**St Thomas of Canterbury Catholic Primary School**

**Where every child is special**





**EXTENDED SERVICES**

**Tommy’s**

**Breakfast and After School Facilities**

**Parent Handbook**

**Welcome**

Welcome to Tommy’s, St Thomas of Canterbury’s extended services facility, where breakfast and after school sessions are offered.

Our aim is to help children develop their full potential through positive, social, emotional, physical and intellectual experiences. By providing a stable, secure and relaxed environment where parents and carers feel happy to leave their children.

We maintain high standards of child care in which there is provision for continued learning, through play, sport, arts and crafts and where children’s needs are reflected in the service we provide.

As Tommy’s is part of St Thomas of Canterbury School, the policies, procedures and working practices run in tandem with those of the school.

The club is managed by experienced and qualified staff and we look forward to welcoming your child to Tommy’s.

**What we are about**

**The aims of our School**

**OUR SHARED VISION**

**Every child** at St Thomas of Canterbury is special and will achieve their full potential academically, socially, spiritually and emotionally through the provision of a loving community and rich and varied learning opportunities and the highest quality teaching and learning.

**Every staff member** at St Thomas of Canterbury will feel valued and enabled to provide the opportunities that we want for our children and to do so as part of a loving community which has the highest expectations of and for all.

**Every Governor** at St Thomas of Canterbury will feel valued and enabled to act as a critical friend to the School and to be accountable for the School’s strategy.  They will play a visible role supporting all children, their parents and staff at School and in the wider community, to provide the best environment possible for learning and spiritual growth.

**OUR MISSION STATEMENT**

**God’s love is at the heart of our Catholic School family.**

**We show this in our respect, kindness and love for others and by treating other people as we wish to be treated ourselves.**

**We will encourage everyone to be the best that we can be.**

* To guide our children to grow in the love of God and build relationships that will enable them to make a positive contribution to the School and society.
* To develop an exciting, challenging and creative curriculum that produces confident and successful learners who are the best that they can be.
* To develop high quality learning that enables every child to flourish, to discover their talents and be lifelong learners.
* To establish a teaching and learning environment that encourages everyone to enjoy, to achieve, to be inclusive, to be healthy, and to stay safe.
* To nurture a strong partnership between home and School.
* To have respect and understanding for our School, our community and our world, helping our children to become responsible citizens and good role models.

**About the Clubs**

Tommy’s is open to all pupils at St Thomas of Canterbury School, from Early Years Foundation Stage through to Year 6.

Our aims are to reflect the rich and personalised experience that parents give their children at home. In a secure, safe and supervised environment, children’s learning continues through structured play, educational activities, games and resources. In addition, the Club provides a dedicated study facility in the Computing Suite for those children who would like to do homework, projects and research in a quiet environment, led by a qualified and very experienced Teaching Assistant.

Tommy’s embraces the School’s Mission Statement and observes the Early Years Foundation Stage themes and commitments. As part of the school, the extended services provision is recognised by Ofsted and meets the national standards for learning, development and welfare. All children from ages 4 to 11 are welcomed and activities are planned appropriately to meet their needs and ages. Our staff are actively encouraged to develop their skills continually through training and mentoring in order that they may continue to support young children.

The Early Years Foundation Stage themes govern all of our school childcare for children aged 4-11:

* **A unique child** – every child is a competent learner from birth who can be resilient, capable, confident and self-assured.
* **Positive Relationships** – children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person
* **Enabling Environments** – the environment plays a key role in supporting and extending children’s development and learning
* **Learning and Development** – children develop and learn in different ways and at different rates and all areas of learning and development are equally important and inter-connected.

The planning of activities are organised under 7 areas of learning, which are

* Personal, Social and Emotional Development
* Communication and Language
* Literacy
* Mathematics
* Understanding of the World
* Physical Development
* Art and Design

The environment plays a key role in supporting children’s development and learning. Tommy’s operates on the principle that children learn through play, but also acknowledges the importance of providing wider learning opportunities for young children.

We strive to recreate a family atmosphere where the children are given a choice of playing indoors or outdoors (weather permitting). A wide range of imaginative play opportunities are available and the children have ample opportunity to pursue their own interests. There is an appropriate balance of activities in our supportive and caring environment.

**Facilities**

Tommy’s is based in the Key Stage 1 (Infant) Hall but has access to other school facilities including the playing field, infant playground and the Multi Use Game area (Funville), trim trail, climbing wall and a wide range of sports equipment together with the Computing Suite.

**Sports Facilities**

Tommy’s staff organise sporting activities such as skipping, hula hoops, rounders and running races.

