The Gosling Trust

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Registration number EY243943 Charity Number: 113616

Mission statement.

The Gosling Trust provides additional support for families outside regular school hours. We facilitate and encourage play for children within the local community.

Information for parents – Updated August 2025

Welcome to the Gosling Trust, based within the Jubilee Rooms at Goosewell Academy. We are proud of our high standard of childcare which we continually look to improve on. We hope that you will find the following information about the 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 enable your child to access the 7 areas of learning and development.
- To provide the foundations and basics they need in life and help the children appreciate human achievements and aspirations.
- 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 lively and enquiring minds that can question and argue rationally.
- 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.

Key staff:

Club Managers	Tracey Maitland
Play leaders	Catherine Lewis Fay Lawton Julie Pryce
Chair of Trustees	Mrs Emma Tunley

Breakfast club – Updated February 2026

- The Breakfast club operates between 7.30 a.m. – 8.50 a.m. each weekday morning. The cost per session is currently £6.50 per child.

- Payments must be made via the Arbour App, weekly, fortnightly, or termly and must be paid in advance. Voucher or Tax Free Childcare bookings should also be paid in advance. TAX FREE PAYMENTS SHOULD REACH THE GOSLING TRUST BANK ACCOUNT BY THURSDAY PM AT THE LATEST. Any credit from funds sent will be added to the App once received into our bank to enable parents to book. IF THE TAX FREE PAYMENTS HAVE NOT BEEN MADE IN TIME, PARENTS WILL NEED TO TOP UP ARBOR VIA CARD. Bookings can be made via the Arbour App 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. **Please note the session bookings for each week will close on the preceding Friday evening at 5.00pm. A late booking fee of £10.00 will be charged for any bookings after this time. An administration charge of £10.00 will be charged for any late** payments. Please email us as soon as possible if there are any problems with booking online or if you need any further information.

There is a full 48 hour cancellation lead time for a session.

This will mean, for example, that any child booked in for Breakfast Club on a Wednesday, will receive a transferrable (not refundable) credit to their account provided that the parent(s)/carers inform us by the end of the Monday Breakfast Club session (8.50 a.m.), not the end of the school day. Any cancellation after the club has closed will not receive the credit. This procedure will also apply to the After School Club, which finishes at 6.00 p.m. This will enable us to manage our staff: child ratios accordingly.

- Parents will be charged for missed sessions.

- Parents are responsible for registering their child on arrival and must accompany children to the Gosling Trust door.

- A simple breakfast of cereal, fruit, toast yogurt and a drink is available for all children who attend the session.

- Breakfast is followed by a variety of activities including games, construction toys, drawing etc.

- All Foundation, Year 1, 2 & 3 children will be escorted to their classrooms. Year 4, 5 & 6 will be escorted to their playground (with parent's consent) to line up with their class.

After school club – Updated Feb 2026

- The After School Club operates between 3.15 p.m. – 6.00 p.m. each weekday. Please see note regarding late pick up below:

  The cost per session is currently £11.80 per child.

  There is a flat rate charge for each session attended.

  - Booking and payments must be made via the Arbour app, weekly, fortnightly, or half termly and must be paid in advance. Voucher or Tax Free Childcare bookings should also be paid in advance. TAX FREE PAYMENTS SHOULD REACH THE GOSLING TRUST BANK ACCOUNT BY THURSDAY PM AT THE LATEST. IF THE TAX FREE PAYMENTS HAVE NOT BEEN MADE IN TIME, PARENTS WILL NEED TO TOP UP ARBOR VIA CARD. 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. **Please note the session bookings for each week will close on the preceding Friday evening at 5.00pm. A late booking fee of £10.00 will be charged for any bookings after this time. An administration charge of £10.00 will be charged for any** late payments. Please email us as soon as possible if there are any problems with booking online or if you need any further information.

