

# Norden Community Primary School

## JANUARY/FEBRUARY 2018

Class No



# After School Clubs

Activity	AGE GROUP	TIME	NUMBER OF WEEKS	COST	Class	Amount Paid
<b>MONDAY</b>						✓
Drama	All	3-4.15pm	5	£ 10.00		
Beginners & Intermediate Gymnastics	All	3-4.15pm	5	£ 10.00		
Computer Class	Y1 upwards	3-4.15pm	5	£ 10.00		
Homework Club	All	3-4.15pm	5	£ 10.00		
<b>TUESDAY</b>						
Multi Sport	Y3 upwards	3-4.15pm	5	£ 10.00		
Craft Creation for Beginners	Rec - Y2	3-4.15pm	5	£ 10.00		
Craft Special Advanced	Y3 upwards	3-4.15pm	5	£ 10.00		
Homework Club	All	3-4.15pm	5	£ 10.00		
<b>WEDNESDAY</b>						
Trampoline	All	3-4.00pm	5	£ 10.00		
Keep Calm & Dance	Rec - Y3	3-4.15pm	5	£ 10.00		
Zentangle	Y3 upwards	3-4.15pm	5	£ 10.00		
Indoor Cricket	All	4.15-5.15pm	5	£ 10.00		
Homework Club	All	3-4.15pm	5	£ 10.00		
<b>THURSDAY</b>						
Cookery	Y1-Y3	3-4.15pm	6	£ 18.00		
Art, Design & Technology	Y3 upwards	3-4.15pm	6	£ 12.00		
Trampoline & Advanced Gymnastics	All	3-4.15pm	6	£ 12.00		
Fun Gymnastics & Trampoline	All	4.15-5.15pm	6	£ 12.00		
Homework Club	All	3-4.15pm	6	£ 12.00		
<b>FRIDAY</b>						
Trampoline	All	3-4.15pm	6	£ 12.00		
Cookery	Y4 upwards	3-4.15pm	6	£ 18.00		
<b>Total Amount paid for Activities</b>						£

<b>Name of child:</b>	
<b>Class:</b>	
<b>Emergency Contact Number:</b>	
<b>Signed:</b>	Parent/ Carer

As we are an integral part of school we will be using the same Late Collection Procedure Policy. During the last Half term we have been advising people who have been late collecting their children. From January we will be adhering to the policy an extract of which is detailed

Please ensure that your child is collected from school at 3 p.m. or 4/4.15 p.m. if they are attending an after school club. We are fully aware that there are valid reasons or emergencies where parents/carers have been delayed and, when the school is informed in advance of this, we will always take an understanding view. However, some parents/carers regularly pick up their child late with no prior contact being made. Therefore, we are taking the following action. Children who are not picked up by 3.10 p.m. will be taken to the school office where they will be supervised by school staff. If it is the first occasion of late collection and the parent/carers has notified the school that they are held up then no charge will be made for the supervision of the child. There will be a charge of £5 per hour or part thereof per child applied to contribute to the cost of the school for supervision of children if one of the following applies: A repeat occurrence of late collection by the parent/carers by 3.10 p.m. This charge would be expected to be paid on arrival at school. The same charge of £5 will apply for children being picked up 10 minutes after the finish time of their after school club.

**YOUTH CLUB WILL BE RE-STARTING ON FRIDAY 5TH JANUARY 2018**



# NORDEN

## Community Primary School

Dear Parent/Carer,

We try where possible to listen to all your comments. Several things have been mentioned recently which we hope we have been able to address from November:-

- Provide an additional class on a Tuesday for the older children who like to be creative.
- Have a different approach to the handover system when parents are collecting children from the gym after trampoline/gymnastic classes.

As you will see overleaf we have included a Christmas Craft Club on a Tuesday for children in years 3-6. If this class is successful it will continue with a different theme into the new year.

We have now employed additional members of staff when the children are leaving the Gym. Mrs Ashworth who works in the Foundation stage is familiar with the children and their parents. She will be assisting on a Monday, Wednesday & Friday. Mr Lewis will be helping Mr Parker on a Tuesday and Miss Parker will be responsible for handover on Thursday. The procedure will be as follows :-

- Parents will be able to come into the Gym before the session finishes if they want to see the progression of their child/ren in Gymnastics and or trampolining. However, can we please ask that you sit on the benches and encourage your child/ren to carry on as though you are not there.
- Mrs Ashworth, Mr Lewis and Miss Parker are in charge of going into the changing rooms with the children and dismissing them into your care. May we ask that **NO** Parent/Carer goes into the changing rooms whilst the children are getting changed.
- If for some reason you personally are not collecting your child/ren could you please advise staff as soon as you aware by e-mailing Mrs Parker - e-mail: [lparker@norden.rochdale.sch.uk](mailto:lparker@norden.rochdale.sch.uk) or telephone her or Mr Parker on 01706 657485.

We are sure you will all work with us to make this new system work as it is in the interest of keeping all the children safe at all times.

Lastly as we are an integral part of school we will be using the same Late Collection Procedure Policy to ensure that our staff are able to leave on-time.

Yours sincerely

Lynne Parker  
Andrew Parker  
Community Business Managers  
Tel: 01706 657485