

Assessment procedure – Pear Tree Holiday club

For any new child who wishes to attend holiday club, we need to carry out a thorough assessment. This is to ensure that the provision is right for your child and that we can fully meet their needs. We want to make sure that we can give your child the best experiences and opportunities with us.

Unfortunately, there are some children who will not be able to attend our holiday club as we are not able to meet their needs within our provision. We are open and honest with families about why we cannot meet need and we can look to reassess children again in the future if their needs change. Our banding policy provides further information around place allocation and is available on request.

Once you have expressed an interest in a place at Pear Tree Holiday Club, the following stages will happen:

- One of our managers, Leah or Vicky, will contact you to discuss your child and their needs. We will also make contact with your child's current setting. This is to allow us to gain the best overview of your child and their needs.
- Following this discussion, we will invite you to book an assessment slot which takes place during our holiday club period and your child will be invited to attend a session with us.
- During this assessment session, we will ask you to stay initially and we will observe your child together and see how they settle into the provision – we may ask you to leave them for a small period of time. No decision will be made during this assessment session.
- After the assessment session, our managers will liaise with each other and review the information about your child alongside observations from the assessment session. No final decision will be made at this point.
- Following this, the managers will meet with a nominated person from the voluntary management committee to discuss whether a place can be offered. If a place is agreed, we will also assess your child alongside the banding policy to agree the number of days that your child can attend.

For October, February, Easter and May assessments, this will happen within 10 days of holiday club closing and you will be notified shortly after this time.

For summer assessments, this meeting will take place the first week of September and you will be notified shortly after this time.

- If the outcome is that we cannot meet need at this time, you can ask for a review of this after each 12 month period.

We review our provision all the time in line with our banding policy and if at any point we feel your child's needs have changed and we can no longer offer provision, we will discuss this with you.

Should you wish to contact us our emails are:

Vicky : vgwilliam@peartree.lancs.sch.uk _ Leah : lbirchall@peartree.lancs.sch.uk

