

Dungannon Primary School Out of School Club

Northern Ireland · Charity number 103389

Details

Status	Received
Registered	2017-05-12
Register	View on the Charity Commission for Northern Ireland register

Contact

Address	Dungannon Primary School 27 Circular Road Dungannon County Tyrone BT71 6be BT71 6BE
Phone	02887722250
Email	dungannoncampusdaycare@yahoo.co.uk
Website	www.dungannonps.org

Activities

Purposes: The Objects are to advance education and to promote the preservation and protection of health of primary school age children ('the beneficiaries') in Dungannon and its environs (hereinafter called the "area of benefit") by the provision of educational and recreational facilities out of school hours in the interests of social welfare without distinction of gender, disability, ethnic identity, nationality or religion.

What the charity does: The advancement of education

How the charity works: Cultural, Education/training, Playgroup/after schools

Who the charity helps: Children (5-13 year olds), Ethnic minorities, Learning disabilities, Parents

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£65,815	£60,874	£0	5

Trustees

Name	Role	Appointed
Miss Heather Wilson		
Mr David Thompson		
Mrs Charlene Kane		
Mrs Cheryl Graham		
Mrs Claire Kerr		
Mrs Deborah Ewing		
Mrs Emma Bloomer		
Mrs Judith Anderson		
Ms Sofia Leite		

Dungannon Primary School Out of School Club

Northern Ireland - Charity number 103389

Accounts

DPS OUT OF SCHOOL CLUB

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2024

Opening Balance 11,941.83

Credits

Fees 59,123.00

Other credits

SHSCT 3,235.25

Grants

Small Grants Funding 3,457.47

65,815.72

Expenditure

Phone & Phone Top Up 91.80

H M Revenue & Customs 8,006.95

Wages 44,409.00

Pension 1,091.20

Food Safety Registration

Insurance 859.20

Resources 683.89

Outings / Activities 1,947.70

Transport 1,565.00

Data Protection Fee / Access Ni 136.00

Sundries / Snacks 1,055.51

Fire Safety Inspection 235.00

Membership 96.00

Bank Fees 19.90

Equipment 604.99

Accounts Authorisation 0.00

Training Fee - Food Hygiene 72.00 60,874.14

4,941.58

Closing Balance

16,883.41

This organisation has no assets.

Prepared by: *Susan McQueen*

Susan McQueen - Bookkeeper
35 Gortmerron Heights, Dungannon, BT71 6LT

Independently checked by:

Esther Gallagher

Dungannon Primary School Out of School Club

Northern Ireland - Charity number 103389

Accounts

DPS OUT OF SCHOOL CLUB

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2023

2023

Opening Balance			3536.28
Credits			
Fees		57,901.20	
Other credits			
SHSCT		622.50	
Grants			
	John Moores	2,000.00	
	Fair Play Payment	3,000.96	
	Halifax grant	4,300.00	
			<u>9,300.96</u>
			67,824.66
Expenditure			
Phone Top up		20.00	
H M Revenue & Customs		7,240.82	
Wages		43,409.94	
Pension		1,091.73	
Food Safty Registration		48.00	
Insurance		748.38	
Supplies		463.82	
Outings / Activities		1,497.95	
Transport		940.00	
Data Protection / Access Ni		40.00	
Sundries / Snacks		956.80	
Fire Safety Inspection		234.00	
Membership		91.00	
Bank Fees		33.80	
Equipment		577.85	
Transfer to Comenius Account (Dungannon PS)		2000.00	
Accounts Authorisation		25.00	
			<u>59,419.09</u>
			8,405.57
Closing Balance			<u><u>11,941.83</u></u>

This organisation has no assets.

