, local beach, Beecraig's park to mention a few.

CATERING

We provide a large selection of cereals, natural yoghurt, fruit, smoothies, porridge and toast or other bread based option at our Breakfast Club.

In our After School Club we provide a buffet style snack with a wide selection of foods for children to choose from.

A typical snack would include tortilla wraps, cheese, chorizo, houmous, olives, gherkins, tortilla crisps, cucumber, tomatoes, peppers and we always provide at least one fruit option.

We also on a regular basis provide themed snacks (decided through consultation with the children) for example Mexican, Games theme, Harry Potter etc pictures of these can be found on our Facebook page.

COSTS AND PAYMENT

The cost per child for club sessions are as follows:

Breakfast Club	Monday – Friday	£3.00
After School Club	Monday – Thursday	£9
	Friday	£12

Payment can be made through recognised childcare voucher scheme or bank standing order. Cash and cheque payments are discouraged.

Prompt payments are essential to the financial wellbeing of the club. Our payment and arrears policy can be accessed on our website.

HOLIDAY CLUB

In addition to providing breakfast and after school care we run a Holiday club, for some parts of the school holiday periods, including in-service days (not the local marches day).

Holiday club runs from 8am – 6pm and the basic cost for a day in club is £25.00, an outing day costs £30 (ask about discounts for additional children).

Holiday clubs are open to all children, not just those who attend Lowport Primary School. We run a very busy activity schedule for our holiday clubs. These are sent out to every parent in advance of the holiday period they are also displayed in club and on our Facebook page.

Previous outings include – Urban Nature Resort, 5 Sisters Zoo, Bbq @ Beecraigs Safari Park, Beach trips, Wellsfield Farm, East Links Farm Park, Adventure Planet etc.

A Holiday Calendar will be handed out along with registration forms, if require an additional copy please visit our website or ask a member of staff.

POLICIES

A selection of our policies will soon be available on our website, but feel free to ask if you would like to see any, which include:

- Complaints
- Child Protection
- Missing Children
- Bullying
- Payment and Arrears

SAFETY AND SECURITY

Club can be accessed via the back of the school building. We have our own buzzer entry system allowing staff to see and speak with visitors before allowing access.

We require **ALL** children to be collected by someone they know who is over the age of 16. Every child has to be signed out of the premises every session.

If you feel there are any issues/complaints you would like to discuss please contact the Manager in the first instance. If this is not an appropriate course of action please contact Committee Member or Care Inspectorate.

CONTACT

Telephone number – 07939223717

Email – manager@lpoosc.org.uk

Facebook – Low Port Out Of School Club

Website – www.lpoosc.org.uk

Care Inspectorate – 01382 207100

COMMITTEE

The Club is a charity regulated by OSCR and the Care Inspectorate. As trustees of the OOSC, a parent-run committee is collectively responsible for the governance of the club. This includes overseeing club activities and supporting the club manager and staff. The committee meets every 4 to 6 weeks during term time and parents are welcome to propose items for the meeting agenda.

Current Committee:

Debbie Cluness	Graham McKenzie
Kat Douglas	Rebecca Smallwood
Iona Hodge	Claire Wakers
Lee Lewis	Adrian Williamson

The Trustees can be contacted at trustees@lpoosc.org.uk.

MEET THE STAFF



Hello I am Emma, Manager here at LPOOSC.
I joined club in 2008.
I have completed my BA Childhood Practice at the University of Dundee. I have also achieved my SVQ's Level 3 and 4 in Playwork. I have also completed Child Protection, Emergency Paediatric First Aid, Risky Play, Play Policy and Strategy, 6 of the Playwork Conference's and REHIS food hygiene.



I am Chris, Deputy Manager here at LPOOSC.
I joined club in 2008. I am currently studying my BA Childhood Practice and have completed my SVQ Level 3 in Playwork and SVQ Level 4 in Social Services and Childcare. I have also completed Child Protection, Emergency Paediatric First Aid, Risky Play, Food Hygiene levels 2 & 3 and attended 4 of the Playworks conferences. I enjoy setting up sporty activities with the children.



I am Lorna a Play Worker here at LPOOSC.
I joined club in 2017.
I have completed BSL Level 2 and have previously volunteered at Lowport Primary. I have also completed Child Protection, Emergency Paediatric First Aid and Food Hygiene and attended 2 of the Playwork Conferences.
I enjoy teaching the children sign language and other activities.



I am Abbie a Play Worker here at LPOOSC.
I joined the team in 2017.
I have completed my SVQ Level 3 in Playwork. I have also completed Food Hygiene, Emergency Paediatric First Aid and Child Protection training.
I have also attended the Playworks 7 conference.
I enjoy most activities but particularly enjoy crafts and baking.



I am Gemma a Playworker here at LPOOSC.
I joined club in 2018.
I have completed REHIS Food Hygiene levels 2 & 3, Child Protection and Emergency Paediatric First Aid. I attended Playworks 7 Conference.
I am currently completing my SVQ Level 3 In Playwork.
I enjoy making slime, gloop and other messy activities as well as craft and outdoor games.



I am Laura a Playworker here at LPOOSC.
I joined the team in 2019.
I have previous experience of working with children through volunteering at my daughter's school breakfast club.
I am currently completing my SVQ Level 3 in Playwork and have completed Food Hygiene, Safeguarding Children, Allergy Awareness and Emergency Paediatric First Aid.
I enjoy sporty activities and anything creative.



I am Erin a Playworker here at LPOOSC.
I joined the team in 2019.
I have previous experience of working with children through placement at other schools.
I have completed Food Hygiene, Emergency Paediatric First Aid, Allergy Awareness and Safe Guarding Children. I like craft activities and am enjoying learning about risky play in club.



I am Caitlin a Playworker here at LPOOSC.
I joined the team in 2019.
I currently teach Gymnastics and Dance groups in the local area.
I have completed First Aid and Child Protection and Food Hygiene and Allergy Awareness.
I am looking forward to putting some of my skills to good use in the club.



I am Jade a Playworker here at LPOOSC.
I joined the team in 2019.
I have previously worked with children in a private nursery.
I have completed Food Hygiene, Emergency Paediatric First Aid, Allergy Awareness and Safeguarding Children.
I like activities outdoors and am looking forward to climbing trees and playing team games with the children.