

Ledbury Primary School



Larks Breakfast Club & Owls After School Club (For Reception to Year 6)



“Determined to Succeed”

WELCOME

Welcome to the Larks Breakfast Club and Owls After School Club at Ledbury Primary School,

This booklet contains information regarding the clubs and includes a registration form. Although this may include similar details to the school admission form, we would appreciate full completion of all sections to ensure we have the most up to date and accurate information for our extended services. Thank you for your support.

SESSIONS AND FEES

Monday—Friday :Term Time Only

Breakfast Club	7.30am—8.45am	£4 incl breakfast
After School Club	3.15pm—4.15pm	£3.50 per session
	4.15pm—5.30pm	£3.50 per session
	5.30pm—6.00pm	£2.00 per session

During holiday periods, wrap around care will always be offered by the organisations providing holiday clubs at Ledbury Primary School. It is our intention to ensure holiday clubs and extended services are available for 51 weeks of the year, with the Christmas week being the only period not covered.

Breakfast & After School Clubs are ideally booked via ParentPay. There are various payment methods – through the ParentPay system, by cheque upon invoice or via childcare vouchers.

Clubs should be booked via Parent Pay at least 7 days in advance, although we may be able to accommodate late bookings subject to availability. Please contact the school office on 01531 632940 if you require unplanned sessions.

LARKS BREAKFAST CLUB

The Larks Breakfast Club will start at 7.30am and finish at 8.40am and will include a buffet style breakfast. The breakfast is optional but the cost of the club will remain at £4 even if breakfast is not required.

The breakfast will include a selection of drinks including water, milk and a choice of fruit juices. There will be a selection of cereals with milk and brown toast with butter and preserves. There will always be a choice of fresh fruit and vegetables.

Breakfast will be served from 7.30am until 8.25am.

There will be a range of activities available during Larks including games, puzzles, books, art activities & table tennis.

At the end of the club, at approximately 8.35am—8.45am, a member of staff will escort the children to their various classrooms ready for registration.

Larks are located in the porta-cabin which is situated at the top of the school car park. Parents/carers can drop off their children via the single gate.

ILLNESS

Please note that if your child is ill at the start of the school day, unfortunately we will not be able to allow them to attend Larks Breakfast Club and we will contact parents/carers to collect them from school immediately.

OWLS AFTER SCHOOL CLUB

The Owls After School Club will start at 3.15pm and finish at 6.00pm, and will include a healthy snack of fruit/vegetables and a drink. Parents/carers may pick up at any time between these times and charges will be made according to the pick up time.

There will be a range of activities available during Owls club including games, puzzles, books, art activities, construction toys & snooker. There will also be the opportunity for outdoor play, so please ensure your child has appropriate clothing—winter/rain coats and summer sun hats.

At the end of school, staff will collect children from their various classes and escort them up to the portacabin.

Owls are located in the portacabin which is at the top of the school car park. Access for parents to pick up their children via the single gate.

Please note we are introducing a password system for collection of children (see the attached application form), so please ensure that anyone collecting your child is aware of the correct password.

LATE COLLECTION

We expect all children to have been collected by 6.00pm. However, we do understand that on occasion, a parent may be unavoidably late collecting their child. In these instances, parents should contact us as soon as possible on 01531 632940 ext 203. Please note that our staff have to be paid additional hours as a result of late collection of children and therefore, unfortunately, we have a late collection charge of £5 per 15 minutes. Thank you for your co-operation.

ILLNESS

Please note that if your child is ill at the end of the school day, unfortunately we will not be able to allow them to attend Owls After School Club and we will contact parents/carers to collect them from school immediately.

POLICIES

All school policies are adhered to for both Larks and Owls Clubs.

STAFF



Mrs Kostova



Mrs Holden Hall



Miss Taylor



Miss Lancett



Mrs Greening



Miss Smith

If you would like to register for either Larks or Owls, please complete the attached registration form and return to the school office. Then please access Parent Pay on line and book your required sessions.

Thank you.

Larks and Owls Club