



FUN & GAMES CLUB UPDATE

Dear Parent / Carer,

The children are now well settled into the breakfast and after school clubs and all seem happy and engaged. We are listening to ongoing feedback from the children to find out what activities they enjoy throughout the week as the children's interests are central to our aims. We also welcome feedback from our parents/carers, as the clubs are here to support our families with wraparound care.

Please find below some updated information regarding the clubs:

MEET THE STAFF

Breakfast Club

Miss King



Mrs Powley



Afterschool Club

Miss King



Mrs Readings



Miss Pendrous





COMMUNICATION

The mobile number for Fun & Games breakfast and after school club is.

07983 475467 (please add this number to your mobile contacts)

The email address is:

fandgclub@leys.herts.sch.uk

We aim to make each child happy and comfortable at the clubs. Any information relevant to a particular day can be discussed briefly at drop-off. If you have any more detailed issues that you would like to discuss with club staff, then you can arrange a mutually convenient time for a telephone call or short meeting outside of club operation times.

As you will appreciate, the Club staff have several children to look after and cannot pass individual messages onto class teachers. If there is something which the class teacher needs to know, then please write a note which will be passed on or call the school office.

ARRIVALS AND DEPARTURES

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. In addition, regular headcounts are carried out during the session.

BREAKFAST CLUB DROP OFF

Children should not be dropped off at the gate and sent into the club on their own. An adult must drop them to the door and ensure that club staff have seen them.

The club runs from 7:30am to 8:45am.

If a child is registered to attend the club and does not attend for any reason please email, text, or phone the breakfast club staff as soon as possible:

Where no explanation is available for a child's absence a telephone call will be made from the telephone number above to the parent/carer.



AFTER SCHOOL CLUB PICK UP

If a child is registered to attend the club and is not going to attend for any reason please email, text, or phone the after-school club staff as soon as possible.

Where no explanation is available for a child's absence a telephone call will be made from the telephone number above to the parent/carer.

Children must be collected and signed out by an adult; children will not be allowed to leave on their own. If someone other than a parent/carer is going to pick up a child, the parent/carer must inform the club who has been authorised to collect them and a password will be agreed.

The club closes at 6:00pm. Parents/carers must notify the Club if they will be late collecting their child. Late collection will result in a £10 charge per additional 15 minutes.

PARKING

There are 4 designated parking bays (marked in red) for parents to use when dropping off and picking up their children at the clubs. Please see site map attached. The site map attached which shows the route to be used to enter the club.

Use of these bays are restricted to the following times:

Breakfast Club - 07:30am to 08:15am

After School Club - 16:00pm to 18:00pm

Outside of these times parents will have to park outside the school.

IMPORTANT - There could be a constant flow of traffic in the car park. If you park your vehicle in one of the designated bays to drop off or pick up, you must then walk your child to/from the building and **extra vigilance is needed when crossing the car park.**

BEHAVIOUR

Whilst attending our clubs, children are expected to follow the school ethos, rules, and behaviour policies at all times. We reserve the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.



The Leys Primary & Nursery School

Ripon Road, Stevenage, Herts SG1 4QZ

T: 01438 314148 F: 01438 721364 E: admin@leys.herts.sch.uk W: www.leys.herts.sch.uk

Headteacher: Ms L Humphries

SURVEY

We would like to know what you think about the care we offer your child, and our relationship with you. Please could you spend a few minutes completing the attached questionnaire to help us improve our service? You can complete and return the questionnaire by email or you can pick up a hard copy from the club and return when you drop off or pick up your child.