



# Early Birds and T-Birds

## Breakfast and After School Clubs



## **Welcome to Great Waldingfield CEVC Primary School's Extended School Services**

Early Birds and T-Birds at Great Waldingfield CEVC Primary School provides Wraparound care for our pupils both before and after school. All pupils, from Reception to Year 6, are eligible to join this Club. Both Clubs are run by our experienced and dedicated staff. Our aim is to provide a range of stimulating activities both indoors and outside, incorporating play and homework and reading opportunities for your children in a safe and nurturing environment.

### **Opening Times**

We are open every weekday during term time with the exception of school PD days and emergency closures.

Morning sessions run from 07:30 until school starts at 08.45, when children are handed over to their class teacher by the Breakfast Club Leader.

Afternoon sessions run from 15:15 to 17:30. Children in Reception and KS1 classes are dropped off at the Club by their class teacher, and children in KS2 are sent to the Hall at 15:15. If your child is attending an after school activity Club, they will be escorted to T-Birds by a member of staff after this has finished.

### **Registration**

A Registration Form must be completed in full for each child attending either one of the Clubs. These are available from the school office and can be downloaded from our website. A child will not be allowed to attend either Club if the Registration Form has not been received. It is the responsibility of the parent/carer to inform the school of any changes, e.g. contact details.

### **Terms and Conditions**

Our terms and conditions are published on our website. To enable you to book any wraparound sessions you will need to have confirmed your acceptance of our Terms and Conditions. You can do this via your child/ren's Arbor account. A 'consent' button will appear in the Notes section of their profile. Once this has been done Early Birds and T-Birds will become available for you to book.

### **Menu**

At Early Birds breakfast each morning will be juice or milk and a range of healthy cereals, toast with a choice of spreads.

After school a light snack will be provided of juice or milk and a toasted crumpet / bagel / crackers and fruit Fresh water will always be available at the child's request.

### **Activities**

These are relaxed and flexible in a calm and comfortable environment, recognising that children need to unwind and relax after the school day. They can choose whether they wish to join in with a range of planned, structured activities both indoor and outdoor such as those involving sport or choose quiet reading and board games. There will be some themed nights linked to curriculum topics, current events and special days and staff will

take the lead from children's own interests. After 4:30 there will be an opportunity for your child to complete their daily reading or homework.

### **Booking Information**

Bookings can be made via your child's Arbor account. Guidance documents are available on our website. Your account must be in credit to enable you to make bookings, however, if you pay via Childcare Vouchers you will still be able to make bookings without a credit balance. The cut off time to book to book is eight hours before the start of the session.

### **Spaces**

To ensure adequate staffing after school there will be a limit to the number of spaces available in both of the T-Birds sessions – 30 spaces

### **Fees**

Fees must be paid via Arbor before the session takes place.

We do accept childcare vouchers as full or part-payment. Great Waldingfield CEVC Primary School reserves the right to withdraw the place from your child and refuse further bookings following non-payment of fees.

Breakfast session 7.30am until start of school - £3.80\*

After school until 4.30 pm - £4.25\*

After school until 5.30pm - £7.15\*

Fees will not be refunded unless the session is cancelled 2 working days in advance. Please note that children attending afterschool Clubs and requiring childcare afterwards, will need to be booked in for full sessions.

### **Collecting your child**

Children cannot be collected before 4:30pm This is to allow staff to lead children in more structured activities and allow time for snacks to be eaten. Children will need to be collected from the front entrance. A member of staff will bring all children due to be collected at 4:30pm to the front entrance.

For children who are staying late, they can be collected any time from 5pm. Once there, please buzz, and wait for a member of staff. There will be an additional charge of £5 for pick-ups that are more than five minutes late. This is to allow for overtime to be paid to the members of staff who are staying late.

### **Policies**

Our Wraparound Care services will adopt the school's policies and procedures. Children are expected to respect the ethos and values of the school while attending these Clubs as they would during the school day.

\* Prices correct as of 1<sup>st</sup> January 2024

## First Aid

All staff are First Aid trained. Any minor accidents or incidents will be dealt with and parents will be notified on collection. Parents/carers will be contacted immediately should the child need to be taken home or receive further medical treatment.

## Safeguarding

The safety and wellbeing of your child is of paramount importance to us. Our Headteacher, Mrs Sarah Baker is our Designated Safeguarding Lead and in her absence any issues should be reported directly to a member of staff.

## Questions and Queries

If you have any issues surrounding our Early Birds provision, please take this up in the first instance with Mrs Barbara Prall or for our T-Birds provision with Mrs Hart. We will always aim to resolve any problems as quickly and efficiently as we can. If the issue is not resolved to your satisfaction, then please consult with the Headteacher, who has ultimate responsibility for this provision.

**Birds contact number:** 07762 022895

## Staff

### Breakfast Club

Mrs Barbara Prall

[Level 3 Childcare Qualification](#)

Paediatric First Aid Trained

Mrs Denise Hyett

Paediatric First Aid Trained

Mrs Laura Wilson

[Level 3 Childcare Qualification](#)

Paediatric First Aid Trained

Mrs Tina Taylor

Paediatric First Aid Trained

Miss Katie Foxlow

Level 3 Schools First Aid

### Afterschool Club

Mrs Angela Hart (Monday – Thursday)

Paediatric First Aid Trained

Youth Mental Health First Aid Trained

Mrs Denise Hyett

Paediatric First Aid Trained

Mrs Laura Wilson

[Level 3 Childcare Qualification](#)

Paediatric First Aid Trained

[Mrs Hannah Thacker](#) (Friday)

[Schools First Aid Trained](#)