  - There is a full 48 hour cancellation lead time for sessions. This will mean, for example, that any child booked in for a Breakfast/After School Club on a Wednesday, will receive a transferrable (not refundable) credit to their account provided that the parent(s)/carers inform us by the end of the Monday Breakfast Club session (8.50 a.m.), not the end of the school day. Any cancellation after the club has closed will not receive the credit.

- This procedure will also apply to the After School Club, which finishes at 6.00 p.m. This will enable us to manage our staff: child ratios accordingly.

- Parents will be charged for missed sessions.

- Children from Reception and KS1 are collected from their classrooms/the KS1 Shared Areas and escorted to the Jubilee Rooms. KS2 children make their own way up to the Club where they will be registered.

- On arrival a drink and biscuit or a piece of fruit are available for each child.

- The play leader/workers will organise a programme of activities for each day. These will include: painting, games, puzzles, construction toys, drawing, writing, cooking etc.

- A light snack/tea e.g. cereal bars, fruit, yogurt, hot dogs, pizza, crisps, cheese, etc., will be available at around 4.30 p.m.

- In addition, during some sessions the children will have access to the art area, library and the main hall and playground.

- Parents are responsible for signing their child out when collecting them.

- <u>Parents should note that a 'fine' of £20 per child will be imposed for any child collected after 5.45 p.m. and before 6.30 p.m. This is payable by return, on receipt of the invoice.</u>

- 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 EY243943

The out of school provision promotes the EYFS Framework alongside the school.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

- The play leaders are responsible to the Gosling Trust Management Committee. A list of members is available on request.

- 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 our registration form, which is available to download from the Gosling Trust Section of Parents link on the school website or on request from the Club or School Reception.

- 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. * Covid restrictions may mean staff will sign in and out.

- Parents will receive regular newsletters from the club.

- The play leaders will happily try to answer questions parents may have.

The Gosling Trust is an equal opportunities organisation

Golden rules for all children

- Be sensible, stay safe, have fun.
- Be considerate and kind.
- Be respectful.

Children's behaviour

Within the out of school provision, we encourage all the children to show self-discipline, responsibility, mutual respect and enthusiasm,

If your child's behaviour is giving cause for concern, the play leader 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 the Jubilee rooms or school site without permission.

Holiday Club – Updated August 2025

- The holiday club operates between 07.30 a.m. – 6.00 p.m. during the school holiday period and non-pupil days.

The prices per session are below:

FULL DAY 07.30 am – 6.00 pm - £30.00 per child

HALF DAY 07.30 am – 1.00 pm. - £18.00 per child

HALF DAY 1.00 pm – 5.45 p.m. - £18.00 per child

10 O' Clock Session - 10.00 am – 4.00 pm - £18.00 per child. A top up fee to full day session will be charged for collection after 4.00 pm.

- Please note, the session bookings for each week will close on the 'preceding Friday evening at 5.00p.m. A late booking fee of Payments must be made via the Arbour app 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.

- Session bookings for each week will close on the preceding Friday evening at 5.00pm. A late booking fee of £10.00 will be charged for any bookings after this time. An administration charge of £10.00 will be charged for any late payments. Please email us as soon as possible if there are any problems with booking online or if you need any further information.

- All Holiday Club sessions are non-refundable and non transferable, even in the event of sickness.

- The play leader/workers organise a programme of activities for each day. These will include painting, collage, games, puzzles, construction toys, drawing, writing, cooking etc.

- In addition, the children will have access to the school's ICT suite, art area, library, main hall and the school playing field. We have a small number of IPads available for children's use.

- A simple breakfast of cereal, toast cereal bars, yogurt, fruit and a drink will be available for all children who attend the morning or all day session.

- Children will need a packed tea if booked in for an afternoon session, all day or 10 O'clock sessions. Lunch time is at 12.30 p.m.

- A light snack lunch, e.g. fruit, hot dogs, pizza crisps, yogurt, cheese etc., will be available at around 12 – 12.30 lunch time.

- Parents are responsible for signing their child in and out and must accompany children to the Gosling Trust Door.

