

RALSTON OUT OF SCHOOL CARE

Prospectus



Established
1995



Ralston Primary School,
School Road,
Paisley,
PA1 3AT



0141 588 4273

www.ralston.osc@hotmail.co.uk

www.rosc.org.uk

Welcome to Ralston out of school care



Our vision

At Ralston Out of School Care (ROSC), our vision is to create a safe, inclusive, and inspiring place where children thrive through play, learning, friendships, and meaningful relationships.

We work in partnership with families, staff, and the local community to support each child's confidence, curiosity, and growth – helping them feel valued, respected, and free to be themselves.

Introduction

The purpose of this prospectus is to give you all the information you need to know about our Out of School Care. It will give you an insight into what we do in the service and provide you with some useful information you will require if you decide to send your child to the service. This prospectus has by no means all the answers and as always if you have any questions or feedback, please don't hesitate to contact me at the service.

At ROSC we will be happy to help you with any queries that you may have about the service or the care we provide. I hope this prospectus proves useful and that your children's time with us is both fun and productive.

Grace Berry
Head of Service



ROSC Committee



ROSC is a registered SCIO charity, which is governed by a voluntary committee made up exclusively of parents with children using the service.

The committee members are the charity trustees of the service and together are responsible for the overall management and smooth running of the service, supporting the Manager and staff to deliver the best quality care and experiences.

The committee meets six times a year to discuss matters such as finance, fundraising and staff development in order for the service to meet the needs of the children, families and comply with the statutory regulatory bodies; ensuring the out of school care provides a premium service at an affordable cost.

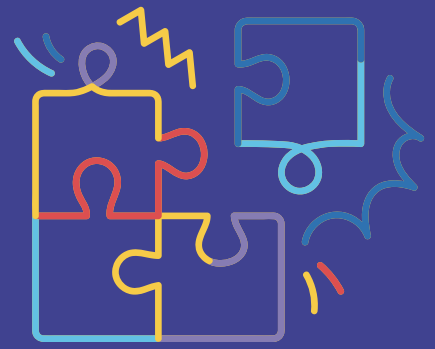
Ralston Out of School Care offers the best value facility in Renfrewshire for term time childcare and holiday cover however the service is reliant on a full parent committee to operate and maintain the future sustainability. Joining the committee is the best way to find out how the out of school care is run and to have your say in the future of the service. If you want information to join the committee contact the head of service Grace Berry.

Parents can decide if they wish to be voting members of the committee when they enroll their child. If they decide to be members they will be expected to attend the Annual General meeting AGM, however the committee will make decisions as necessary in the event of non-attendance. Non-executive committee members can come aboard at any point during the year where any input and suggestions from parents to continuously develop and improve the service are welcome.

With ongoing support from parents, staff, the Head Teacher of Ralston Primary and Renfrewshire Council, the service has maintained a very credible reputation, which is also the focus for the future.



Meet the team



GRACE BERRY

Role : Head of service

Qualifications: BA in Childhood Practice

Started working for ROSC: 2002

Interesting fact: Grace has a blue belt in Tukido

ANDREW MACLEOD

Role : Floor/Project Manager

Qualifications: Postgraduate Diploma in Childhood Studies

Started working for ROSC: 2017

Interesting fact: Andy is scared of spiders.



MEGAN BERRY

Role : Floor/Project Manager

Qualifications: Postgraduate Diploma in Childhood Studies

Starting working in ROSC: 2022

Interesting fact: She used to run a restaurant on a small Scottish island

CLAIRE HAGGARTY

Role : Senior Childcare Worker

Qualifications: HNC in Childcare and Education, SVQ Level 4 Playwork

Started working for ROSC: 2014

Interesting fact: Claire can trip over fresh air



JOANNE BROWN

Role : Senior Childcare worker

Qualifications: SVQ 4 in Playwork

Started working for ROSC: 2014

Interesting fact: Joanne worked in a nursery for 7 years.



Meet the team



Name: Amanda Clark
Role : Childcare worker
Qualifications: SVQ 3 in Playwork
Started working in ROSC: 2007
Interesting fact about her: She loves to bake but doesn't eat cakes or chocolate

NAOMI WRIGHT

Role : Childcare worker
Qualifications : HNC in Childcare. Working towards SVQ 4
Started working for ROSC : 2023
Interesting Fact: Naomi has worked in forest schools



EMMA GREENLEES

Role : Childcare worker
Qualifications: SVQ 3 in Playwork
Started working in ROSC: 2026
Interesting fact about her : Can speak Spanish



CRAIG TONNER

Role : Sessional worker
Qualifications: Working towards BEd for teaching
Started working in ROSC: 2025
Interesting fact about him : Is a grade 5 pianist and has performed to hundreds of people at live events



What we have to offer on a daily basis

At ROSC we aim to offer a range of flexible options to help parents meet their childcare needs. We provide an out of school care for primary school children and those in secondary years one and two. Currently we only pick up from Ralston Primary School. Secondary school children make their way to us after school. We currently have an 80 place capacity for our sessions. During our sessions we have access to different spaces in the school. We have the main hall, gymhall, classroom space, 2 playgrounds & access to the pitches.

