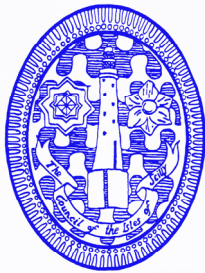


Council of the Isles of Scilly

Off Island Access Funding  
for St Martin's  
Out of School Club

Practice Guidance September 2009



## Introduction

Since the introduction of the SureStart Access Grant, funding has been used to support boat travel so off island children are able to access after school and weekend activities.

Although access to these clubs is not statutory, the Council of the Isles of Scilly recognise the importance of social interaction and inclusion for children from the off islands, supporting their preparation for transition to board on St Mary's in year 7, as well as enabling all children on the Isles of Scilly the opportunity to enjoy and achieve in childhood.

The decision to build a formula for how the Council award funding to the three Out of School Clubs – Tresco and Bryher, St Martin's and St Agnes, has been based on ensuring that there is a sustainable, transparent and equitable method for calculating a share of the funding per child.

## How the Formula Was Built

In the summer term 2009 a survey was sent to the Treasurers of the Out of School Club Committees. Information was submitted on the following points;

- Numbers of children accessing weekday activities
- Numbers of children accessing Saturday activities
- Average cost for a standard boat fare for child / accompanying adult
- Cost for a special boat / late evening return boat / winter weighting

The School was contacted to ascertain the numbers of the primary aged population on each island for academic year 09/10. The projected numbers given for St Martin's for this year were 9 children.

The Out of School Club fund is now calculated over 38 weeks of the year (to reflect the number of school weeks).

An element of weighting was built into the formula to allow for the cost analysis of the three individual boat companies.

The basic formula was produced as;

**children x 38 weeks x weighting per boat cost + (specials + accompanying adult fare) = Total**

## The St Martin's Out of School Club 09/10 Allocation

Funding is now available for 38 weeks of the year running from the start of the School Autumn term in September until the end of term in July.

The total fund allocated 09 /10 for **St Martin's** Out of School Club is £3,111.

The allocation will be broken down to 3 cheques per year issued at the start of each academic term to fund the proceeding weeks of that term.

|                |        |
|----------------|--------|
| September 2009 | £1,037 |
| January 2010   | £1,037 |
| April 2010     | £1,037 |

Cheques will be sent direct to the designated Treasurer of the Out of School Club. There is no need for any submission of an application form.

The breakdown based on the number of children = each child is entitled to £115.22 per term, with a weekly break down of £9.60 funded access per week this has the cost of the accompanying adult built into the allocation.

It is advised that all parents are informed of the basic allocation to ensure that all families on Tresco and Bryher are aware of the access fund and how it will operate as set out in this guidance.

### **Forecasting The Termly Demand On The Budget**

It is recommended that each out of school club audits the potential take up of access entitlement by children at the start of each term. This can simply be a request that parents submit to the committee the name(s) of their child and what clubs they are enrolled in for that term.

It is equally important that parents indicate to the Committee if their child will not be accessing any of the after school clubs and that this is recorded as it will impact on the initial allocation per head.

Parents must be informed that the funding has been calculated to support access to after school clubs between Monday – Friday during school term time.

In the event that a child does not access any Monday – Friday activities but does access a Saturday activity (i.e. dancing) he or she is entitled to access their weekly allocation on that day.

N.B. The funding equation has been set to cover Monday – Friday per head within the budget available - however funding can be used on a Saturday with the judgement and discretion of the out of school club committee.

### **Who Is Entitled To The Funding?**

The Out of School club fund has been calculated to be available to all off island children from reception class to the end of year 6. However it is at the discretion of your club whether you support boat costs for 11 – 16 year olds sharing boats to access Saturday activities. If parents of secondary aged children who have previously relied on the Out of School fund for Saturday access have concerns, it would be recommended that the Committee sign post them to the Early Years and Youth Office so we can assess demand for funded boats by the 11-16 age group. (Tel. 01720 423680 or e-mail [hmcquinness@scilly.gov.uk](mailto:hmcquinness@scilly.gov.uk))

## Council Children's Services Based Activities

Access to activities organised by the Council's Early Years and Youth Service are booked to the Council's Early Years account which is invoiced direct to the Council. Examples of services and activities are as follows;

- Scilly Holiday Club
- Events at the Children's Centre
- Holiday activities i.e. sports coaching / workshops etc. where children are registered with parental consent at the Early Years office
- Weekend events organised and hosted by the Early Years and Youth Service i.e. LazerTag weekend event

Information which is sent out regarding specific activities should indicate whether off island access funding is available. If in doubt always contact the Early Years and Youth Office on the above number for advice.

Occasionally an organisation / club may apply direct to the Early Years and Youth Service for a 'one off' pot of funding to support off island children to access a particular event or a trip which is taking place. This is the responsibility of the organisation to inform parents on these occasions.

## Insurance and 'On costs'

Out of School Club Insurance costs have not been built into the formula. **As Out of School Clubs are constituted as a voluntary organisation there is no reason why committees cannot fund raise to support these outgoings, or accept donations and contributions from other organisations both locally and nationally.**

## Parental Contribution To Access

The Local Authority recommends that it is at the discretion and agreement of the Out of School Club Committees with parents at the AGM, that Out of school Club Committees design their own policy for sharing boats and rota'd accompanying adult for the trips. We appreciate that a vast amount of work by committees goes into co-ordinating the out of school club access and value the commitment of those who do so on a voluntarily basis.

## Sharing Access

It is accepted and that it is not always logistical or practical to share boats. It is recommended that in order to sustain funds, parents work with the committees to ensure boats are co-ordinated and shared as much as possible. The Early Years and Youth Officer is required to monitor this budget closely to ensure the new formula is sustainable, this will include the monitoring of the frequency of the use of specials.

The key message within the guidance is the importance of ensuring a sustainable service. It is acknowledged that some clubs finish at later times than others, however if a special boat is booked to return to an island at 17.45 from St Mary's and an additional special is also booked leaving St Mary's for the same island at 18.15 the cost of 2 specials places a significant demand on the available funds.

### Monitoring and Reporting

The Early Years and Youth Officer will submit a termly monitoring document so committee treasurers are able to report retrospectively on the expenditure over the previous term. This will also be an opportunity for Treasurers to feedback on any issues and complications that the new formula poses so that the Local Authority can work with the Out of School Club to address them. The fixed formula in its current equation may need some adapting and this is where Out of School Treasurers have a key role in supporting the Local Authority to do this.

The information below sets out the current clubs and organisations which are set out on the Family Information Service (FIS) register.

| <b>Activity</b>                  | <b>Day</b>                    |
|----------------------------------|-------------------------------|
| Brownies                         | Mondays                       |
| Guides                           | Mondays                       |
| Rainbows                         | Tuesdays                      |
| Football Club                    | Tuesdays / Wednesdays         |
| Cubs                             | Wednesdays                    |
| Judo Club                        | Thursdays                     |
| Horse riding                     | Varies                        |
| Lesley Thomas Dance School       | Saturdays                     |
| Junior Golf                      | Saturdays                     |
| Individual music tuition & clubs | Varies                        |
| Church activity clubs            | 1 Saturday per month (approx) |

Early Years and Youth Officer  
 Council of the Isles of Scilly  
 September 2009

