



Information for parents

Dear Parents,

Within this letter, we hope you will find comprehensive information regarding the provision of breakfast and afterschool care. If you have any suggestions or ideas to help us develop our clubs further, please feel free to email Mrs Andrews directly: office@orston.notts.sch.uk

Timings

7.45am – 8.55am

3.25pm – 6pm

The club will be open from 7.45am each morning. Parents will be able to park on the front playground and walk around to the fire doors for the hall to drop their child/ren off each morning.

After school, the club will run from the end of school until 6pm. Access again will be through the hall's fire door.

Prices

1 x Breakfast club session = £5.50

1 x After school club session = £10.00

We can accept childcare vouchers, please speak to Mrs Andrews in the school office for further information: 01949 850618. Our Ofsted number is 122668

If you would like to book a regular slot or just the occasional session please send your requirements to Mrs Andrews by email to office@orston.notts.sch.uk. Some days are fully booked so please give us as much notice as possible. A registration form will need to be completed for each child. This can be emailed to you on request.

Payment

Parents will be invoiced for all sessions booked.

Payment can be via Parentpay, or via childcare vouchers.

Late collection

Should you be delayed in picking up your child/ren beyond 6pm, a fine of £5 may be issued. This is normal practise in after school clubs.

Food

The children will be provided with a healthy breakfast in the morning and a meal after school. Examples are -

Breakfast

Cereal
Toast
Fruit
Pancakes

After school

Jacket Potatoes
Pizza with vegetables on the side
Wraps
Fruit

Milk, squash, fresh juice or water to drink

Activities

Children will participate in indoor and outdoor activities. We will plan for a wide variety of child initiated play that can be accessed independently for example: reading, colouring, crafts, Lego and construction games, board games as well as more structured play including: baking, jewellery making, crafts, boccia, ball games, dance, yoga, design and make activities.

The emphasis of is on providing a nurturing, friendly and happy beginning and end to the day with a balance between active, sporty exercise and more focused creative activities and indoor games. Children will be very much involved in planning and choosing their activities with the team of staff.

If children from the afterschool club play on the adventure playground whilst there are other families using the facility at the end of the school day, the children in the club will wear high vis. jackets so that the staff can maintain an important level of supervision. Ratios at all times will be 1: 12 or less.

Policies

The clubs are run by staff members who are employed directly by school and so the school's child protection policy, special needs policy, first aid and administration of medicines policy and all other appropriate school policies have been adopted by the breakfast and after school clubs. These are available on the school website.

Overarching responsibility

As stated above, the club has been designed to continue the ethos and values of school and the staff are members of the staff team therefore, Ms Crosby as Headteacher has overarching responsibility for all aspects of the club. Mrs Andrews is in charge of all the bookings.

Kind regards,

Ms N Crosby

Headteacher