



Seaton Sluice First School

WRAPAROUND CLUB

2024-25



Seaton Sluice First School provides wraparound care during term time only (not open on Teacher Training days).

Sessions are available before and after school:

Breakfast Club:

Monday - Friday 8:00am - 8.50am (£3.50 per child)

Please note that breakfast will stop being served at 8.30am.

Wraparound Club:

Monday - Friday 3.15pm - 5:30pm (£5.50 from 3:15-4:30, £10.50 from 3:15-5:30pm per child).

Please note that a light tea will be provided in between 3:30pm and 4:30pm.

The Wraparound Staff Team are:

Breakfast Club: Mrs Dale, Mrs Armstrong, Mrs Cummings

Wraparound After School Club: Miss McNab, Mrs Armstrong, Miss Mckay, Mrs Wilson

Process to be followed:

1. Complete a registration form per child (available at the end of this pack or a paper copy can be requested from the school office) and return it to school. Completed forms should be returned to the school office.
2. When your form has been received, you will be contacted by Mrs Johnson who will confirm receipt of your application. If you require wraparound after school care, Miss McNab, the staff co-ordinator will also contact you to confirm your child's place and details of booking. We use an App called 'Class Dojo' for communication and any amendments to bookings. Miss McNab will set this system up with you.
3. For Breakfast Club, no booking is required. Your child can access the provision as part of a 'drop in' basis depending on your requirements. They can just turn up to the main school entrance from 8:00am.

Please note that a late collection fee of £5.50 will be charged if your child is not collected by 5:30pm.

If you need to get in touch with Wraparound care:

Telephone school office: 0191 2371839 (office hours are 8.00am - 4.00pm - there is an answerphone outside of these hours)

URGENT phone calls - if you need to contact the playleader during a session for emergency reasons: **07342 266582**

Breakfast Club:

Please drop children off at the main entrance to school. There is a door bell push on the left-hand side of the doors, outside the office window. Please just ring the wraparound designated bell and a member of the team will answer the door as quickly as possible. Your child will then be taken to the hall by our staff, and registered for the session.

After School Sessions:

Please collect children from the main school entrance. Please ring the wraparound designated bell on the left-hand side of the main door, outside the office window and a member of staff will come to see which child you are collecting and be happy to assist you. For safeguarding purposes, please note that only wraparound staff will see you into school to collect your child. Any other member of staff will not be authorised to let you enter the building.

You will be invoiced by Mrs Howes, our Finance Manager, at the end of each month. Payments can be made via ParentMail or by cash at the school office. We are now also registered with the government's Tax-Free Childcare service. To check eligibility, click

<https://www.gov.uk/tax-free-childcare>



September 2024