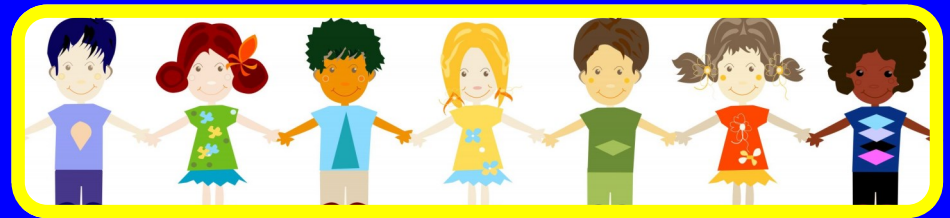




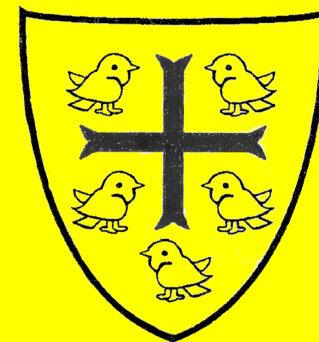
St Edward's C of E Primary School  
Hanover Street  
Castleton  
Rochdale  
OL11 3AR

Phone: 01706 631755  
After School Club Mobile: 07910339222

E-mail : [office@stedwardsce.rochdale.sch.uk](mailto:office@stedwardsce.rochdale.sch.uk)



# St Edward's C. of E. Primary School



## After School Club

Welcome all parents and guardians to After School Club where we provide safe and stimulating play provision in a relaxed friendly environment. We encourage:

Social interaction  
Physical activity  
Creative achievement  
Intellectual stimulation  
Emotional stability



Our ethos is to be a caring, sharing club where all children feel equally valued. All children are expected to behave appropriately within the club environment.

## Meet the Staff:

Club Manager: Mrs Burtenshaw



Play workers:

Mrs Waite  
Mrs Lomax  
Mrs Burns  
Mrs Lee  
Mrs Pilkington

## Snacks

At After School Club children are given a range of healthy snacks including fresh and dried fruit, vegetable crudité's with dips, sweet corn cups, "make a tortilla wrap" fruit smoothies and drinks.



We actively promote the healthy schools ethos and are keen to develop the childrens' awareness of foods, from around the world, which are nutritious as well as being delicious.

Copies of sample weekly menus are available on request.

Children are encouraged to be involved with choosing menus as well as preparation of their snacks. We will cater for any special dietary requirements your child may have, but please note that unless your child is pre-booked into After School Club staff may not be able to offer an alternative snack.



## Safeguarding Children

All members of After School Club Staff have full DBS checks and are qualified to work with children. The school and after school club setting is kept secure at all times to ensure the safety of the children.

Parents/carers must give written consent for all people who may collect their child/children from After School Club via the registration form. It is club procedure to telephone parents/carers if someone other than stated arrives to collect a child.

## Sickness & Accident

If a child becomes ill whilst at After School Club, the child will be cared for until collected and, where necessary, we will contact you, or one of the people listed on the registration form, to arrange early collection of the sick child.

In case of a minor accident, basic First Aid will be administered by a qualified first aider.

In case of an accident requiring more than basic First Aid we will contact you to advise or discuss the course of action to be taken. If necessary the child will be accompanied to hospital by a qualified first aider



## Policies and Procedures

Most of our policies and procedures are in line with the schools. Parents/carers can see the policies at any time, please see the club manager for access, and for any further information or explanation regarding our policies and procedures.

## Partnership with parents and carers

We value our relationship with parents and are committed to working in partnership with you to provide high quality childcare for your child. We aim to be consistent and reliable to enable you to plan for your child's after school care with confidence and peace of mind. Parents and carers are welcome to discuss our work and take part in the activities. You are invited to share and discuss your child's achievements, experiences, progress and friendships.



Our aim is to run the club in a way which is ideally suited to the families who use it. As such any ideas and suggestions from children, parents and carers are always welcome and, where possible, we will try to incorporate all new ideas into the running of the club. We will listen to your views and concerns to ensure we continue to meet your needs.

## What's on at the club

Theme weeks  
Arts & Crafts  
Board games,  
Team games  
Books, puzzles,  
Construction toys  
Homework corner  
Music

Dressing up/role play  
Water, sand, soil, messy play  
Outdoor games, football, cricket etc...  
Computer Time  
Wii Games  
Play House and Shop  
Climbing frame,  
Bikes and scooters



# The setting

We are a fully inclusive club open to all children who attend St Edwards C of E Primary School. We operate after school, during term time from 3:15 until 5:45. Should your child have any additional or special needs please speak to the Club Manager and record your child's needs on the registration form to ensure your child can be appropriately supported in the club. Please remember to inform your child and their teacher if they are to attend the club.



Registration takes place in the ICT suite to which children from KS1 will be brought by a member of staff. Children from KS2 make their way to the ICT suite independently. After registration the club is based in a Year 3 classroom which leads directly onto the KS1 playground which is secure with all access gates locked before the children are allowed outside.

Parents access is via the main school entrance where they ring the doorbell to the right ( marked "After School Club" ) and a member of staff will come and let you in.

**During After School Club hours we can be contacted on the After school Club Mobile: 07910339222**

# Registration

If you wish your child to attend After School Club you need to fill in a registration form, available from the school office. We aim to be as flexible and accommodating as possible and consequently only require a days notice of a child's attendance. As we are aware that circumstances can change and emergencies arise, children who are registered may use the club without prior notice as long as the school office is informed.



## Fees

Our charging structure is as follows:-

**Child collected before 4:30pm:**

1st child £4.50      Siblings £3.75

**Child collected after 4:30pm:**

1st child £7.00      Siblings £6.00

All children must be collected by 5:45pm

Fees can be paid either daily, weekly or fortnightly in arrears. You may also pay monthly or per term in advance

Parents / Carers are only charged for the time they use the club. For information regarding salary sacrifice childcare vouchers please see the club manager.