

**Castor CE Primary School**  
**Castor Crew: Extended Provision**  
**Welcome Pack – updated October 2016**



The Castor CE Primary School 'Extended Provision' is run by the school and makes use of rooms and resources on the school site. The school's leadership team and Governing Body will be responsible for the provision.

During school term times we offer childcare provision from 7.45am to 8.45am and from 3.15pm to 6pm. Drop off in the morning will be directly into the school hall. At the end of the day collection will be via the gate entrance on Church Walk.

### **Staffing**

Manager: Mr Mark Ratchford, Head Teacher, Castor CE Primary School

Provision Leaders: Mrs Jan Dummigan and Mrs Angela Merry

### **Fees per child**

Morning, 7.45am to 8.45am: £4

Afternoon: £5 until 5pm, £8 until 6.00pm.

If more than one child then each child will be £4 until 5pm and £7 until 6pm. This is a flat fee that will be charged whether or not your child is an after-school club that ends at 4.15pm.

Additional charge for late pick up (after 6pm): £5 for the first 10 minutes, followed by £1 per child per minute. Children booked to be collected at before 5pm will be charged £8 if picked up late.

### **Our aims**

To provide an environment before and after school in which our school values ensure children are safe and happy.

### **Activities**

A range of activities will be available for children to choose from which are aimed at encouraging confidence, creativity, independence, co-operation, enjoyment and social interaction. These will change each day and provide a variety of fun, stimulating and interesting opportunities for the children to enjoy inside and outdoors. Activities will take into account the different ages, abilities and interests of children. A space will be provided where children can carry out their homework.

### **Refreshments/snacks**

Mrs Taylor, in the school kitchen, will oversee the provision of food. Breakfast will be provided at the morning session, consisting of a choice of cereal, toast and jam, milk and juice. Fresh drinking water is available at all times. Healthy refreshments and drinks will be offered on arrival at the afternoon session. Children will also be able to bring a snack from home in a labelled 'lunch box' which should be handed in at the start of the day to be refrigerated.

### **Illness and medication**

The school's usual procedures for illness and medication and accidents and emergencies will be followed. Forms for the administration of medicine are available from the school office. If children are unwell or have an accident parents will be contacted immediately as necessary.

## **First Aid**

There is at least one member of staff who has completed a paediatric first aid course on site at all times. Basic first aid will be given as necessary and recorded in line with school procedures.

## **Complaints Procedure**

In the first instance to talk the staff leading the provision if the issue remains unresolved follow the school's complaints procedure available on the school website.

## **Registration, Booking and Payment**

**Registration:** All pupils attending the extended provision must be registered using the attached Castor Crew Registration Form.

**Booking** forms should give as much notice as possible and will be available in the term before provision is required. Places will be allocated on a 'first come first served basis'. Booking up to the day before is possible but places cannot be guaranteed.

Fees must be paid in advance by cheque, (payable to Castor Primary School) or cash. It may be possible to pay for the club using Childcare Vouchers – please see Mrs Glossop if you are interested in using this facility. Invoices will be issued at times when this is not possible (eg. for late collections) and must be settled within 7 days of receipt.

The provision's longevity will depend on up take and financial viability. The Governing Body of the school will oversee the provision and its viability in the Governors' Resources Committee. At least a half term's notice will be given if the provision is not sustainable.

## **Dropping off and collecting your child**

The morning session will take place in the school hall. Children should be brought to the hall entrance at the front of the school and register on arrival with a member of Castor Crew staff.

The after school session will be based in the new mobile classroom. Parents should use the Church Walk gate to access the playground. You can call the mobile number below to alert staff that you have arrived.

Absences- The school should be informed of absence in line with usual procedures. No charge will be incurred for provision if children are unwell or more than 24 hours notice is given. Pre-paid missed sessions due to illness will be credited to your account.

## **Code of Conduct**

Children will be expected to behave as they do within school and the school's Behaviour Policy will be adhered to.

If children are collected late, after six o'clock for a period of over an hour during one half term then the child will no longer be able to attend the provision.

If invoices are unpaid after a period of 2 weeks from issue then the child will no longer be able to attend the provision.

## **Contact**

Bookings and messages can be sent to Castor Crew staff via email:

[crew@castor.peterborough.sch.uk](mailto:crew@castor.peterborough.sch.uk)

The following mobile number can be used to contact staff during Castor Crew sessions when school lines are unmanned- 07752719592