

Before and After School Club Committee

Newsletter 2 – March 2020

The Before and After School Club committee met last week to review the progress made in the first two months of the club being established as “in-house” service at Our Lady’s School.

We would like to share these discussions with you:

1. Invoicing system

Over the first two months, Mrs Batson has been involved with setting up the new invoicing system. A parent has very kindly developed an excel-based system which allows Mary to record the time each child has attended the club each month and to create the monthly invoices. We are very grateful to the parent for the significant amount of time she has given to creating this system for us.

2. Suggested Activities

Due to focusing on the new invoicing system, it was not possible to visit Mrs Batson’s previous school’s Before and After School Club, however this is now expected to take place before the Easter holidays.

The children have been enjoying playing with new jigsaw puzzles which have been acquired for the club. Children of all age groups have worked together to solve the different puzzles and had a lot of fun. The children have also been given a book of paper aeroplanes, from which they have created lots of paper aeroplanes and had great fun launching them in the school hall!

Mary and Anna have chatted with the children and have created a wishlist for activities they would like to see in Care Club, and they are thinking ahead for themed activities. These included Frisbees, table football, outdoor chess set, small set of goal posts, new board games, dolls (Barbie) and some dressing up clothes.

3. Suggestions box

You will hopefully have seen the suggestions box in the school reception area. Thank you to those of you who have taken the time to make some comments. Please continue to share your thoughts with us.

Comments raised and responses are as follows:

Invoices	
1. The January invoice does not indicate it is for Before and After School Care Club.	The invoice is on school letter-headed paper, and we will ensure it refers to “Before and After School Club” for future invoices.
2. For Universal Credit these invoices are not professional enough and will raise concern and cause problems	As above. Please advise if there is any further specific problem we need to address.
3. Both parents require copies of invoices for shared custody arrangements.	This will be arranged as required. Please let Mrs Batson know if you need additional copies.
4. The excel-type sheet is difficult to read to agree payment is accurate. Can you review please?	We do not have the funds to be able to purchase a more sophisticated system, and we are fortunate to have been provided with the system we have free of charge. Please try to work with what we currently have. At the moment we have to focus on being able to send out invoices promptly each month. Then we may be able to consider enhancements.

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Drop Off and Pick Up	
5. a) It would be helpful if we could consider how the meet and greet supports the parents and Care Club team, the previous practice was far better. b) Care Club has lost its personal touch c) More personal contact with staff would be helpful. This does not work in the present way.	We intend to start a fortnightly report from the club which can go in the school newsletter. This might include photos and a small description of what the children have been doing.
6. Is it possible for the hatch to be open as it would make life easier for everyone	The hatch will be open now in a morning where needed.
7. The intercom/buzzer does not always work	We were not aware this was an issue. Please continue to inform us if this problem persists.
8. Please can the Care Club phone number be re-instated? We need to be able to contact staff in the event of an emergency, or the buzzer not working.	Agreed - we will make the school mobile phone available again. The number to call is 07707 547849.
9. What measures are in place to support a lone member of staff if another is delayed due to unforeseen circumstances?	In line with staff:pupil ratios, we will ensure there is a minimum of 2 members of staff allocated to the Before and After School club room at all times.

4. Care Club Finances - IMPORTANT

Mrs Batson attended the Local Authority Finance Meeting last week. The Before and After School Club was discussed, and the Local Authority are very much against the current practise of invoicing in arrears for the use of Before and After School Club. It is very unusual for clubs to be run in this way. This is because staff salaries are paid at the end of the month, before the invoices are raised and paid. Our intention is that the club will build up a cash reserve to be able to cover salary payments. Once this is in place, we will be able to purchase new toys, games or equipment for the children to enjoy.

Mrs Batson understands the importance of the flexible attendance arrangement we have for the before and after school service, and is fully committed to supporting the continuation of this approach with the Local Authority. However, in order for us to prove to the Local Authority that this arrangement works from a financial point of view, **we need invoices to be paid promptly**. As of 5th March, there still remained a number of unpaid January invoices. Payment terms are 7 days from date of invoice, but earlier payment is appreciated.

Late payment of invoices will not only risk your children being able to continue to attend Before and After School Club, but will also jeopardise the school's ability to continue to offer the flexible "pay-as-you-use" service many families find so valuable. Please ensure payment is made promptly when invoices are issued.

The next meeting will be held on Wednesday 20th May at 5.30pm at the school. Please let Mrs Batson know if you would like to join us.

The Before and After School Club Committee