



# Hatch Ride After School Club & Breakfast Club

**November 2017**

## Welcome

The aim of this newsletter is to share After School Club and Breakfast Club (ASC & BC) *news* and remind parents of session rules.

We had our AGM back in June and a great team of parent volunteers has joined us. Already we are at the start of November and the committee are starting to prepare for the Christmas celebrations and plan for the next school year.

Please continue to get booking forms (always 2 copies) and payments in to deadlines to guarantee your child's space.


## News

### Xmas Celebrations

As normal, both ASC and Breakfast Service run up to and including the last day of term, Tuesday the 19<sup>th</sup> December.

On Thursday the 14<sup>th</sup> December we will have Mr. Oojamaflip (Circus) to celebrate end of term with the kids. If your child does not attend ASC on Thursdays you can book him/her a place, as we still have some spaces available – it is £10 payable on the day. Please contact Debby & Lottie for more details and to secure a place.

The ASC will also have a stall at the School Xmas Fayre on the 25th November.

Come and take part on the well-known annual pig racing! Kids love it and it's great fun! There are 5 pigs (toy pigs, not real ones!) and if you pick the winning pig you get a prize. 

### Almost Fully Booked Sessions

Please be aware that we still have some spaces in the ASC & BC but Wednesday's & Thursdays are our busiest days.

Where requested places aren't available a waiting list will be held. If you are requesting different sessions please let Debby & Lotty know. Bookings are not confirmed until payment and booking forms have been received. If you miss the booking and payment deadline your regular session will be offered to others on the waiting list.

### Communication with School

We are separate to from school, just fortunate to share some of our staff. Mrs Pascoe correctly has no connection with ASC – please do not expect her to pass messages or booking forms 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. If you have requests for additional 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 use the ASC email, [hatchrideasc@hotmail.co.uk](mailto:hatchrideasc@hotmail.co.uk). This email is not monitored daily, therefore, do not expect a prompt reply.

## 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.

## Committee

We are a separate organisation from school, and are not governed by school. The club is run by a committee of volunteer parents working with myself as Chair to ensure the club meets its regulations to Ofsted, as well as managing the club's finances and our staff employment. This is additional to our staff, who do a great job, and you see daily at ASC caring for our children.

This school year we had some new parent volunteers on our committee and without these parents the club could not run in its current form. As with every year we will need to recruit new volunteers for next year. This is a great opportunity for working parents to give something back to the school in hours convenient to you. Further details on how you can join the committee at the AGM in June 2018 will follow in the New Year.

## Staff Respect

I have to remind parents that - our staff look after your children, so please respect them and treat them as you expect to be treated. Abusive or aggressive behaviour will not be tolerated and may impact your inclusion to the club.



## Bookings

To use the club all children must be registered and be booked in either via a regular booking or as an ad hoc booking agreed with either Debby or Lotty before the session. Children that are not booked in will be refused, and in the case of ASC, will be sent back to school.

If you need to change a booking please speak to Debby or Lotty, in person or via the club mobile: 07901 885 130, text messages are also fine, who can confirm availability. If changes or ad hoc bookings are not confirmed then they have not been acknowledge or accepted. It is the parent's responsibility to ensure requests have been actioned.

As a reminder we are not a drop in centre; we are a club here to support working parents. Most of our children are regular bookers and attend the same regular sessions every week. We do try and accommodate all requests but some sessions are almost full so not all changes and ad hoc requests can be accepted.

Regular bookings can be paid for by childcare vouchers or BACS, and are due before the start of term. Ad hoc bookings are paid by cash only, and are charged at £10 for ASC and £4.50 for Breakfast; there are no sibling

discounts. Ad hoc payments are either paid ahead of the session or on the day; late payments are logged and will impact your following requests. All ad hoc requests should be made with at least 24 hours' notice.

Refunds will only be given where more than two weeks' notice has been given. Notice should be given to Debby & Lotty (by person or over the phone), and also send an email to [hatchrideasc@hotmail.co.uk](mailto:hatchrideasc@hotmail.co.uk), including details of sessions cancelled – child's name, session date, with the subject "Payments", to qualify for a refund. This helps us when checking payments have been received and hopefully less chasing emails.

