



St Ebbes

After School Club

Parent Pack





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Welcome to St Ebbes All Stars ASC!

Hello! My name is Tanya and I am your ASC Manager. I have been working with the school now for a number of years at the ASC, but joined the team last year as a Teaching Assistant in the school. Both of my roles are incredibly joyful, and I enjoy seeing/working with the children every day.

Little about the team...

We are an experienced team with various skills and interests. But most importantly we are energetic, bubbly, creative and caring. We have a huge passion for working with children and set out to ensure your Childs experience at ASC is one to remember.

As a team we have recognised that children like to come to ASC to have fun and learn new activities, so we have created an activity programme that will suit any age and any ability in a fun and exciting way.

Each group of children are entertained with a wide range of activities. As a team we take great pride in providing children with activities based on what their interests are. These activities are carefully planned and prepared based upon the feedback given by children/parents and staff. ASC Management carry out our visual observations, and hold team meetings to ensure the highest level of care is provided, and create new activities to cater for interests and needs.

As ASC Leaders we will supervise free play choices but also lead activities based around our weekly themed activities.

In this information pack, I have provided you with details about our club so you can have a better understanding of the activities we deliver.

We look forward to meeting you all soon!

Best Wishes

Tanya Studholme
ASC Manager



After School Club Sessions

How to register

We ask that before your child can attend After School Club (ASC) they will need to be registered with us. Please visit the school website, select enrichment, followed by After School Club and After School Club Activities. Alternatively, you can request a form from the school office.

Booking

Currently, we are only able to take **regular bookings** for ASC.

Regular Sessions

Regular bookings requests for new termly bookings should be submitted on a booking form to clubs@st-ebbes.oxon.sch.uk or handed to reception.

Regular bookings will automatically roll over into next term, unless you notify the business manager in writing before the end of term.

Please Note: Termly bookings made for whole term or remainder of term are paid for in advance.

ADHOC Sessions

ADHOC bookings are made via parent mail, and are subject to availability.

To make a one-off booking you will need to login to Parent Mail and click on "Accounts". Provided you have submitted an ASC registration form, you will see "ASC One-Off Bookings". Click on ASC One-Off Bookings to see a bookings calendar and then select the day and session (half or full) that you require.

However, ADHOC bookings are currently suspended until further notice.

Change to child's place/bookings

Amendments and cancellations of existing termly bookings should also be made by email to clubs@st-ebbes.oxon.sch.uk Notification of this is required before the end of previous term.

Sessions and Times

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Half	3.15pm – 4:30pm	3.15pm – 4:30pm	3.15pm – 4:30pm	3.15pm – 4:30pm	3.15pm – 4:30pm
2 nd Half	4:30pm – 6pm	4:30pm – 6pm	4:30pm – 6pm	4:30pm – 6pm	4:30pm – 6pm
Full	3:15pm - 6pm	3:15pm - 6pm	3:15pm - 6pm	3:15pm - 6pm	3:15pm - 6pm

Prices

Half Session	Full Session	ADHOC Half	ADHOC Full
£9.00	£12.00	£13.50	£18.00

Payments

There are a number of ways in which you can pay for your sessions.

Invoices: These will be sent out to you for regular sessions only. They are distributed at the beginning of each term.

Vouchers: Please find voucher company details on our website with the registration forms.

Payments can also be made through Parent Mail or cash/cheque if necessary.



Communicating with the ASC Team

Communication

Any messages or queries can be made to clubs@st-ebbes.oxon.sch.uk alternatively, you can contact the school reception or emergency number for ASC.

ASC Contact Number:- tbc

We kindly ask that you notify us:

- If there are changes to collection of your child/ren. (someone else collecting, going home on their own)
- If your child isn't attending ASC (E.g. Sickness or early collection.)
- Any changes to their wellbeing. (E.g. Allergies)

Photo Permission

During our fun activities, we take photos of our children and their creations for you all to see. If you wish for your child not to have their photo taken and displayed in our newsletters, please do notify us in writing of this.

Terms and Conditions

All our terms and conditions and policies can be found on the school website. Please familiarise yourselves with these. If you have any queries, please contact the school.



After School Club Information

Group Names

We have divided our children in to groups according to their year. We have found with the current restrictions in place, our groups are much smaller therefore more enjoyable. We are now able to provide better structured activities. Children and parents have informed us it is a much calmer environment and the bond between staff and child is stronger.

The groups are:

Our Little Stars A (Reception, Year 2)

Our Little Stars B (Year 1)

Our Superstars (Year 3 & 4)

Our Megastars (Year 5 & 6)

Activities

Daily, we provide each child with the option of an outdoor and an indoor activity. Our ASC Stars have the opportunity to have free choice doing an activity they love, with friends from their group.

Our activities consist of child led and adult led activities. These include physical, Arts and Craft and ice breakers, as well as free choice/role play based activities. Where possible, we like to cook, carry out science experiments and dance lots!

Here is an example of our Megastars activity week.

Monday	Tuesday	Wednesday	Thursday	Friday
<u>Indoor</u>	<u>Indoor</u>	<u>Indoor</u>	<u>Indoor</u>	<u>Indoor</u>
What's my doodle?	It's time, to get, INVENTING!	Ideal Meal	Fashion Designing	Who inspires me?
<u>Outdoor</u>	<u>Outdoor</u>	<u>Outdoor</u>	<u>Outdoor</u>	<u>Outdoor</u>
Relay Races/Ball skills	Bean Bag Challenge!	Hula Hula	Put your skills to the test...	Team Building Games

Snacks

Your child will be provided with a healthy nutritious snack and refreshment each time they attend. This is a light snack but they have various fruits and vegetables available to them.

We have created together with children a set menu based on a 2 week rota. This will be available to view at the school reception/ on the school website.

We ensure that children with dietary or allergies are provided with a suitable snack. Please ensure we are notified upon registering your child of any requirements they may have.



FAQ's

- ***What if my child has an accident whilst at club?***

Injury - Your child will be checked over by a trained first aider on site, and accidents will be reported to you upon collection. You will be contacted earlier if your child requires medical attention.

Toileting Accident – Please ensure your child has access to spare clothes with them in their bag. Alternatively, Parents/carers may be called to bring a change of clothing.

- ***Do you provide my child with a drink and snack?***

Yes. Children are provided with a nutritious healthy snack with a selection of fruits/vegetables on the side. We ask that parents provide children with a water bottle in school, so we can ensure your child stays hydrated throughout the day. Please see main reception for our snack menu.

- ***My child has allergies/intolerances and may require medication.***

We ensure that all staff familiarise themselves with any allergies/ intolerances/preferences that children may have. This includes supporting children with severe allergies and require Epi-pens.

- ***Do you provide personal support if needed?***

We ensure that all children are supported throughout our sessions, and that their needs are met. If your child requires additional support, please ensure you speak with a member of our ASC Team.

- ***Can my child play with their friend?***

To adhere to the restrictions in place at the moment due to Covid 19, we are unable to allow children to mix groups. However, we have grouped our children into 4 year groups. (Please see page 6 to see how we have split the ASC group)

- ***What activities is my child involved in?***

We offer a variety of activities which include Sports, Creative, Movement, Cooking, Science and much more. Each activities are adapted to their needs/ development.

Please see our activity boards at main reception to see what child has planned each day/week. At the end of each term, we post all our fun activities in a newsletter for you to browse.

- ***I'm running late and need to let the club know.***

We have an emergency contact number for the ASC that you can call if you need to get hold of the manager. Alternatively, please call the school reception on 01865 248863