



Wombwell Park Street Primary School

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Chief Executive Officer of the ECM Trust: Mrs G Foster-Wilson

Headteacher: Mrs C Lawson

Deputy Headteacher: Mrs L Longden

Assistant Headteachers: Miss C McGinnes and Mr A Fidment

School Business Manager: Mrs C Turner

Extended Services - Morning Activity Club and Kidz Club – September 2023

Dear Parents/Carers,

We would like to remind our parents of the extended services that we currently offer to support our families in school.

Morning Activity Club

Our Morning Activity Club is run by members of the school staff. During each session children have the opportunity to engage in a range of activities including: art and craft, story sharing, team games, ball games and other opportunities for structured play. Morning Activity Club takes place in the hall or outside in the courts (weather permitting). Children from all year groups are more than welcome. At 8.35am pupils are taken to their classes and passed over to their teachers.

How to Book a Place for Your Child

You can book your child into Morning Activity Club using the School Gateway app. It is essential that you book in advance in order that the provision for the club can be prepared. This is important so we can plan adequate supervision in line with local authority requirements. We are not always able to offer places to pupils turning up on the day due to limited spaces so please book in advance to secure a place for your child.

Cost

The cost per session is £2.00 and sessions should be booked through the School Gateway.

Cancellation or Absence

If you have booked a place but decide you no longer need it or your child is ill, please contact school as soon as possible. Payment will still be charged if insufficient notice is given (i.e. 48 hours minimum). Where a refund is applicable in line with the club cancellation policy, this will be processed by a member of the office team.

Starting Times and Drop Off Arrangements

Morning Activity Club begins at **8:00 am on every Monday to Friday morning during term time**. Please enter school through the main Reception. For safety reasons it is essential that parents and children do not arrive any earlier than 7:55am. In addition, can we politely remind parents and carers that **children attending the club should not be left unsupervised before 8:00 am**. This is for Health and Safety and Safeguarding reasons and due to the fact that school is not insured for the care of pupils before 8am. At the start of the session, please hand your child over to a member of staff from the club who will register them accordingly.

If you have any further questions, please do not hesitate to contact a member of the school office staff.

Kidz Club

Our Kidz Club is also run by members of the school staff. During each session children have the opportunity to engage in a range of activities including: art and craft, story sharing, team games, ball games and other opportunities for structured play. Kidz Club takes place in the hall and our community room or outside in the courts/school field (weather permitting). Children from all year groups are more than welcome.

How to Book a Place for Your Child

You can book your child into Kidz Club using the School Gateway app. It is essential that you book in advance in order that the provision for the club can be prepared. This is important so we can plan adequate supervision in line with local authority requirements. We are not always able to offer places to pupils turning up on the day due to limited spaces so please book in advance to secure a place for your child.

Wombwell Park Street Primary School is proud to be part of the



Every Child Matters Academy Trust
Children at the heart

Cost

The cost is as follows for the various sessions offered, which are available to book through the School Gateway:

1st session - 3.15pm – 4.15pm - £4.00
2nd session - 3.15pm - 4.45pm - £6.00
3rd session - 4.15pm – 5.45pm - £6.00
4th session - 4.15pm – 4.45pm - £2.00
Full session -3.15pm – 5.45pm - £10.00

A small snack is provided to your child attending any session and a more substantial snack/light tea provided for children staying for the full session.

Cancellation or Absence

If you have booked a place but decide you no longer need it or your child is ill, please contact school as soon as possible. Payment will still be charged if insufficient notice is given (i.e., 48 hours minimum). Where a refund is applicable in line with the club cancellation policy, this will be processed by a member of the office team.

Starting Times and Pick Up Arrangements

Kidz Club starts at the end of the school day and the club staff collect pupils directly from classes from 3.15pm or from an after-school club from 4.15pm. The sessions are:

1st session - 3.15pm – 4.15pm
2nd session - 3.15pm – 4.45pm
3rd session – 4.15pm - 5.45pm
4th session – 4.15pm – 4.45pm
Full session - 3.15pm - 5.45pm

Children should be collected from Kidz Club promptly at the end of the booked session to avoid being charged an additional fee. Last collections should be no later than 5.45pm to allow for the building to be locked up promptly at 6pm by an external company.

Full details of our extended services, including our Morning Activity Club and Kidz Club school/parent agreements can be found on the school website via the following link:

<https://www.wombwellparkstreet.co.uk/clubs-and-activities.html>

If you have any further questions, please do not hesitate to contact a member of the school office staff.

Many thanks for your continued support.

Mrs C Lawson
Head Teacher