Morning session : 8am – 9am

Breakfast available until 8:30am (included in the price of session). Selection of toast, cereals, yogurts and fruit.

Range of activities available for the children including active gym games, arts and crafts, free play with toys and board games.

At 8:45 we get the children ready for school.

Primary 1-3 children are taken down to the playground and put into their lines by staff. Staff wait until the bell goes and waits until all children are in the school building. Primary 4-7 children are taken out to the playground and supervised by staff, they can play with friends until the bell goes. Staff wait until all children are in the school building. On wet days all children are taken straight to classrooms



Afternoon sessions: 3pm-6pm

We pick up Primary 1-3 children up from their classrooms. Primary 4 children walk up to the service themselves through the school. Primary 5-7 children meet a staff member outside at a meeting point. Afternoon snack provided to all children. At ROSC we take nutrition seriously and aim to provide a well-balanced snack daily for the children. All our staff have food hygiene certificates and provide a weekly menu of what is available. We are aware of children's differing needs and we take account of all dietary requirements whether for health or religious reasons. When planning our snack we ask the children and parents for ideas of options.



What we have to offer on a daily basis

Free play

The children have access to range of toys which rotate on a weekly basis. Toys include building toys, action figures, dolls, puzzles and role play. We have a Arts and crafts & games table too for the children to get involved with. We have a quiet area with books for the children who enjoy reading. We have larger equipment which we rotate including pool tables and airhockey which the children love. We also have a television and games consols.

When playing outside we have a range of toys and equipment we will put out for the children to enjoy. This includes scooters, diddy cars, den building, sports equipment , lego blocks and skipping ropes.

Organised activites

At ROSC we try as much as possible to make everything child led. When planning activites staff will use ideas from the children or parents to plan weekly activites. We plan activites in the main hall which can be anything from arts and crafts, baking, boardgame competitions, interactive dancing on the television or quizzes. We plan activites for the gym hall too these can be classic gym games, basketball or dancing. All our staff have different skill sets and are roated on a weekly basis on activites, this allows the children to experience different things each week and learn new skills through our workers.

Homework

We have a homework table and can encourage children but we allow them to make the choice.

Working with older children

To ensure we meet the needs of the older children that attend the service we are committed to making sure that their time with us is fun and they leave ROSC with as many good memories as possible.

We give them space on the stage areas, this allows more independence and more age-appropriate activities. Older children are allowed their mobile phones in the service but first they must agree to the rules and get a form signed by parents. We monitor mobile phone use in the service and do not allow this to be overused. For the older children we have ran different clubs such as the art club and lego club which they enjoyed. We have also taken them swimming and golfing after school which was very popular.



Extra fun stuff

During term time the children can get involved in joining different groups in the service, these are:

The Eco/Garden group This group focuses on the Environment and will complete projects based around recycling, protecting wildlife etc. They are also responsible for our ROSC garden and our plot at the Barshaw community garden which we visit often.



The Kids council

This group have meetings to discuss ideas for the service and make changes with the support from staff. They run their own tuck shop to learn about money and customer service skills. They also plan fundraising throughout the year for the service or charities of their choice.

Other fun things we offer throughout the term are :

- Internal clubs- Art club, lego club, drama club
- Taster sessions - Judo , dance , sports
- Senior citizen events - afternoon tea, games afternoon
- Other funded projects - activity trackers
- Story/drawing competition
- Fundraising events for local charities - bake sales, games night
- Parties and discos



Keyworker System



At ROSC every child has a dedicated keyworker who will observe each child and plan activities to cater to their needs and interests.

At ROSC we want to assist the growth and development of every child in our care through play and provide as many fun experiences as we can. We follow the National Care standards as well as working with GIRFEC and SHANARRI.

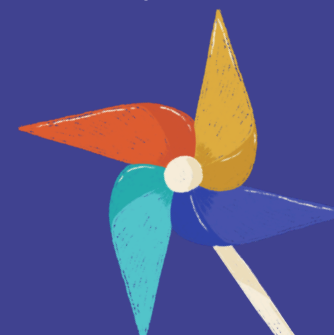


Our key worker system allows one key person for both parents & the child you will be introduced to them when you start the service. If you are unsure just ask a member of the team.

