



# **Trawden Forest Primary School**

## **FOREST FRIENDS: Before and After School Club**



## **Information Booklet**

<https://www.trawden.lancs.sch.uk/about-us/forest-friends>

## Trawden “Forest Friends” Before and After School Club

Forest Friends provides quality wrap around provision for children of Trawden Forest Primary School

### Our Forest Friends staff team:

Mrs Waters— Forest Friends Supervisor

Mrs Clay—Forest Friends Assistant and Finance Officer

Mrs Crawshaw—Forest Friends Assistant

Miss Gallagher—Forest Friends Assistant



**Trawden “Forest Friends” Before and After School Club** is a friendly, happy place to talk, do homework, play with friends and have fun. The children are safe and secure in our building until they are taken to class for registration or collected after school. We promote equalities and include all children in the club. Any child with specific requirements will be supported in partnership with parents, childcare and extended services and partner agencies.

If you would like to register your child for our Forest Friends, please complete the registration forms:

1. Child Care Agreement
2. Additional Adults

at the end of this booklet and return them to the school office. Once your child has been registered you may then book sessions.

### Do I have to pre-book if I want my child to attend before and/or after school club?

We do ask parents to book the sessions they require in advance where possible.

**ALL SESSIONS MUST NOW BE BOOKED THROUGH THE SCHOOL OFFICE.**

Via:-

- Phone: 01282 865242
- email: [bursar@trawden.lancs.sch.uk](mailto:bursar@trawden.lancs.sch.uk)
- the school website online enquiry form: <https://www.trawden.lancs.sch.uk/contact>

However, we understand that parents want flexible out of school care and for this reason you can contact the school office on an “ad hock” basis. Should you need your child to be placed into after school care at short notice please contact the school office.



### To contact us please call:

01282 865242 school office (8.30am—3.45pm)

07983 243 941 - (after school hours 3.45-5.30pm)

Mrs Clay: [aclay@trawden.lancs.sch.uk](mailto:aclay@trawden.lancs.sch.uk)

School office: [bursar@trawden.lancs.sch.uk](mailto:bursar@trawden.lancs.sch.uk)

## Opening Times

Times	Session Cost
From 7.30am - 9.00am Including breakfast	£4.50
From 8.20am - 9.00am Excluding breakfast	£2.00
3.30pm - 5.30pm	£4.00 per hour

## Before School Club

### What provision is there in breakfast club?

Children can have their breakfast with us at school or at home, the choice is yours. At school we offer the children a variety of options for their breakfast, this can include: toast (with a choice of spreads), crumpets, cereal, yogurt, fruit and a drink.

Breakfast is only available if your child is booked in before 8:20am. After the children have had something to eat and drink morning activities are organised.

If your child is booked in after 8:20am they are cared for and access activities until they are taken to class for registration.

## After School Club

### What provision is there in after school club?

Children arrive in after school club after a very busy day in school and so are offered a choice of healthy snacks and drinks. Please note that this is a snack and it is not intended to replace the evening meal.

Staff who are working with the after school children that day organise a wide variety of activities both inside and outside (weather and staffing permitted). These can include drawing, collage, pompom making, bingo, board games, Lego, arts and crafts, snooker, PlayStation, computers and many more.

Any child booked in the after school club must be collected by 5:30pm. However, if for some reason they are not collected on time then a charge of £20.00 per quarter hour will be incurred on top of the cost of the session.



## How am I billed?

A weekly email is sent out to all parents that have used the service advising them of the cost.

Payments for the before and after school clubs are to be made on a weekly basis.

Payments can be made:-

- Directly into the club account - Trawden Forest Primary School Before and After School Club:  
**sort code:** 01-02-20  
**account number:** 23593296
- Cash in a named sealed envelope
- Cheque made payable to: Trawden Forest After School Club
- Childcare Vouchers – speak to your employer about this and you will need our Ofsted registration number and school name  
*119180 Trawden Forest Primary School*

If you need any further support or information, please contact the school office or email Mrs Clay.