Prepared by: *Susan McQueen*

Susan McQueen - Bookkeeper
35 Gortmerron Heights, Dungannon, BT71 6LT

Independently checked by:

Brian Gallagher
BRIAN GALLAGHER
64 LESNAMONAGHAN MEADOWS
CASTLECAULFIELD BT70 3ND

Dungannon Primary School Out of School Club

Northern Ireland - Charity number 103389

Annual report

DPS OUT OF SCHOOL CLUB

Registration Number:S000932

Charity Number:103389

ANNUAL GENERAL MEETING

Thursday 18th January 2024

LEADERS REPORT

REGISTRATION

- 40 families use the facility
- 48 children currently registered
- Full with waiting list for now and next year
- Adult to child ratio (1:8) is always maintained with at least 2 members of staff at any one time. Staffing reflects the number of children attending.
- Current fees- £4 first hour, £3.50 each hour / part hour thereafter.

STAFF TEAM

C.Willis	Leader	T.Green	Deputy Leader
M.Allam	Assistant	J.Gasiorowska	Assistant
J.Wade	Assistant (relief)	H.Davidson	Assistant (relief)

SAFEGUARDING TEAM

D.Thompson	Registered Person / Chairperson
H.Wilson	Designated Child Protection Officer
C.Willis / T.Green	Deputy Designated Officer

OBJECTIVES & ACTIVITIES

We aim to provide high quality care in a safe, fun and stimulating environment. Positive relationships are fostered between the adults, children and their families. Staff are qualified and core training is updated 3 yearly.

Activities are planned on a weekly basis and reflect the time of year, different events and seasons. Regular children's meetings, sweet treat jar and listening to the children enables us to provide an environment that is stimulating and varied. Activities are also spontaneous reflecting the wishes, needs and interests of the children.

DPS OUT OF SCHOOL CLUB

ANNUAL REPORT

2023

REGISTRATION

Numbers remained steady throughout the year with an average of 26 children attending daily. Majority of children went home at 4pm with reduced numbers after 4/5-6pm. Staffing was reduced to reflect the numbers attending. Justyna Gasiorowska joined the staff team.

COVID-19

Covid-19 guidance was followed with additional measures put in place to continue to help stop the spread. From Monday 7th March 2022 the Department of Health's COVID-19 Childcare Guidance was withdrawn. However we continued with good health and hygiene procedures.

FUNDING

Childcare Recovery Support Fund was utilised and funding was used to support the running costs of the setting.

Early Years Development Fund also enabled us to purchase new outdoor equipment as well as bringing in a coach who promoted the health and well-being of all the children. Healthy Kidz delivered fun and engaging physical activity sessions over the spring term and during summer camp.

Grant Aid payments, made by the Southern Trust to help support non-profit making organisations, was received in early January 2022. We received £1218 which contributed to the general running costs.

CASHLESS PAYMENT SYSTEM

Payment via the school money app is continuing to work successfully.

CAMP

25 children signed up to Easter Camp and was enjoyed by all. Summer Camp was very successful with 30 children who attended over the 3 weeks. Positive feedback received from children, parents/carers and staff.

ENVIRONMENTAL HEALTH- FOOD SAFETY

An inspection was carried out on 21st June 2021 and we were awarded food hygiene rating of 5 with no requirements or recommendations.

EARLY YEARS TEAM

No notification of an annual inspection between September 2021-June 2022.

INSURANCE

The afterschool club is currently insured with Ansvar Insurance which commenced on 1st November 2023 and expires on 31st October 2024.

PAYMENTS

Fees are added to Schoolmoney at the end of each week. Parents / carers have the option to pay weekly or in full at the end of the month. Payments up to the end of December 2023 have all been received.

TAX FREE CHILDCARE

A few families avail of this government scheme but it may benefit more families. If eligible, for every £8 paid in, the government pays £2 towards the cost of child care. A letter has been sent home to inform all parents / carers of the eligibility requirements and benefits.

POLICIES AND PROCEURES

All policies and procedures are reviewed annually and updated where necessary. Updated policies have been shared on the School App and all policies are available to read on the school website.

EARLY YEARS TEAM

Notification has been received and our 4 week period begins on 5th February 2024. The Quality Area for this year's inspection will be Care Part 2 and Safeguarding.

CHARITY COMMISSION

The annual report for 2022 year has been submitted. We are currently completing documents to forward to The Charity Commission for 2023.