Our staff work with the children through planning activities to support their development or to meet their interests and hobbies.

Each key worker has a floor book which the children can contribute to adding art work, different projects and photos across the school year.

The key worker will plan age focused projects when required, for example : Road safety, internet safety, personal hygiene and kindness.



Playschemes

We offer Holiday cover for Easter, Summer and October school holidays. We also cover in service days and some public holidays.

We are open to all school age children up to the age of 14 years. Even if your child attends a different school they can come to us during the holidays.

We offer a variety of activities to meet the needs and interests of all age groups, to help achieve this where possible the children will be actively encouraged to be involved in the planning as well as the decision-making process.

Our holiday club takes place in the Out of School Care which is situated in Ralston primary school. We have a wide range of resources, from arts and crafts to pool and table tennis tables ensuring the children stay engaged. All our staff are highly trained and deliver many theme days which are very popular with the children.

During Easter, Summer and October we plan a playscheme programme which include a mix of trip and themed in service days. See examples below:

Trip days

- Swimming
- Parks
- Millport
- Heads of Ayr
- Inflatation
- Speedboats
- Museums
- The Braes
- Cinema

Themed days

- Lego
- Art day
- Disney
- Science
- Spooky day
- Easter day
- Games & pizza
- Sports day
- Dectective day

Booking your place

If you are interested in our play schemes we always advertise on our public facebook page and our website : www.ros.org.uk

To book a place you will need to register with us via our website then you can book in your days.

Any questions or problems you can email us at :

ralston.osc@hotmail.co.uk



Extra services

Freebies

In our welcome area you can find the following items you are welcome to help yourself to. If you are looking for something that isn't there just ask staff and they can help.

- Free uniforms
- Warburtons products
- Sanitary products
- ROSC library swap/borrow



Wellbeing

At ROSC we want to make sure that our staff and families wellbeing is supported. We plan different things throughout the year including the following:

- Fitness classes
- Wellbeing sessions
- Nutrition sessions
- Walking clubs

Just ask a member of staff if you are interested in finding out more.



Events

Over the year we plan different events for families to attend and enjoy.

Examples of these are:

- Family fun nights
- Fundraisers – hill walks, kilt walk, bake sales
- Community days
- Yearly patomine – all ROSC children attend for free and tickets made available for families to attend at a discounted rate



Parental Engagement & Communication



Communication

Our main method of communication is direct with parents at drop off and pick up and via email. We have a office phone and mobiles you can also contact us on. The best way to get in touch is via email. We ask parents to let us know any last minute changes of attendance especially if picked up early or sent home from school as the school do not make us aware of this.



We have a closed Facebook group where we share information and pictures of what we get up to in the service. Please ask a member of staff how to get access if you wish to join.

Parent engagement

We encourage all our parents to feedback and share any ideas or opinions for the service. This allows us to shape the service and grow and develop.

We occasionally send out feedback questionnaires, we ask parents to complete these as the information is so valuable to us for future development.

We run parent drop ins at least twice a year. These sessions have proved popular with parents, children and staff. At the drop ins we allow parents to come into the service for an open afternoon. These afternoons give children a chance to show their parents what they do when they are in at the service.

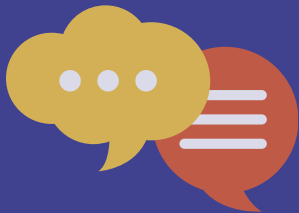
The drop ins give parents a chance to speak to their children's keyworker as well as taking part in children and parent activities. It is important to us to involve both the children and Parents in the continued development of the service and this is a great opportunity to see what we do on a daily basis and get your views and ideas across.



What do our children and parents say about ROSC?

“My child’ always enjoys coming into after school care. There is loads for the kids to do. Plus the days and activities that are put on during the holidays are excellent.’

-Parent

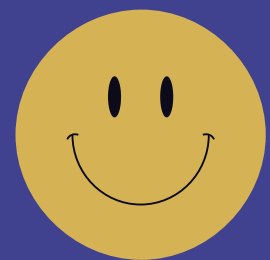


‘Amazing service, Great care service. Complete life saver, wouldn't be able to do my job without it. Thank you’

-Parent

‘y'all are wonderful! ‘my child’ gets so many opportunities to learn and play! The breakfast has made mornings so much easier for the whole family!’

-Parent



‘I like spending time with my friends. The staff are funny and kind. My favourite thing to do is play outside or painting’

-Primary 4 child

Useful details



Ralston Primary School,
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