- Parents should note that a "fine" of £20 per child will be imposed for any child collected after 6.00 p.m. and before 6.30 p.m. This is payable by return, on receipt of the invoice.

- After 6.30 p.m. arrangements will be made for attendance care.

Our Policies

Parents are welcome to read or have copies of any of the Gosling Trust's documentation which includes:

- Behaviour policy
- Equal Opportunities policy
- SEN policy
- Accidents/Medicine
- Complaints procedure
- Child Protection policy

They are available on request.

The Gosling Trust Privacy Notice – June 2025

How we use children's information

The Data Protection Officer with responsibility for monitoring this privacy notice is: Tracey Maitland.

Why do we collect and use children's information?

The Gosling Trust will record, process and keep personal information on you and your child in accordance with the General Data Protection Regulations 2018.
We use this data to:

- Contact you regarding your child
- Support children's learning
- Safeguard the children in our care in accordance with relevant legislation
- Comply with Government legislation
- Assess the quality of our services

The Gosling Trust may collect, hold and share two kinds of records on children attending our setting:

Developmental records These may include:

- Developmental information collected prior to the child starting at the setting.
- Developmental information collected from other childcare settings. Observations of children in the setting, photographs, video clips, samples of work and developmental assessment records (if required).
- A summary of the child's EYFS profile report.

Personal records These include:

- Personal details – including the information provided on the child's registration form and any consent forms and characteristics such as ethnicity, language and nationality.
- Contractual matters – including the child's days and times of attendance, a record of the child's fees and/or funding entitlement, any records of fee reminders and/or disputes .
- Emergency contact details – including those people, other than parents/guardians with authorisation to collect the child from the setting.
- Children's health and well-being – including discussions about every day matters regarding the health and well-being of the child with the parent/ guardian, records of accidents and medication records.
- Safeguarding and child protection concerns – including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After child.

- Early support and SEN – including any focused intervention provided by our setting, a record oof the child's IEP and, where relevant, their Statement of Special Education Need.
- Correspondence and reports – including letters and emails to and from other Agencies and any confidential reports relating to specific children.

Collecting Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

The Early Years Foundation Stage (Welfare Requirements) regulations 2012 place a legal obligation upon us to collect and process much of the information detailed above. Therefore, we do not require your consent to collect this information as we have fair and lawful reason for doing so.

All forms collecting data will clearly state our lawful basis for processing the information you supply and where the request is voluntary, or consent is required this will be clearly stated.

Storing Data
We ensure that access to children's files is restricted to those authorised to see them. These confidential records are stored securely at the Gosling Trust.

We retain children's records for 2 years after they have left the setting, except records that relate to an accident or child protection matter. These are kept until the child reaches the age of 21 years or 24 years respectively.

Sharing Information
The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so.

We routinely share information without consent with:

- Schools that children attend or attend after leaving us.
  Our local authority for the purposes of Early Education Entitlement for 2, 3 and 4 year olds and the Early Years Census
- The Department for Education (DfE) as part of statutory data collections

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when:

- There is evidence that the child is suffering or is at risk of suffering significant harm.
- There is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm
- It is to prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

Further information regarding information sharing and confidentiality can be found in our policies.

Requesting Access to Your Personal Data

Under data protection legislation, parents/guardians, children and young people have the right to request access to information about them that we hold. Where a child is too young to give 'informed consent' the parent is the 'subject' of the file and has a right to see the information held.
Children's developmental records are shared regularly with parents/guardians and formal request to access these is not required.
To make a request for your personal information, contact Tracey Maitland in writing.
You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage, or distress
- Withdraw consent, where given
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you would like to discuss anything in this privacy notice, please contact Tracey Maitland. If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the:

Information Commissioner's Office at:
https://ico.org.uk/concerns/*Policy Details*
Written July 2024
To be reviewed September 2025

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

Emergency contact details

Please complete this information and return along with the registration form - Emergency contact details

_____ (Childs name)

_____ (Childs address)

_____

Parents/Carers name _____

Day time contact number _____

Mobile number _____

Parents/Carers signature _____