

Clare Catkins

Breakfast and After School Clubs



January 2024



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. 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.

Afternoon sessions run from 15:00 to 17:15. 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.

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. A small evening meal will be served. 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

Please book via Parentpay, bookings must be made 48 hours in advance.

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 £3.50	Catkins Early 15:00- 16:30 £6.15	Catkins Mid 15:00- 17:15 £8.50	Total in £
Total:				

Pupil Premium

Pupil Premium students can only attend their pre-arranged Catkins sessions, if any further sessions are required then they will need to be booked and paid for via Parentpay.



Fees

Fees must be paid via Parentpay.

We do accept childcare vouchers as full or part-payment. Registration No. 07226557
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 mid session (15.00 -17.15) £8.50

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. We do not offer discounted sessions for part attendance. Non booking charges will also apply.

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. Mrs Lorna Stranger (Headteacher) is our Designated safeguarding Lead along with Mrs Luba Brown, Mrs Melissa McIvor and Mr Robert Davies.



Questions and Queries

If you have any issues surrounding our Extended Services, please take this up with Mrs Stranger and we will always aim to resolve any problems as quickly and efficiently as we can.

Catkins Direct Dial Tel No. 01787 279481

Staff

Breakfast Club

Miss Yvonne Pashler

Paediatric First aid Trained



Mrs Michelle Robson

Paediatric First Aid Trained



Afterschool Club

Mrs Sharon Humphreys
Paediatric First aid Trained



Mrs Emma Prestwood
Paediatric First aid Trained



Mrs Michelle Robson
Paediatric First Aid Trained



Mrs Trudi Taylor
Paediatric First Aid Trained



Miss Hayley Green
Paediatric First Aid Trained

