



Pirbright Club Class

'Learning at the speed of life and beyond'



Who are we?

Pirbright School is proud to offer a well-established and highly regarded wraparound care provision, Pirbright Club Class, which has been running successfully for over seven years. We are committed to providing the highest quality experience for our children. Pirbright Club Class is run by Mrs Jodie Allen, and employs members of staff who are experts in their field. Their skill and ability in caring and nurturing Pirbright Village Primary School pupils is widely acknowledged amongst the school community. Making great use of the school's wonderful facilities with a vast array of top quality resources, will allow children to have fun, to be inspired and to unwind after a busy day in the classroom. Pirbright Club Class is run by the school, following the school's ethos, ensuring that pupils never want to go home.

Who is the club for?

We cater for all ages of Pirbright pupils from 4 years up to 11 years and aspire to achieve a special "family" feel to the club matched to the ethos of caring and respect upheld by the school as a whole. Our activities and facilities offer something for everyone! Whilst many people may see the club as childcare provision initially, we aspire to create an environment in which the children wish to spend time - whether their parents are at work or not.

Where and when?

Breakfast Club runs from 7.45am to 8.45am and operates every day the school is open. Parents need to escort their children to the Club Class entrance. Pupils will access cereals, toast and juice before having the chance to take part in a myriad of activities. Breakfast is served until 8:15am.

The After-School Club AKA Club Class runs from 3:15pm to 6:00pm and operates every day that the school is open, apart from the last day of each term. Parents collect their children from the club via the centre door (accessed to the left of the car park) at the end of their session. If pupils are having fun outside, there is a number to call to let the staff know you are ready to collect.

What do we do?

In conjunction with the Headteacher and Deputy, Club Class takes responsibility for planning and organising activities, topic themes for each week and snack options. Theme-based activities include cookery, crafts, board games, reading, imaginary play, construction, music, sport and much more. Children are offered many opportunities to explore and develop new interests and skills, both inside and outside of the school environment, and can choose the activities that appeal to them most. If you would like your child to have an evening meal, then you can select a home-cooked meal provided by the school's caterer Cleaverchef. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting and our school caterer is able to provide this.

How do I book childcare?

Once we have registered your child and you are all set up continued bookings are quick and easy!

- 1) Complete the registration form (found on the school website or collected from the office).
- 2) After successful registration, payment and booking via Scopay will be enabled by the school office. Sign onto the website and book your sessions!

No bookings can be made without a credit balance on account. **Bookings can be made up to 48 hours before the session day**, if spaces are available. **A session can be cancelled up to 48 hours before the session day via Scopay, after this time you will be charged the cost of the session**, where possible and with reasonable time we will cancel and refund the cost of your child's meal if one was booked. **If a child is of sick from school we cannot cancel the bookings**

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Bookings can be made with less than the 2 school days' notice by phoning the school office (if space is available). These bookings will incur a £5 admin charge.

Cost?

The cost of each session will be:

Breakfast Club session: £5.00 (access to cereal and toast)

After School Club session: £14.50

£17.20 (dinner provided by Cleverchefs)

All About Club Class

As we want to give parents more flexibility, your child's place will not be guaranteed unless it has been pre-booked in advance. Places are allocated on a first come, first served basis and there is a maximum capacity for each session. We have increased our capacity dramatically over the last 12 months to meet the needs of our community and have settled on a maximum number of 80; this works best for children, staff and our facilities.

Time Keeping

We work hard to ensure that our Pirbright Club Class provision is the very best it can be for the children and to best meet your needs as parents/carers, while also considering our staff and facilities. Collecting children late has a detrimental impact on them as they are often concerned about where their parents are but it also has a detrimental impact on our staff who have to stay late when they are not being paid. They work very hard, often from 7:45am and have families to go home to; it is not fair to make them late.

Late collection Charges

Please notify Pirbright Club Class by ringing the mobile number if you are unable to pick up your child on time. We appreciate that there will be the occasional unavoidable emergency; however, you will incur a late pick up charge. This will be £5 for the first 10 minutes then £5 for every 5 minutes after that.

Your child's place at Pirbright Club Class is dependent on collection by 6pm; on the first occasion we will write to you informing you of late fees and ask for the balance to be settled within 7 days. On the second occasion, a formal letter will be issued to you detailing late fees and that if you are late to collect your child again, access to Pirbright Club Class will be removed. On the third occasion, Pirbright Club Class will be withdrawn from your family for 10 school days.

Attendance

We retain the right to withdraw the Pirbright Club Class service for children who have concerns raised over their school attendance.

Sickness

Unfortunately, even if a child is off sick from school, we cannot cancel the booking.

Behaviour

Pirbright Club Class is not school, and children are afforded a greater degree of freedom than they would be during the school day. It is a different environment, with a different structure and expectations and we recognise that this setting may not be suitable for every child.

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Whilst we continue to follow the school's systems, processes and values, we also recognise the unique nature of the Club Class provision. If your child's behaviour does not meet our expectations, we will speak to you at collection and ask for your support in talking to your child and reinforcing our School Values.

In more serious cases, or where informal conversations have not led to an improvement, we may issue a formal warning letter. This will explain that the process has become more formal and that continued concerns may result in your child's place at Club Class being withdrawn.

If two further warning letters are issued, we reserve the right to temporarily withdraw the Club Class provision on the third letter for a specified period of time. We will communicate the length of this period with you. This process is in place to ensure that Club Class remains a safe and positive environment for all children and staff.

Behaviour – New Starters

We are always delighted to welcome new children to Club Class. However, we recognise that the Club Class environment is not right for every child and we reserve the right to discuss this with you if we have concerns.

For some children, the school day can already be a long and demanding experience. If your child is finding it difficult to manage the additional time at Club Class, whether at breakfast club, after-school club or both, we may recommend reducing the length and/or frequency of their sessions as an option. We will work with you to identify an approach that meets your child's needs and, where appropriate, gradually build up the amount of time they spend with us.

Every situation will be considered individually, with the wellbeing and needs of your child, alongside the safety and wellbeing of the other children and staff being our priority.

In some circumstances, we may conclude that the Club Class environment is not appropriate for a particular child. If this is the case, we will discuss this with you and work with you to identify the most appropriate next steps.

Questions, queries or problems?

Mrs Allen, Mr Wright, Mrs Dow and Mrs Tucker are here to help.

Pop in to the club between 3:15-6:00pm to speak to a member of staff or email PCC@pirbright.surrey.sch.uk

If you need to telephone for any reason, please call 07873772165 and leave a message with a contact number and a member of staff will return your call ASAP.