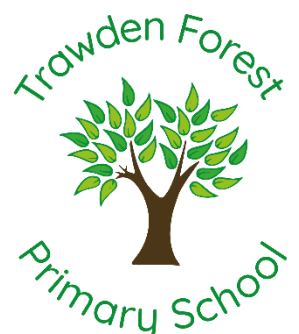
Please see our website for up to date information.

<https://www.trawden.lancs.sch.uk/about-us/forest-friends>

## General Important Information

The entrance to breakfast club is via the school's main entrance. There is a buzzer on the outside wall labelled "Forest Friends Club" to press for attention. A member of the club will respond and come down to let the child in. All children **MUST** be signed in by the adult dropping them off.

When children are collected from after school club, again via the main entrance, adults press the buzzer for attention. A member of the club will respond and ask who is being collected. They will then bring the child down to the main door. All children **MUST** be signed out by the adult who is collecting them.





## Terms

Dear Parents/Carers,

Trawden Forest Friends Before and After School Club at Trawden Forest Primary School runs under the Management of the School and the Board of Governors.

Rather than having different policies we are sharing the School policies adopted by the School Governors.

Copies of the policies are available on the School Website or available on request from the School Bursar.

We use the registration information, contact numbers, medical details and additional information we have been provided by parents to the school for Before and After School Club.

If you wish for your child/children to attend our Trawden Forest Friends Before and After School, please could you read the following documents and sign their Registration and Agreement Form and return this to the school office as soon as possible.

For any additional people, other than the ones specified on your school data collection sheet, collecting your children on your behalf from the After School Club, please can you complete the additional consent form.

Thank you for your co-operation and if you have any questions please do not hesitate to contact us.

Mrs H Waters

**Forest Friends Supervisor**

Mrs L J Stinchon

**Headteacher**

Mr I Ross

**Chair of Governors**



## Registration Form - Child Care Agreement

**This agreement is between: Trawden Forest Friends Before and After School Club, Dean Street, Trawden BB8 8RN and the parent/carer who completes the form.**

Telephone Numbers - 8.30am - 3.30pm 01282 865242 (school)

3.45pm - 5.30pm 07983 243 941 (after school mobile)

or out of hours, email; bursar@trawden.lancs.sch.uk or aclay@trawden.lancs.sch.uk

### I agree to the following

- I will collect or arrange collection of my child/children by **5.30pm** at the latest, as the Insurance at the club expires at 5.30pm, my child will not be left unattended. However, the club has no legal responsibilities after this time.
- I agree to pay an additional fee of **£20.00** for every quarter of an hour after this time.
- Persistent late collection of a child is unacceptable, and the club reserve the right to remove a child from the group for this.
- I will agree to ring the school office if my child/children will not be attending any session that they have been registered for i.e. due to illness or appointment.
- If my child fails to attend the club without prior notice, I am aware that should the club supervisor be unable to establish through school or contact numbers my child's whereabouts this will result in him/her being classed as missing whereby after 30 minutes the police will be contacted.

**Payment is to be made on a weekly basis, unless paid by vouchers.**

Full time / regular users **must** book for sessions via the school office.

For parents who wish to use Before and After School Club on an ad hoc / casual basis, this is possible and the session **must** be booked before 3:30pm by ringing the school office.

I understand that if my child is booked into the club and cannot attend for ANY reason, it is my responsibility to inform the school office.

Child's Name:

Parent / Carer Name:

Address:

Signature (Parent/Carer):

Date:

Signature (Headteacher): L J Stinchon



## Registration Form - Additional Adults

Please fill in details of any additional persons (different to the adults registered on the school's data collection forms) who will be collecting your child / children from After School Club.

**No child will be realised unless the person is listed below.**

Name of person:

Relationship to child:

Contact Number:

Name of person:

Relationship to child:

Contact Number:

Name of person:

Relationship to child:

Contact Number:

Name of person:

Relationship to child:

Contact Number:

Name of person:

Relationship to child:

Contact Number: