



**St Peter &
St Paul School**



SPSP Children's Club

Information Booklet for Parents & Carers



General Information

The SPSP Children's Club is our early morning and afternoon school club. It provides families with high quality care in a safe and stimulating environment. We appreciate that this facility may be required on either a regular or occasional basis and therefore we offer parents a flexible care service.

Where is the SPSP Children's Club

The Children's Club is situated in the MFL / Children's Club Room (The first door to the right as you enter the conservatory, adjacent to the Dining Hall).

At what times is it open?

Morning Session: 7.30am to start of school

After School Session: 3.45pm to 6.00pm (prompt)

Normal Operating Procedures

- Children will be handed over to the SPSP Children's Club by a member of staff.
- All children are initially received into the club for registration and refreshments.
- Refreshments consist of juice/water & biscuits/fruit.
- Children are supported with homework on arrival at the club, they are then free to choose activities on offer.
- Children attending the morning session must register in to the Breakfast Club - Parents /Carers please make contact with the member of staff on duty on arrival. For safeguarding reasons, it is not permitted to leave children alone in the playground.





What Activities Take Place?

All children have the opportunity to choose from a wide range of structured and free play activities such as:

- Arts and crafts
- Role play
- Board games
- Use of IT equipment, and much more.

Activities are occasionally themed, to reflect particular seasons and celebrations.

Our Expectations for the SPSP Children's Club

Firstly we all want our club to be a place where children feel safe, relaxed and cared for. We provide extensive resources to help maintain an attractive and stimulating environment for the children to enjoy.

To ensure that our expectations are met, we have a few rules which need to be followed:

- Behaviour at the SPSP Children's Club is of the same high standard that forms the basis of our school community
- Children must show respect for adults at all times and behave in a thoughtful and respectful manner towards each other, following our Guiding Star Principles.
- All incidents are recorded in line with the School Behaviour Policy and brought to the attention of the Senior Management Team on duty and/ or the Headteacher.
- If a child's behaviour becomes unacceptable then access to the Children's Club may be withdrawn until further notice.





Booking

Bookings can be made directly by contacting the main school reception. This includes any last minute requests.

Telephone No.: 01246 278522

Email to: reception@spsp.org.uk

Staffing

All our staff have experience of working with young children and have undergone statutory pre appointment checks including an Enhanced Disclosure and Barring Service Check (DBS)

Staffing Ratios

- EYFS Children (three to five year olds) **Ratio is strictly 1:8**
(with one staff member holding an appropriate Level 3 Qualification in Child Care or equivalent for every group of 8 children or there part of).
E.g. (1 to 8 EYFS children) = 1 level 3 trained member of staff
- The overall ratio for the running of the Children's Club is 1:8
- There are always at least two members of staff on duty—supplemented further by a member of school staff, when and if the need arises.
- A member of the SLT is also on duty for every session and will provide cover as appropriate i.e. during staff absence.

The SPSP Children's Club staff are as follows:



Mrs Sandler-Boden

Children's Club Co-ordinator
rsandler-boden@spsp.org.uk



Mrs Rastrick

Children's Club Assistant



Mrs Foster

Breakfast Club
Co-ordinator



Collection Procedures

- Children should always be collected by 6.00pm.
**Note: A £10 charge will be applied to collections after this time. If the 6:00pm closing time is repeatedly breached, then use of the facilities may be withdrawn).*
- Collection must be by a designated adult as communicated to the school or another designated adult, by separate instruction, and as agreed with the school.
- Where the parent/carer requests collection by another adult, they must contact the school/club in advance and ensure the collection password has been communicated.

(Note: Each child has a unique collection password known only to the staff and parents. NOT THE CHILDREN! Staff may request this password and will not release a child to an adult who has not been given the password by the child's parent)

- On arrival, please activate the intercom situated on the outside of the main playground gate, to gain access. Before departing, parents/carers must sign the collection register.
- If a child is not collected and no contact is received from the parent/carer, the school will follow the procedures set out in our Safeguarding Policy for uncollected children.

Please note that we discourage the collection of children by brothers or sisters under the age of 16 years.



Fees

Fees are reviewed annually and are as follows:

Session	Per child
Morning 7.30am to start of school	£7.00
Afternoon 3:45 to 5.00pm	£7.50
3:45-4:30pm	£4.50
4:00-4:30pm Or 4:30-5:00pm (holding fee following enrichment activity)	£4.00
4:30-6pm	£11.50
5:00 –6:00pm (including supper)	£8.50
3:45 -6:00pm (full session)	£14.50

Payment

All charges incurred will be added to your half termly extras invoice with payment to be made within 30 days.

For any billing enquiries please contact Mrs Charlotte Pearson or Mr Richard Castleton by email to finance@spsp.org.uk

Note: Use of The SPSP Children's Club may be withdrawn if account payments are repeatedly late.

Thank you for your support and cooperation

Mr Thomas Newton
Headteacher