**Indoor Facilities**

There are a variety of facilities on offer to the children

* **Arts & Crafts** – the children are encouraged to develop and exhibit their art and craft work from painting to mask making, sewing to fabric painting.
* **Cookery** – children have the opportunity to make simple but nutritious food such as scones, rock cakes, fairy cakes, pizza, pasta and salad. The school holds a “healthy schools” award and this is reflected in our approach to encouraging the children to make healthy choices and to eat a wide variety of fruit and vegetables.
* **Study Facility** – We are fortunate to be able to provide a dedicated supervised and quiet area to support children and parents with the administration of homework. It is run by a highly skilled and experienced Teaching Assistant who is on hand to guide homework, reading and personal study. There are 20 places available Monday-Thursday 3.30pm-4.30pm.
* **Quiet Corner** – this is designed in particular for our younger children, who can be tired after a busy school day. After refreshments, they can sit and read a book, watch a video, just play quietly or even have a nap!

**REFRESHMENTS**

As an accredited “Healthy Schools” establishment, Tommy’s encourages children to consider following a healthy lifestyle. This commitment is acknowledged in our food provision:

Breakfast Session: A choice of: Toast, muffins, crumpets, a choice of cereals, fresh fruit.

After School Session: We appreciate that after a busy day at school, the children are hungry and are offered a variety of snacks including oranges, apples, bananas, melon, grapes, raisins, carrots, cucumber, peppers, pitta bread, yoghurts, cheese and more. Fresh water and milk is always available.

**STAFFING**

Club Manager Sue Maguire

Deputy Club Manager Angela Hammond

Study Facility Coordinator Nicola English

Food Preparation Magdalena Ng

Finance Administration Anne Foster

Personnel Administration Jacqui Clay

Other staff Halina Vadala, Maria Farrant, Sophie Perrella, Vicky Maguire (currently on maternity leave).

All our staff are experienced in child care and Sue Maguire, Club Manager, is qualified to NVQ level 3 Playwork, Safeguarding Children, Food Handling and Manual Handling. All staff are qualified in Food Handling. Everyone has an enhanced DBS (Disclosure Barring Service) check. The senior staff members are also qualified First Aiders. The Club Manager is responsible for the day-to-day management of the club, all admissions and for keeping an up-to-date waiting list.

The overall leadership of the Extended School provision at St Thomas’ is Mark Jones, a member of the senior Leadership Team (mrjones@st-thomas.surrey.sch.uk).

**ORGANISATION**

There are 70 spaces available at the After School Session, which includes 20 for the Study Club, 45 spaces at Breakfast Session.

The sessions are held as follows:

Breakfast Session 7.40 am - 8.55 am

After School 1st Session 3.20 pm - 4.30 pm

After School 2nd Session 4.30 pm - 5.30 pm

**Admissions, applications and booking**

**How to apply**:

Joining the Club is easy:

1. **Application and Parent Agreement**

Complete the application forms (available from the School Office) and return them to the Office for the attention of Mrs Foster.

Mrs Foster will be able to advise you on availability.

A new Parent Agreement must be signed annually. The form must be signed and received by the School Office by **MONDAY 15th JULY.** This is defined in section 4 of the Parent Agreement.

1. **Booking**

A completed Booking Form with payment for the Breakfast and After School Sessions must be received by the School Office by **15th JULY 2018** and on the dates advertised on the School Newsletter/Communication System for the Spring and Summer Terms 2019-20.

When completing the Booking Form, parents must state clearly the exact day(s) of the week, dates, the number of sessions requested, and sign the Form.

The Booking Form with payment should be submitted to the School Office marked “Breakfast / After School Club”.

Applications are managed by the Finance Administrator. Places will be awarded on a ‘first come first served’ basis.

If sessions are full, parents will be advised accordingly.

Copies of all the forms are available from the School website or the School Office.

**Fees**

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| **Activity** | **Duration** | **Session Charges** |
| **Breakfast Session** | Between 7.40 – 8.55 am | £5.00 |
| **After School Sessions** |  |  |
| Afternoon Session 1: | 3.20 – 4.30 pm  | £5.00 |
| Afternoon Session 2: | 4.30 – 5.30 pm  | £5.00 |
| Late picking up fee | After 5.30pm | £10.00 |
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Fees per Pupil for the School Year 2019/ 2020 are stated above. The full amount is due for the full or part Session. If a child is not signed out with the time stated, the full 2 hour sessions will be charged.

Payment must be made for all sessions booked, even if the child is absent for illness, on holiday or any other reason. All fees paid are non-transferable and non-refundable.

Parents must book in advance to use the Club in line with the procedures defined in Section 4 of the Parent Agreement. Pupils who arrive at any session and have not been pre-booked will not be permitted to join.

Parents may terminate the Agreement upon four weeks’ notice by email or in writing. In these circumstances a refund will be paid for unused sessions after the expiry of the four week notice period.

The Club reserves the right to increase fees at any time upon giving four weeks’ written notice of the proposed increase to the Parent. The increased rate will become due after the expiry of four week notice period.

**Payment**

1. Payment is due monthly/ half-termly or termly in advance with the Booking Form for breakfast and after school sessions.
2. Preferred methods of payment: Childcare vouchers and SCOPAY.
3. Cheques should be payable to St Thomas of Canterbury School.

# Attendance

We welcome new children to the Clubs and work hard to make them feel very much at home. New children are assigned a “buddy” to look after them and to help them settle in. Reception children will be allocated a keyworker.

