

Slaley First School

Before School Club



Information Pack for Parents & Carers

Extended Provision at Slaley First School

Our **Slaley First School** Before School Club offers quality child care to support our parents' working day. The club is run by school and managed by experienced professionals with relevant childcare qualifications including first aid and food hygiene.

During the sessions we aim to provide varied and exciting activities for your children to enjoy in safe and friendly surroundings.

This provision is available to children from Nursery to Year 5 who attend, or have attended, Slaley First School.

Sessions are term time only and therefore not available on teacher training days or school holidays.

Before School Club runs Mon - Fri:

7:30am to 8.50am

(Breakfast is offered to those children attending between 8:00 - 8:30am*)

Children will need to be brought to the **main entrance** where they will be signed in on arrival by a member of staff.

*We will work with parents/guardians to provide suitable food for children who have a special dietary requirement as diagnosed by a doctor or dietician.

Booking and Payment

A Booking Form, dated for the half-term, is available on request from the school office. This needs to be submitted in advance (with payment) indicating the required provision for the half-term.

All payments need to be made online through school comms or childcare voucher systems. We will not be accepting cash or cheques.

Please note we cannot accept ad-hoc bookings and fees are payable if your child is off for reasons including sickness and holidays.

In an **emergency**, last minute bookings *may be possible*, but this is at the discretion of the Headteacher and dependent on capacity.

Policy and Procedure

As this extended provision is offered by Slaley First School, it will be managed and operated in line with all existing school policies which are available from the office or school website.

Safeguarding:

All staff are DBS checked and a DSL (Designated Safeguarding Lead) will be on site.

In accordance with our Mobile Phone Policy, can we remind parents that **no** mobile phones can be used on the premises.

If you have any concerns, please speak to a member of staff.

If you have any queries you can contact Mrs. Wilson (Office Manager) or Mrs. Hayward (Headteacher) on the school number: 01434 673220.



Nurturing Ambitious Individuals

Email: admin@slaley.northumberland.sch.uk

www.slaley.northumberland.sch.uk