



Our After-School Club has been re-named 'Dragons'!

This is to avoid confusion with our other after-school clubs and following feedback from school council who wanted a more exciting name, linked to our school logo!

September 2018

Information for Families

- Mrs Razavi and Mrs Crawley plus another member of staff run our 'Dragons' after school session from 3pm - 5.30pm.. The cost of each daily session is £6 per session
- The school mobile number for contacting them during 'Dragons' hours is **07754 644415**
- You need to complete the attached form and return to the school office to request a place regularly or occasionally in 'Dragons'.
- 'Dragons' after school session runs every day (except the last day before we break up for Christmas and Summer) in the school hall from 3pm until 5.30pm. Early Years and Key Stage 1 children are picked up from their classrooms and taken to the hall. Key Stage 2 children go straight there themselves.
- 'Place Request Forms' are available overleaf or from the School office – children must be booked into after school club in advance – always by 11am on the day.
- Children have a snack, such as fruit, cereal and a drink.
- Different activities such as art, films, computers, playing outside and games take place.
- You only pay for sessions your child attends.
- Please ensure that you have collected your child by 5.30pm at the latest. This is when the session finishes. We understand emergencies happen, but you should have an emergency plan in place for someone else to collect if you cannot be here for 5.30pm. If this happens regularly (if you are late after 5.30pm) you will not be able to use the facility.

How to book a place

1. Complete the form overleaf the first time you use the 'Dragons' (we are collecting this information again from 2018, please return, even if you have previously completed the form)
2. Ring the school office on 740 5993 by 11am on the day. We have limited places so cannot always accommodate your request



Place Request Form & Contract

Child's name	
Year group	
Class	
Date of Birth	
Address	
Parent /carer name	
Parent /carer phone and mobile contact	<ul style="list-style-type: none"> • •
Dr Name and phone number	
Emergency contact name and phone number	(someone who is close to school in case we are unable to contact you)
Allergies or Medical issues we need to know about	

Cost

3pm - 5.30pm - £6 per session

Do you require a regular place? Yes / No

If yes, which day(s) _____

OR

Do you require to use the club on occasions? Yes / No

If yes, please ensure you always book on in advance or by 11am on the day at the latest.
Please note that we have limited places available