



SCHOOL'S OUT HOLIDAY SQUAD

Holiday Club

# Parent Handbook 2026-2027

**School's Out Holiday Squad**

Shadsworth Junior School, Arran Avenue, Blackburn, Lancashire, BB1 2ET

St Paul's RC Primary School, Preston Old Road, Blackburn, Lancashire, BB2 5EP

Telephone: 07783165251 Email: [schoolsoutholidaysquad@gmail.com](mailto:schoolsoutholidaysquad@gmail.com) **Contents**

1. About School's Out Holiday Squad
2. Food and drink
3. Aims and ethos of the club
4. Staff
5. Registration
6. Bookings
7. Fees & Payments
8. Cancellations
9. Drop offs & Collections
10. Late collection
11. Sickness
12. First aid
13. Medication
14. Policies and Procedures
15. Contacts



## SCHOOL'S OUT HOLIDAY SQUAD

Promoting Healthy and Active Lifestyle

### 1. About School's Out Holiday Squad

School's Out Holiday Squad Holiday Club provides a fun, safe and stimulating environment for children aged 4–11 years during the school holidays. We are Ofsted registered (Registration Number: 2533287) and operate from Shadsworth Junior School, with selected holiday provision also available at St Paul's RC Primary School where advertised.

Our experienced team delivers a varied programme of sports, arts and crafts, outdoor play, food technology, themed activity days and enrichment activities designed to promote children's confidence, creativity, independence and wellbeing.

Children are encouraged to make new friends, develop life skills and enjoy a wide range of engaging activities in a safe, caring and inclusive environment.

Our philosophy is to ensure every child has an enjoyable experience while developing new skills and building confidence.

Our sports programme is designed and delivered by a qualified sports coach. Each day, children take part in team games and a variety of different sports, competing to be crowned the "Team of the Day".

Pupils have the opportunity to be creative during our Arts & Crafts sessions. They also have the chance to play together or against each other with our range of games during social interaction time.

We offer a range of activities that your children will love, allowing them to interact with other children from different schools and backgrounds. These activities include:

- Sports Programme which is planned by our fully qualified sports leaders

- Table Tennis
- Table Football
- Pool Table
- Air Hockey Table
- Outdoor Gym
- Outdoor Play Area
- Board Games
- Lego Zone
- Arts and Crafts
- Food Technology
- Nintendo Switch (Mario Kart and Just Dance)
- PlayStation 5 (FIFA)
- ICT Zone

## 2. Food and Drink

We offer a breakfast club for parents who wish to book our early start time, which is from 7:30am. Children can expect a variety of cereals and toast with various spreads. The children can enjoy cordial or milk with their breakfast.

Parents should provide a healthy packed lunch each day. To support healthy eating, we ask that fizzy drinks, energy drinks and products containing nuts are not included where this is necessary to protect children with allergies.

Fresh drinking water is available throughout the day. During the sessions, we will refill any empty drinks for the children throughout the day.

## 3. Aims and Ethos of the Club

Our mission is to allow children to express themselves through sports and group interactions. Boosting their confidence, developing their social and motor skills whilst improving their discipline.

Our programmes aim to allow pupils to have fun and be creative in a safe and comfortable environment.

We make sure every pupil and parent are made to feel welcome and be part of a unique family here at SOHS.

## 4. Staff

We have been established since 2018 and our Head Coach Chris, who is a highly qualified Sports Coach, has more than 10 years' experience in childcare provision and sports clubs.

Our team stands out from our competitors with their hard work, dedication, and enthusiasm to ensure our club is operating at the highest standard.

Our team is:

- DBS checked
- Paediatric First Aid trained
- Safeguarding trained
- Highly qualified with teaching qualifications and have a level 1 or above in a variety of sports

## 5. Registration

Children must be registered before they are able to attend the club. We use an online booking system called “iPal”, and this is accessible to all parents. When you register an interest with the club we will send you a link to access this system, you will need to create an account which will then give you access to register your child with us.