When children arrive at the Breakfast, **they must be escorted** into the club and parents will be asked to sign them in.

A daily register is taken at the start of every Breakfast and After School clubs.

Parents must collect children promptly at the end of each session. Children are not allowed to leave the Club and walk home unescorted.

If parents are persistently late collecting their children, this may result in their place being cancelled.

Mobile phones and electronic games etc should NOT be brought to the club.

# Safety and Security

There are at least two first aiders on site at all times. In the event of an emergency, we will call the appropriate services and telephone parent(s) to advise them of the situation. If a child is taking medication i.e. antibiotics, we will give the prescribed dose but ONLY if a Medical Consent Form has been completed, (forms available in the office).

Fire Drills are conducted regularly and the muster point is the MUGA (Funville). In the event of an emergency you will either receive a text or telephone call. It is vital that we have mobile phone information and emails and that you are registered to the school’s communication system.

A Register is taken at the beginning of each session.

Parents must sign their child(ren) out at the end of each session attended.

Parents collect their own child(ren). If asked to collect another child, prior notice must be given to the Club Manager by the other child’s parent/guardian.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff are required to undertake an enhanced Disclosure check by the Criminal Records Bureau.

# Parent and Pupil Obligations

Parents and pupils sign a “Home School Agreement”, Authorised Use Agreement and Photographic Permission Forms when joining St Thomas of Canterbury School and these agreements continue to be valid for all Breakfast and After School sessions.

We also ask that every child and parents signs our Club Code.

Bad behaviour will not be tolerated and parents will be contacted if the Club Manager deems it necessary. Such behaviour may result in your child(ren) being refused further admission to the Club and any monies will be forfeited.

Club Code

All of the St Thomas’ after school clubs are fully committed to safeguarding and promoting the wellbeing of everyone involved – children and adults.

We believe that it should go without saying that all the children and adults involved in any of our clubs and parents too should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Extended School Leader (Mr Jones, mrjones@st-thomas.surrey.sch.uk).

As a member of a St Thomas of Canterbury breakfast and after school clubs, you are expected to abide by our Club Code:

1. *We always treat others (adults and other children in the Club) as we would like to be treated.*
2. *We always follow the Club rules and show respect to the Club leaders and their decisions.*
3. *We always look after and respect all the Club’s equipment and resources.*
4. *We always follow the school rules regarding the use of Mobile Phones (phones to be turned off and handed in for safekeeping during attendance at Clubs and collected at the end. (Only relevant to children in Years 5 and 6 who have permission to have phones in school).*

*If the Code is not followed there will be consequences which may include a decision to exclude a child from membership of the Club either temporarily or permanently. We very much hope and expect that this would never be necessary at St Thomas’.*

**Term Dates**

**Autumn Term**

Term starts 4th September 2019

Half Term 28th October – 1st November 2019 inclusive

Term Ends 20th December 2019. School finishes at 2.00pm

**Spring Term**

Term Starts 6th January 2020

 Half Term 17th – 21st February 20202 inclusive

Term End 3rd April 2020. School finishes at 2.00pm

**Summer Term**

Term Starts 20th April 2020

Half Term 25th May – 29th May 2020 inclusive

Term Ends 17th July 2020. School finishes at 2.00pm

**In-service days**: 2nd and 3rd September 2019, 4th October, 2nd December, 24th February, 19th June.

**Communications**

The club mobile phone number is **07538 550532** – this number should be used to contact the Club ***after 3.30pm each day*.**

**During school hours** (8.30am-4.00pm) a message can be left via the school office (**01483 888388**).

To book, cancel or if you have any queries, please email:

 office@st-thomas.surrey.sch.uk

It is vital that Parents/Carers keep their records at school up to date with regard to mobile phone numbers, emergency contact and email addresses. The school operates an email communication system whereby parents are contacted with information. Tommy’s will, as appropriate, send information to parents regarding bookings etc.. and will text parents in the event of an emergency i.e. club closure.

Booking forms, Parent Handbook and the Parent Agreement forms can also be found on the school website [www.st-thomas.surrey.sch.uk](http://www.st-thomas.surrey.sch.uk) under clubs & activities.

# Feedback

From time to time we will ask the children to complete an annual questionnaire on how well we are doing – their feedback is vital in helping us to improve and enhance the club’s facilities further.

We are always happy to receive suggestions on improvements and ideas. These can either be given to **Sue Maguire**, Club Manager, or dropped into the school office for the attention of **Mark Jones**, Extended school Leader (mrjones@st-thoma.surrey.sch.uk).

# Disclaimer

Every effort has been made to ensure the accuracy of the information in this Parent’s Handbook. However the distribution of this information cannot imply a commitment on the part of the Governing Body to maintain its current policies or arrangements without change for the duration of a pupil’s time at the Club.

This Handbook is accurate at the time of issue, namely June 2019. If you have any questions, please contact Anne Foster via email office@st-thomas.surrey.sch.uk.