



Cuckney Church of England Primary
School
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Headteacher: Mrs L C Crossland

Dream, Believe, Achieve
'Nothing will be impossible with God' Luke 1:37

Wednesday 30th March 2022

RE: After school club

Dear Parents / Carers,

I am delighted to inform you that our After School Club is now set up and ready to go! It will be available from the first week back after the Easter bank holiday when we return on Tuesday 19th April.

Bookings –

As explained in previous communication there will be two sessions available to book, Option 1 until 4.30pm at a cost of £5.00 and Option 2 until 6pm at a cost of £10. The after school club is now set up on Scopay so the booking system is now 'live'. Sessions can be booked in exactly the same way as breakfast club. All sessions must be pre booked in advance and can be booked up to lunchtime of the day of each session. At lunchtime booking will close to allow attendance registers to be generated. If you find you need 'emergency' cover during the afternoon, please contact school and we will book a place for you. If you need a regular booking you can block book on a weekly basis for the whole term if that suits you better.

Staffing –

The club will be staffed by two of our current midday supervisors, Ms Claire Ward and Mr Sam Crossland. The can be contacted directly on cward@cuckney.notts.sch.uk or scrossland@cuckney.notts.sch.uk. Or on the school landline number (01623 842223) between 3.00pm and 6.00pm. Both staff already hold Current DBS checks, First Aid training as well as recent safeguarding training.

Location –

Given the other clubs currently running in school, the after school club will be held in the following locations –

Monday – Sherwood class

Tuesday – Holbeck class

Wednesday – Thoresby class

Thursday & Friday – The school Hall

Food-

All children will be offered a drink and a biscuit at the beginning of the club each day. If children stay for session 2 until 6.00pm, they will be provided with a further light snack after 4.30pm. The light snack may include items such as fruit, cheese and biscuits, carrot sticks and hummus, sandwiches, beans on toast etc.

Activities –

We have a whole host of activities planned for our children, both indoor and outdoor when the weather permits. Activities will include, baking, outdoor games on the field, field play equipment (with parental permission) as well as a host of craft activities. Please look out for photos of the club on the school notice board near the second school gate.

Registration –

We will ask you to complete a registration form, which will be available to download on the school website. This can either be printed off and returned as a paper copy or emailed if more convenient. The terms & conditions of the club will also be included with this form.

Daily register / Collection –

All parents will need to collect pupils in person and will be required to sign out their child / children each day. Children can be collected earlier than the session ends if required. We just ask that you contact us in advance so staff can accommodate this. If this is the case, the whole session booked will need to be paid for and no partial refund will be given.

Essential documentation –

The club will have its own risk assessment and run according to an 'Extended services' policy. These documents will be available on the school website.

Should you have any further queries or questions regarding the new After School club, please do not hesitate to contact me at head@cuckney.notts.sch.uk.

Kind regards



L C Crossland
Head Teacher