GRANT AID

The application form was submitted in November 2023 and we are awaiting payment.

FUNDING

With guidance and support from The Mid Ulster Social Enterprise Programme we received funding from the following;

1. The Halifax Foundation - £3,000 towards staffing costs, £800 towards insurance and £500 for equipment.
2. The John Moore Foundation - £2,000 towards transport for trips during Easter / Summer Camps.

RESOURCES / EQUIPMENT

Four new tablets have been purchased with the funding from Halifax. Board / card games and small world resources have also been purchased.

Dungannon Primary School Out of School Club

Northern Ireland - Charity number 103389

Annual return

DPS OUT OF SCHOOL CLUB

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2023

2023

Opening Balance			3536.28
Credits			
Fees		57,901.20	
Other credits			
SHSCT		622.50	
Grants			
	John Moores	2,000.00	
	Fair Play Payment	3,000.96	
	Halifax grant	4,300.00	
			<u>9,300.96</u>
			67,824.66
Expenditure			
Phone Top up		20.00	
H M Revenue & Customs		7,240.82	
Wages		43,409.94	
Pension		1,091.73	
Food Safty Registration		48.00	
Insurance		748.38	
Supplies		463.82	
Outings / Activities		1,497.95	
Transport		940.00	
Data Protection / Access Ni		40.00	
Sundries / Snacks		956.80	
Fire Safety Inspection		234.00	
Membership		91.00	
Bank Fees		33.80	
Equipment		577.85	
Transfer to Comenius Account (Dungannon PS)		2000.00	
Accounts Authorisation		25.00	
			<u>59,419.09</u>
			8,405.57
Closing Balance			<u><u>11,941.83</u></u>

This organisation has no assets.

Prepared by: *Susan McQueen*

Susan McQueen - Bookkeeper
35 Gortmerron Heights, Dungannon, BT71 6LT

Independently checked by:

Brian Gallagher
BRIAN GALLAGHER
64 LESNAMONAGHAN MEADOWS
CASTLECAULFIELD BT70 3ND

Dungannon Primary School Out of School Club

Northern Ireland - Charity number 103389

Accounts

DPS OUT OF SCHOOL CLUB

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2022

2022

Opening Balance **7,667.07**

Credits

Fees	39,291.90	
<i>Other credits</i>		
HSCB	2500.00	
SHSCT	2,442.00	
EFCV Emp for Childcare	955.50	
Early Years CRSF	3,520.31	
Loan from Dungannon PS	500.00	49,209.71

Expenditure

Phone Top up	50.00	
H M Revenue & Customs	7,322.29	
Wages	35,379.47	
Pension	824.51	
Corporation Tax	0.00	
Insurance	696.20	
Supplies	249.23	
Outings / Activities	847.10	
Transport	610.00	
Data Protection / Access Ni	80.00	
Physical Activity Programme	2,500.00	
Sundries / Snacks	889.71	
Fire Risk Assessment		
Membership	89.00	
Bank Fees / Amazon Prime	16.28	
Equipment	3,286.73	
Repayment loan from Dungannon PS	500.00	53,340.52

-4,130.81

Closing Balance

3,536.26

This organisation has no assets.

Audited by: *Susan McQueen*

Susan McQueen - Bookkeeper
35 Gortmerron Heights, Dungannon, BT71 6LT

Dungannon Primary School Out of School Club

Northern Ireland - Charity number 103389

Annual report

DPS OUT OF SCHOOL CLUB

Registration Number: S000932

Charity Number: 103389

ANNUAL GENERAL MEETING

REGISTRATION

To date 38 families use the facility with 48 children currently registered with us. A waiting list is in operation with very limited spaces on a Mon-Wed 2-3pm and Friday 3-5pm. Opening times remain the same, 2pm-6pm Monday to Thursday and 2pm- 5pm on Friday. Our busiest time is between 3 and 4pm each day with 4 members of staff on duty. Staffing reflects the number of children attending e.g., at 4pm we have less than 24 children with 3 members of staff. Adult to child ratio is 1:8.

