



# Suffolks Primary School

## Wraparound Club Provision

(Dfe Registration Number: 102005)

Tel: 020 8804 1534

Email: [office@suffolks.enfield.sch.uk](mailto:office@suffolks.enfield.sch.uk)

[Carterhatch Parents - Click here for the booking form](#)

Breakfast Club – 8:00 – 8:45 AM

Breakfast Club Lead: Caroline Cornell

Breakfast Club Support: Simone Titman

Tea Time Club – 3:30 – 6:00 PM

Tea Time Club Lead: Simone Titman

TTC Support: Barbara, Debbie, Justine & Nicola

**Breakfast Club:** Children must be signed into Breakfast Club from 8:00am. A member of Breakfast Club staff will escort children to the class line where their teacher will meet them and mark their attendance on the school register.

At Breakfast Club children are given a healthy breakfast with a selection of cereal, bread, fruit, pancakes and juice. Breakfast is served between 8:00am - 8:30am. Please note that if your child arrives after this time, we will not be able to provide your child with breakfast. Please note that even if you arrive late, you are still required to pay for using out of hours' provision.

**8:00 – 8:45 AM, £3 per pupil**

**Tea Time Club:** At the end of the school day, Reception children are escorted and signed into Tea Time Club by a member of the EYFS team. Year 1- 6 are sent directly to Tea Time Club from their class. All children are then marked on a Tea Time register and must be signed out by an adult on collection. Tea Time Club children are to be collected by 5:55 pm to be off site by 6:00 pm.

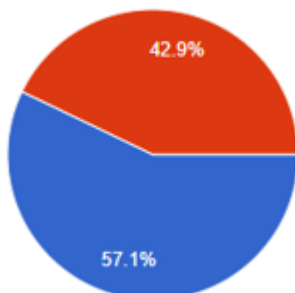
If you are late to collect your child, you will need to phone TTC mobile number (TBC) to advise them. If you are late collecting your child, you will incur an additional £5 fee each time. If you are continuously late, this could lead to a referral to Social Services. In the event that a child is not collected and we are unable to make contact with you, we will inform the police and/or Children's Services.

**3:30 - 4:15 PM, £5.00 per session, 3:30 - 6:00 PM, £7.50 per session (no sibling discount)** If your child attends Sports Club, they will be taken to Tea Time Club afterward the Sports Club finishes.

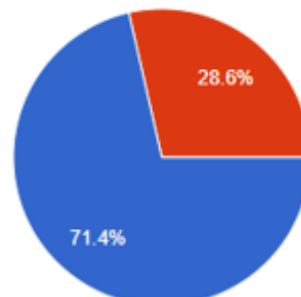
*Please note that we will not be providing snacks for Tea Time Club to keep the cost at £7.50 per session. You will need to provide a snack for your child to have at Tea Time Club.*

Tea Time Club Pricing Structure Survey:

Tea Time Club provision until 6PM with a snack @ £8.50 per session.



Tea Time Club provision until 6PM without a snack @ £7.50 per session. (I will provide snacks for my child/ren).



### **Time and Attendance:**

All days booked must be paid for in advance and you will be charged unless your child is absent. The Breakfast Club provides care for children from Monday to Friday 8:00am – 8:45am (start of school) term time only. Tea Time Club provides care for children from Monday to Friday from 3:30pm until 6:00pm (term time only). Children must be collected by 5:55pm to be off site by 6pm.

*Please note that we do not offer Tea Time Club on last day of term or on our half-day inset days. Please click on the link below for our Term Dates.*

### **Suffolks Primary Term Dates**

The Breakfast Club and Tea Time Clubs are based in the school and can be accessed via the school office on Brick Lane. At both Clubs, children can participate, under the supervision of the staff, in a range of free play and structured activities. More information is available on request. The Club is open for children of Suffolks Primary School & Carterhatch Junior School. A registration form must be completed before any pupil is able to attend the clubs.

**Payment:** Club fees should be paid in advance, weekly or monthly. The school operates a zero debt policy. Failure to comply and make payments in advance will result in your child losing their place at the Breakfast or Tea Time Club. You will be given a reminder letter if you fail to pay club fees on time. If fees are still not paid the following week you will receive a final letter to request the due amount. Your child will not be able to attend the club until the outstanding amount is paid in full. If you are having difficulty paying fees, please talk to the School Business Manager to discuss a payment plan.

**Activities:** We provide many activities at the Breakfast & Tea Time Club. Children are encouraged to take part in the planning and setup of activities. Children have the choice to join in activities that interest them and have access to outside play. We provide a range of activities including board games, painting and drawing, listening to music, movies, computer games, reading, climbing frame and outdoor activities.

**Equal Opportunities:** For more information, please see Suffolks Primary School Equality Policy. We aim to cater for the individual needs of all children in our care. If your child has specific needs, please organise a time to speak with the manager in order for us to assess whether or not we can offer a place to meet their need.

**Behaviour:** Staff encourage positive behaviour through praise and appreciation of children's achievements. The principles outlined in the Suffolks Primary School Positive Behaviour Policy are adhered to in both clubs. Appropriate sanctions will be applied where children do not adhere to instructions from the staff, for example, time out from activities, parents informed (verbally and written where appropriate) and, in the unlikely event that they continue to display inappropriate behaviour, permanent exclusion will be applied.

**Medical Conditions:** Please ensure that you include all relevant information on the registration form concerning your child's allergies and any specific medical needs.

**Staffing:** The clubs are run by our own Suffolks Primary staff team. All members of staff are DBS checked and there is always a Pediatric First Aider available on site. If you have any queries, please contact the School Business Manager.

**Complaints:** We aim to deal with all complaints by mutual agreement within the club; please discuss any concerns first with the School Business Manager. Should you feel that your complaint has not been adequately dealt with or is of a particularly serious or sensitive nature, you should follow the Complaints Procedure as outline on our school website.

**Mission Statement:** We aim to promote the development of children in a safe secure and happy environment. We also aim to provide a range of stimulating, challenging and enjoyable experiences for all the children. The clubs are open to all children in full time education at Suffolks Primary School. Priority is given to children of working parents and children of families in need.