No more than five sessions per half term can be cancelled in order to receive a refund.

### Breakfast Drop

Drop off is from 7:45am via the hall. Children are offered a choice of cereal or toast, before enjoying time with friends before the start of school.

Once again I would like to remind parents of driving slowly within the school grounds at breakfast drop off. The gates are open as staff are also arriving. We have had a few instances in the last few months when parents drove too fast. ☹️ We will not be allowed to drive in to drop kids at breakfast club if incidents re occur. ☹️



Please be aware that we stop serving breakfast at 8:30 sharp. We try to be flexible, however, at that time we only have a few minutes to get the food away as well as the kitchen and hall cleaned properly. Most importantly, we have to rush the children who have only just started eating at this time, as it's not long before tidy up and class room drop off. We really don't like to have to hurry the children as we know it's an important meal of the day but we are having to do this more and more. So if you would like your child to have breakfast at breakfast club, please drop them off before 8:30.

At 8:45am toys are cleared away and children are signed out of Breakfast Club and escorted to their classrooms.

We have recently introduced a Communication Form, with the support of school, which is to be used by parents to communicate to Classroom Teachers. These are available in the register folder and are to be completed by parents and put in an envelope. These allow parents to pass on messages or confidential information to teachers even though their child is at Breakfast Club.

### ASC Routine

From 3:15pm, children move from their classroom to the ASC classroom, they chose from arts & craft, selection of toys, Xbox, homework corner! Years 5 & 6 also have the option to use the ICT suite.

Children attending "school run after school clubs" (like football or netball) or "external clubs" come to the ASC classroom once the clubs have finished.

All belongings are moved from their classroom to the corridor outside the ASC classroom.

From 4:30pm, the children move to the hall for their snack, bringing all their belongings with them. After their snack the children remain in the hall, a similar selection of activities continues, including more energetic games.

### ASC Collection

Before 4.30pm parents may collect their child and belongings via the ASC classroom outside door (fire escape), this is located between Y1 and Y2.

After 4:30pm parents should collect their child and belongings from the main hall. The main hall doors now stay locked and has a bell. Please be aware that between 4:30pm and 5pm is snack time, children are sat quietly and do enjoy the time with their friends. If possible avoid this time for collection.

All children need to be signed out on the ASC register by parents / carers before leaving the hall.

For the safety of our children parents should collect their child and go, parents shouldn't hang around or start playing with children in the club.

All children should be collected before 6pm, after 6pm we are not insured. It is policy that children who are collected late are charged a late collection fee. The charge is the cost of an additional session at the club or the staff's overtime costs, whichever is appropriate. Continued late collections may lead to the parent not being able to book future sessions for their child/children.

If staff have been unable to contact parents / carers or emergency contacts after 30 minutes we have a duty to contact social care for advice.

### Current Committee Members

Chair	Roberta Brooks	Y6, Y3
Vice Chair	Sam Singleton	Y5
Treasurer Payroll	Emma Purvis	Y6,
Treasurer Invoicing	Kat Breach	Y3
HR	Diane Leahy	Y2, REC
Secretary	Jane Heslington	Y6
Club Manager	Debby Brown	
Club Supervisor	Lotty McCreadie	
Parent Rep	Liz Whiting	Y2, REC
Parent Rep	Sally Panayiotou	Y2, REC
Parent Rep	Lyndsay Hughes	Y1
Parent Rep	Kirsty Cruxton	Y2, REC
Parent Rep	Elaina Harvey	Y1

### Current Staff Members

Club Manager	Debby Brown
Club Supervisor	Lotty McCreadie
Senior Playworker	Jacky Barron
Playworker	Zoe Barron
Playworker	Sally Murphy
Playworker	Kirsty Sharmon
Playworker	Lewis Burfoot
Playworker (Trainee)	Kira King

### Contact Details

**Club Mobile Phone:** 07901 885 130

**Club Email** (for contact with committee members only, not staff): [hatchrideasc@hotmail.co.uk](mailto:hatchrideasc@hotmail.co.uk)