STAFF

C.Willis-Leader

T.Green-Deputy

M.Allam- Assistant

J.Gasiorowska-Assistant

J.Wade – Assistant (cover)

H.Davidson – Assistant (cover)

SAFEGUARDING TEAM

D.Thompson- Registered Person / Chairperson

H.Wilson-Designated Child Protection Officer

C.Willis / T.Green – Deputy Designated Officer

ACTIVITIES

Activities are planned on a weekly basis and reflect the time of year, different events and seasons as well as the children's interests and enjoyment. Regular children's meetings, sweet treat jar and listening to the children allows us to provide an environment that is stimulating and varied. Activities are also spontaneous reflecting the wishes, needs and interests of the children.

INSURANCE

The afterschool club is insured with Lockdown and the policy has been renewed for the 12 month period from 1st November 2022.

TAX FREE CHILDCARE

A few families avail of this government scheme but it may benefit more families. If eligible, for every £8 paid in, the government pays £2 towards the cost of child care. A letter has been sent home to inform all parents / carers of the eligibility requirements and benefits.

POLICIES AND PROCEDURE

All policies and procedures are reviewed annually and updated where necessary. Updated policies have been shared on the School App and all policies are available to read on the school website.

EARLY YEARS TEAM

Notification has been received and our 4 week period begins on 30th January 2023. The area being inspected is Care Part 1 and Safeguarding.

GRANT AID

We have been awarded Grant Aid for the period 2022-2023 to a total of £1269.

OTHER FUNDING OPPORTUNITIES

We have applied for a free programme which offers advice and help with funding applications. The Mid Ulster Social Enterprise Programme aims to assist the development and growth of new and existing social enterprises. From this we hope to secure additional funding to help us with future resources and extended programmes of activities e.g., summer camp activities and trips.

RESOURCES / EQUIPMENT

We hope to update and build upon our resources including construction toys and small world play. Art and craft materials need replenished eg felt tip pens, glue sticks, materials etc.

HEALTHY KIDZ

We still have sessions to use and hope to do so in the spring term and over summer camp 2023.

DPS OUT OF SCHOOL CLUB

Registration Number:S000932

Charity Number:103389

Annual General Meeting to be held at DPS Assembly Hall on

Wednesday 25TH January 2023 @ 5.30pm

ATTENDANCE

AGENDA

1. Apologies
2. Annual Report
3. Election of Officers
4. Charity Commission
5. Accounts
6. A.●.B

Dungannon Primary School Out of School Club

Northern Ireland - Charity number 103389

Annual return

DPS OUT OF SCHOOL CLUB

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2022

2022

Opening Balance		7,667.07
<u>Credits</u>		
Fees	39,291.90	
<u>Other credits</u>		
HMRC Grant (Furlough)		
HSCB	2500.00	
SHSCT	2,442.00	
EFCV Emp for Childcare	955.50	
Early Years CRSF	3,520.31	
Loan from Dungannon PS	500.00	49,209.71
<u>Expenditure</u>		
Phone Top up	50.00	
H M Revenue & Customs	7,322.29	
Wages	35,379.47	
Pension	824.51	
Corporation Tax	0.00	
Insurance	696.20	
Supplies	274.22	
Outings / Activities	847.10	
Transport	610.00	
Data Protection / Access Ni	80.00	
Physical Activity Programme	2,500.00	
Sundries / Snacks	864.72	
Fire Risk Assessment		
Membership	89.00	
Bank Fees / Amazon Prime	16.28	
Equipment	3,286.73	
Repayment loan from Dungannon PS	500.00	
		53,340.52
		-4,130.81
Closing Balance		<u><u>3,536.26</u></u>

This organisation has no assets.

Prepared by: Susan McQueen

Susan McQueen - Bookkeeper
35 Gortmerron Heights, Dungannon, BT71 6LT

Independently checked by:

K Mavis Kerr
Kerr TREASURER
DRUMS CASS PARISH CHURCH