

Clare Catkins

Breakfast and After School Clubs



November 2020



Welcome to Clare Community Primary School's Extended School Services

The Catkins Club at Clare Community Primary School provides Wraparound care for our pupils both before and after school. All pupils, from Reception to Year 6, are eligible to join this Club. Both Clubs are run by our experienced and dedicated staff, in conjunction with Dellar Sports Coaching. Our aim is to provide a range of stimulating activities, incorporating play and homework opportunities for your children in a safe and nurturing environment.

Our Site

All Catkins Club activities take place within the secure boundaries of Clare Community Primary School. The Club has its own dedicated room and takes full advantage of the wider school facilities such as the school hall and outside areas.

Opening Times

We are open every weekday during term time with the exception of school PD days and emergency closures.

Morning sessions run from 07:45 until school starts at 08.45, when children are handed over to their class teacher by the Breakfast Club Leader, Joey Kettle.

Afternoon sessions run from 15:00 to 18:00. Children in Reception and KS1 classes are dropped off at the Club by their class teacher, and children in KS2 are sent to the Catkins room at 15:15. If your child is attending an after school activity Club, they will be escorted to Catkins Club by a member of staff after this has finished.

Changed Timings

From 2nd November 2020 Catkins Club will be running two sessions after school. Early 3:00-4:30pm and Late 3:00-5:15pm. No meal will be served but a substantial snack will be included. We hope to resume normal hours again as soon as possible.

Registration

A Registration Form must be completed in full for each child attending either one of the Clubs. These are available from the school office and can be downloaded from our website. A child will not be allowed to attend either Club if the Registration Form has not been received. It is the responsibility of the parent/carer to inform the school/Club of any changes, e.g. contact details.

Menu

Breakfast each morning consists of a range of healthy cereals, toast with a choice of spreads or a cereal bar, with a drink of fruit juice, milk or water. The evening menu will be displayed each week and typically consists of a simple supper such as macaroni cheese, veggie wraps, pizza, tomato and basil pasta, fish finger wraps or jacket potatoes. The menu is run on a two week cycle which changes termly.

This meal is prepared in our Catkins Kitchen by a member of staff to be served in our school hall at 5pm each day. A healthy snack such as a cereal bar, flapjack, piece of fruit or cheese and crackers will be offered at 4 o'clock each day. Fresh water will always be available at the child's request.



Activities

These are relaxed and flexible in a calm and comfortable environment, recognising that children need to unwind and relax after the school day. They can choose whether they wish to join in with a range of planned, structured activities both indoor and outdoor such as those involving sport or choose quiet reading and board games. There will be some themed nights linked to curriculum topics, current events and special days and staff will take the lead from children's own interests. There will be a weekly film night and use of ICT will be limited to an hour on a Wednesday night.

Booking Information

Booking forms will be sent out before the end of each half term, please ensure they are returned to the office promptly as all bookings will be made via the school office

Childcare Vouchers

When we receive notification of childcare vouchers or salary sacrifices we will send out the allocation form as below. Please could you enter into the boxes your child's name and then the amount in money that you would like allocated to each session. Please make sure that the total amount is the same amount as your vouchers or salary sacrifice.

Childs Name	Breakfast Club 7:45-8:45	Catkins Early 15:00-16:30	Catkins Late 15:00-17:00	Total
Total:				

Pupil Premium

Please book your sessions a half term in advance using the booking form and we will ensure any charges are correct.



Fees

Fees must be paid via Parentpay. Parentpay will charge your account once your child has attended each Catkins session.

All sessions must be paid *on or before the day they are taken*. We do accept childcare vouchers as full or part-payment. Clare Community Primary School reserves the right to withdraw the place from your child and refuse further bookings following non-payment of fees.

Breakfast session (07:45-08:45) £3.50

Afterschool short session (15.00-16:30) £6.15

Afterschool late session (15.00-17:00)

Afterschool mid session (15.00 -17.00) £8.20 (Session not available due to Covid)

Afterschool full session (15.00-18:00) £13.30 (Session not available due to Covid)

Fees will not be refunded unless the Catkins Club is cancelled two weeks in advance. Please note that children attending afterschool Clubs and requiring childcare afterwards, will need to be booked in for full sessions.

Collecting your child

Children will need to be collected from the front entrance. Once there, please buzz, and wait for a member of staff. There will be an additional charge of £5 for pick-ups that are more than five minutes late.

Policies

Our Extended Services will adopt the school's policies and procedures. Children are expected to respect the ethos and values of the school while attending these Clubs as they would during the school day.



First Aid

All staff are First Aid trained. Any minor accidents or incidents will be dealt with in the usual way following Clare Community Primary School First Aid Policy and parents will be notified on collection. Parents/carers will be contacted immediately should the child need to be taken home or receive further medical treatment.

Communication

We aim to make each child happy and comfortable at Catkins Club. You can help us by providing as much information as possible about their likes/dislikes. Any information relevant to a particular day can be discussed briefly at drop off at the Breakfast Club or via the class teacher. If you have more detailed issues that you would like to discuss, then you can arrange a mutually convenient time outside Club hours with a member of staff. Breakfast Club staff cannot pass individual messages onto class teachers. Please forward messages via the office as usual. Any messages from the child's teacher to parents will be passed to school staff to forward on.

Safeguarding

The safety and wellbeing of your child is of paramount importance to us. Adam Dellar is our Designated safeguarding Lead, and in his absence any issues should be reported directly to Rebecca Loader, the Headteacher.

Questions and Queries

If you have any issues surrounding our Extended Services, please take this up in the first instance with Adam Dellar, the Extended Services Manager; we will always aim to resolve any problems as quickly and efficiently as we can. If the issue is not resolved to your satisfaction, then please consult with the Headteacher, who has ultimate responsibility for this provision.

Catkins Direct Dial Tel No. 01787 279481



Staff

Breakfast Club

Mr Joey Kettle

P.E / Sports Coach at Dellar Sports Coaching

BSc (Hons) Sports Coaching & Physical Education

ECB Level 2 Cricket Coach

Gymnastics Level 1 Teacher Qualification

Multi Skills and Fundamentals Teachers' Qualification

Designated Safeguarding Level 3 Trained

Paediatric First aid Trained



Afterschool Club

Mr Adam Dellar

Founder & Managing Director Of Dellar Sports Coaching

BSc (Hons) Sports Coaching & Physical Education

ECB Level 2 Cricket Coach

England Badminton Level 1 Coach

Multi Skills and Fundamentals Teachers' Qualification

Designated Safeguarding Level 3 Trained

Paediatric First aid Trained



Miss Georgia Gibson

Bsc (Hons) Sport and Physical Education

Designated Safeguarding Level 3 Trained

Paediatric First aid Trained

Level 3 Food Hygiene and safety for catering





CLARE COMMUNITY
PRIMARY SCHOOL

Catkins Half Termly Booking Form

Childs Name(s): _____

2020					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
DATE:					
BREAKFAST					
EARLY					
LATE					
DATE:					
BREAKFAST					
EARLY					
LATE					
DATE:					
BREAKFAST					
EARLY					
LATE					
DATE:					
BREAKFAST					
EARLY					
LATE					

Signature _____ Date _____