Parents are responsible for ensuring that all emergency contacts, medical information and collection arrangements held on iPal remain accurate and are updated immediately if any details change.

## 6. Bookings

Once you have registered your child onto our booking system, we will send you a link via email where you can select the days or weeks you require. Parents can provisionally book their child on a holiday club and a confirmation email will be sent to parents which will include a payment date. Places are allocated on a first-come, first-served basis and are subject to staffing ratios and availability.

## 7. Fees & Payments

Invoices, bookings and account information can be accessed through your iPal account. Payment instructions will be provided within the iPal booking system. Our main payment method is BACS transfer; however, we also accept cash and childcare vouchers (please notify us if you wish to pay via childcare vouchers). Cash payments can be made at our venues.

### [Fees from September 2026](#)

- Start from 7:30am – 6:00pm (Breakfast Club)
  - £22 per day

- £100 full week booking
- Start from 8:30am onwards – 6:00pm
  - £20 per day
  - £90 full week booking

Invoices will be available from the day of booking and you are able to pay for these at any time however, all fees must be paid in full before the deadline. (A deadline date will be set for all fees to be paid by – this will be specified on the confirmation email). Once payment has been made, this will secure your child's place onto the Holiday Club. Failure to pay the full amount on time will result in the place being given up.

## 8. Cancellations

Cancellations may be made either by email or text message. You can cancel a booking at any time before the payment deadline and receive a full refund, but you must inform the club at the earliest opportunity.

Any cancellations after the payment deadline (see booking confirmation email) will not be refunded.

If your child is absent or sick during the holiday weeks, you will not be refunded.

## 9. Drop offs and Collections

Access to the Holiday Club is via the main reception at either Shadsworth Junior School or St. Paul's RC Primary School, depending on the venue your child is attending. Please use the school's car park if you are travelling via vehicle. When entering the reception, please use the doorbell and one of our staff members will assist you.

Children will only be released to individuals named on their registration form unless prior permission has been received from a parent or carer. Staff may request photographic identification if the adult collecting the child is not known to them.

Children must be collected before 6:00pm from the main reception of the Holiday Club venue.

## 10. Late collection

School's Out Holiday Squad has a late collection policy.

Children must be collected at any time before 6pm at Shadsworth Junior

Schools reception. A late collection charge of £5 will apply for every 15-minute period, or part thereof, after 6:00 pm. Persistent late collection may result in a review of your child's place at the Holiday Club. The late fee charges will be invoiced to parents via email.

## 11. Sickness

If your child has a sickness bug, you must notify the Holiday Club at the earliest opportunity.

If your child becomes ill whilst attending the club, we will contact parents for them to collect their child. Your child will be placed in an isolation room to reduce the spread of any infections.

## 12. First aid

School's Out Holiday Squad staff are all Paediatric First Aid trained.

Parents will be informed of any accident or injury when collecting their child and will also receive an accident record via email.

All pupils who have an accident will be treated by a member of our team.

Parents must ensure that all medical conditions, allergies, dietary requirements and emergency medication are recorded on their child's iPal registration and kept up to date.

Should your child need to go to hospital, a member of staff will accompany them until a parent or carer arrives.

## 13. Medication

School's Out Holiday Squad can administer prescribed medication where written parental consent has been provided. All medication must be clearly labelled with the child's name and provided in its original container.

Where a child has an Individual Healthcare Plan (IHP) or requires emergency medication such as an asthma inhaler or adrenaline auto-injector (AAI/EpiPen), parents must notify the club before attendance and ensure medication is available throughout each session.

## 14. Policies and Procedures

Our policies and procedures are available on request and can also be viewed on our website. Parents are encouraged to familiarise themselves with our safeguarding, behaviour, complaints and health and safety policies. Copies of all policies are available on request and can also be viewed on our website: [www.schoolsoutholidaysquad.com](http://www.schoolsoutholidaysquad.com).

## 15. Contacts

Head Coach: Chris Baker

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