



Godstone Primary and Nursery School

Swans - Wraparound Care
(Breakfast & After School)

Tel: 01883 742326

Email: swans@godstone.surrey.sch.uk

2019-2020

The mission of the after school Club is to provide a safe and stimulating environment, where the children have the opportunity to learn and develop social, physical and intellectual skills.

Swans Staff

Joint Club Supervisors

Sam Brown and Clare Jones

Play Workers

Rose Tullett, Lisette Easey and Heather Dinnage.

The club supervisors are both NVQ3 qualified and are both Teaching Assistants within the school. All staff are qualified First Aiders and regularly attend relevant training courses.

Information

Swans is available during term time to all children between the ages of 4 (if in full time education) and 12 years of age. The maximum number of children the club can cater for is 24, with a staffing ratio of one adult to every eight children. The Breakfast Club is open every morning from 7.30am to 8.40am, which includes breakfast.

The After School Club is open from 3.20pm to 6.00pm. For the after school club, each class teacher is given a list at the beginning of the week advising them which child is attending the club each day. Key Stage 1 children are collected from their classrooms and Key Stage 2 children meet in the hall. For both of these services pre-booking is required.

At the end of Swans club, children must be collected on time, by a named person, and signed for.

Registration & Fees

Parents **must** complete a registration form for each child. There is a one off registration fee of £15.00 per family which is payable before your child attends Swans club.

Breakfast Club costs £8.00 from 7.30am until 8.40am or £4.75 from 8am until 8.40am. After school club costs £9.50 per child with 1 free session for every 25 paid for sessions.

An invoice is produced at the end of each month, covering the sessions which have been attended. Payment is required within a week of receipt of the invoice. Fees can be paid online via Scopay, child care vouchers, or alternatively by cheque, cash to the school office.

Please be aware that if payment has not been made by the next invoice date, access to either club will be withdrawn until the debt is cleared.

If a child has a place booked for after school, and will not be able to attend due to sickness, the parent must inform Swans via swans@godstone.surrey.sch.uk before 11.00am, and there will be no charge for that day. One week's notice is required for all other cancellations.

No child will be allowed to leave unaccompanied for any reason.

We do not offer a service beyond 6pm, so every child should be collected by that time. If you are late to pick up your child for any reason there will be a charge of £10.00 for the first 20 minutes and increasing by £5.00 every 10 minutes after that. In the case of an emergency, and you are running late, can you please phone; 01883 742326.

Swans Activities

We try to vary the activities every day depending on what the children want to do. This includes outdoor activities, arts and crafts, cooking, Wii games, board games, pool table, gardening, construction, the list goes on! At the After School Club we provide children with a snack and drink. Parent/Carers may, if they wish, provide their child with fruit or a packed tea.

The children may be taken on short walks to the park, the adult child ratio will be correct for these trips. A consent form must be completed upon registration to allow your child to take part in these walks.

Swans Club cannot accept responsibility for any loss or damage to items children bring into the club, so please do not send any valuable items in.

For any more information please speak to one of the Clubs supervisors.

Swans Club is Ofsted registered: no. 125021