

Northfield Manor Primary Academy

Before & After-School Club Prospectus



Before and After-school club is a high quality provision run by our own staff.

It is a service that you can purchase should you require after hours care for your child.

Purpose:

The purpose of this document is to outline the set up and arrangements in place for Before and After-school club provision at NMA.

Through our Before and After-school club provision, we aim to provide:

- A welcoming place at the start and end of the school day where all children feel happy, safe and valued.
- High quality, affordable and consistent childcare for working families.
- An exciting range of activities and opportunities to develop social skills
- To offer children and their parents a service that promotes equality, inclusion and values diversity
- Healthy and nutritious food

Who Can Attend?

The clubs are fully inclusive for children from Reception to Year 6. Any parent/carer with a child that has any additional or special needs should record these on the registration form. This is so that any child can be appropriately welcomed into the clubs.

Welcome to Northfield Manor Primary Academy Before and After-school Club

Staffing

A dedicated, experienced team of Northfield Manor Academy staff run the clubs; between them they are fully trained in all aspects of child-care and supporting teaching from Reception to Year 6.

They are also food-hygiene and first-aid trained.

Breakfast Club is supervised by: Miss Kimberley, Mrs Whittington and Ms Eggleton

After school club is managed by Mrs Nicholls (TA) and supported by Mrs Whittington (Play-worker) Miss Kimberley (Play-worker).

If you have anything you wish to discuss regarding club details, please speak to Mrs Nicholls.

Times

Infant children are collected from their classroom at the end of the school day (3.20pm) and escorted to the club. Junior children will make their own way to the club straight from school at 3.25pm.

If you wish your child to attend any other clubs in school such as Gardening Club, Dance, *StagebyStage* etc they will be sent to After-School Club after the club finishes – usually at 4.30pm.

All children MUST be collected before the club closes at 6.00pm. If you are late collecting your child you will be charged £10 as staff will need to be paid overtime. On-going lateness will result in your child losing their place.

Location of Breakfast/After School Clubs

The Club sessions are held in our Key Stage 1 hall. After-School Club also use two additional rooms and our outdoor areas.

Collection

Drop-off and collections are via the white double doors at the KS1 (Infant) end of the school building – please ring for attention. There will be a sign to indicate this.

It is essential that you sign your child in and out of the club each time

If your child is going to be collected by someone not on our records, please inform the school office on **0121 594 0898** before 4.00pm on the day.

Contact number for the club is **0121 594 0790** (4.00pm-6.00pm).

If your child is absent from school due to illness, the school office will notify the club on your behalf. If your child is expected at the club and you have changed your plans for any reason, then please let the school office know at the earliest opportunity (preferably before midday).

Food

Our selection of food aims to be a healthy balance. Children have the choice whether to have food or not, although they are encouraged to do so. The registration form will detail any specific requirements a child has.

For breakfast children have cereal, toast, fruit, juice or milk.

For After-School Club food please see the example menu.

Activities

A range of activities will be provided in order to ensure the children have an interesting and enjoyable time. These activities will change to maintain interest and according to the season. An example timetable can be found on the website.

Costs and Payment Methods

The cost of breakfast club is £4.00 per session (7.15am – 8.55am).

The cost of After-school club is £7.50 per session (3.20pm-6.00pm).

Charges are made regardless of your child being absent, as your child’s place is held for them to return.

All payments are to be made on parent pay.

Please read the Before & After-school club Pay and Conditions Policy for detail about when payments are required and other important information.

Application for Breakfast/After-School Club place

I wish to confirm my child /children to attend the Northfield Manor Academy Breakfast Club.

Parent Name: -----

Child’s Name and Class: -----

Child’s Name and Class: -----

Please circle the relevant days you wish your child to attend:

Monday Tuesday Wednesday Thursday Friday

I wish to confirm my child /children to attend the Northfield Manor Academy After School Club.

Parent Name: -----

Child’s Name and Class: -----

Child’s Name and Class: -----

Please circle the relevant days you wish your child to attend:

Monday Tuesday Wednesday Thursday Friday