



HATCH RIDE AFTER SCHOOL CLUB & BREAKFAST CLUB

AUTUMN 2019

Welcome to the Autumn After School and Breakfast Club (ASC & BC) newsletter. **We are taking this opportunity to write to all parents and carers following a number of recent incidents and to also clarify the conditions of club use.**

We would like to welcome all new parents/carers and new children to the club. We have had quite a few new registrations this school year and we are now operating at full capacity in some afternoons and mornings. **If newly registered to the club, please remember to pay your £5 registration fee debt on the system** before it opens for the next booking window in a few weeks' time.

Conditions of Club Use

We would like to remind all parents that the Club is run by a small team of staff and a committee of working parent volunteers. We are a not-for-profit organisation but none the less remain a business that must make ends meet financially. We also have a very clear duty of care to all children who use the club and to our loyal staff. Our staff provide quality care for your children so please respect them and treat them as you would wish to be treated in return. Abusive or aggressive behaviour will not be tolerated and exclusion from the club will be enforced if this policy is breached.

We are therefore currently taking some time to update our policies and will be creating a Conditions of Club Use document, which clearly sets out the contractual basis we expect all those using the club to adhere to, should they wish to continue benefiting from the childcare we can provide. As with any other public-facing business, **our staff and volunteer Committee Members have a right to be treated with respect and courtesy by all users of the club.** We will operate exclusions from the club should the culture of respect we require not be observed.

Some key points that will be included in the *Conditions of Club Use* and which we would like to re-emphasise to you include:

- **All bookings must be made half termly in advance** via the online system – any bookings outside of this period will be subject to the ad hoc process and pricing and wholly subject to availability. The club is now full three evenings each week.
- **Payment must be made at the time of booking – including for ad hoc bookings.** If you have issues with payments please contact us to discuss, otherwise late payments will now result in exclusions in favour of those who follow *Conditions of Club Use* policies. Please remember that processing of payments is a Committee member responsibility (not club staff) and can therefore take up to two weeks to show on your account – we are all working parents too!
- **Please collect your children on time** and liaise with the club in a timely manner if unforeseen issues arise. Persistent late collections will result in fines and potential exclusion from use of the Club – we are not insured after 6pm and safeguarding procedures come into force.
- Escalation policies, ultimately resulting in fines or exclusions, will be published in full in the new *Conditions of Club Use* policy later this term.
- We will be creating a formal complaints policy which will ensure all parties act appropriately when any issues arise.

Online Booking System

Following introduction of online bookings last year, use of the system by all parties is now working well. The system helps to reduce the administrative burden on Committee members.

- Please remember you can always log in to check the sessions you have booked if in any doubt.
- The club is now heavily subscribed, and **some sessions are full every week.** Please remember to book as quickly as possible when the booking system opens each half term as places fill on a first come first served basis and we cannot exceed approved numbers and ratios. We no longer operate waiting lists.

Prices

The Committee undertook an annual review of session prices in June 2019 and agreed to freeze the prices for the autumn term but retain the right to review again in early 2020.

Communication with After School Club

Please remember that the club is entirely separate to the school, just fortunate to share use of the same premises. Mrs Fleck correctly has no connection with ASC – please do not expect her to pass messages to ASC but contact us directly.

If you need to speak to Debby or Lotty please contact them via the club mobile, **07901 885 130**, during ASC hours. If your child is not attending ASC due to illness, play dates, school clubs etc. please tell ASC directly – we are not informed by school of absences.



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If you have requests for ad hoc bookings, then ensure you have confirmation. If you have not received a reply to a text message, please ring the club mobile or speak to staff at ASC in person.

If you need to contact the committee regarding payments or other queries please email:

chair@hatchrideasc.co.uk and payments@hatchrideasc.co.uk

Remember email addresses are not always monitored every day!



School Grounds

We are fortunate that we have access to many facilities in the school as well as the hall. This includes the ICT suite for years 5 & 6 and the Library for the older children to do their homework during ASC. We do have to respect the school and follow its rules. These include:

- Safe driving in the school grounds at breakfast drop off. The gates are open as staff are also arriving, however this will change if parents do not drive safely and consider their car speed.
- We are not allowed to go through the school especially at the end of the day. If your child has forgotten something, then it has to wait until the following day. Please do not go through the school or ask staff to.
- The school playground and equipment on the school field should not be used after pick-up.

Donations

The Club is actively seeking donations of good quality second-hand toys for all age groups, DVDs and Xbox games. If you are having a clear out and have items that fit this description, please speak with Lotty to arrange a donation if appropriate.

Club Staffing

We would like to take this opportunity to say goodbye to Kirsty & Lewis, who left us back in July and Elisa who went back to University after helping us for a few months. Please join us in welcoming Martine Loveridge to the team this September. Mrs Mohit Loyal has also joined the club on an ad hoc basis and will help us until we recruit a new playworker. If you know of anyone who may be interested in working before or after school hours please contact us. Without sufficient staff numbers the club will be forced to limit numbers or reconsider its operation in full.

For details of the playworker posts - [Click Here](#)

2019-2020 Committee Members and Staff

Chair	Roberta Brooks	Vincent Y5
Vice Chair	Kirst Cruyton	Sophia Y4, Gracie Y2
Treasurer Invoicing & Payroll	Kat Breach	Emilia Y5, Zach Y1
HR	Elaina Harvey	Keaira Y3
Secretary	Lyndsay Hughes	Holly Y3, Will Y1
Parent Rep & Sub-Treasurer	Ian Hawyard	Hugo Y1
Parent Rep	Tom Gordon	Ben Y3
Parent Rep	Yorgos Voukas	Oliver Y2
Parent Rep	Felicity Clements	Jessica Y2
Club Manager	Debby Brown	
Club Supervisor	Lotty McCreadie	
Sally	Playworker	
Martine Loveridge	Playworker	
Mohit Loyal	Temporary Playworker	

Roberta Brooks, Chair, Hatch Ride After School Club