



A F T E R S C H O O L C L U B

Parent Information Pack





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Welcome to St Ebbes All Stars ASC!

Who are we?

Hello! My name is Tanya and I am your ASC Manager. I have had the great pleasure of working at St. Ebbes Primary school now for a number of years. My role involves working as a Teaching Assistant and at After School Club. Both of my roles are incredibly joyful, and I enjoy seeing/working with the children every day.

Here is a little bit about your After School Club 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 that your Childs' experience at ASC is one to remember.

Our team mostly consists of Teaching Assistants, most of who you will be familiar with already. We believe this provides children with the best possible wrap around care, as our staff will be familiar with the children's needs and interests already. Equally, children will feel comforted that they have familiar faces at After School Club and settle in quickly.

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

Each group of children get the opportunity to choose from a selection of activities a day. These activities are carefully planned and prepared based upon the feedback given by children/parents and staff. Our activities are predominately child led, with some Adult led activities on offer. Our staff are here to encourage their learning and development through play, adapting to individual needs.

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.

We are committed to working with our parents/carers & families. We believe that a strong connection is important within our St. Ebbes Community to ensure each child's needs are met, and Families are being supported, whether this be at school or home.

If you would like to find out more, please do contact the school on 01865 248863 or office.3833@st-ebbes.oxon.sch.uk

We look forward to meeting you all soon!
Best Wishes



Tanya

Snacks

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

We have created together with children to shape a menu they enjoy. This changes termly to encourage children to try new foods.

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.

Children are encouraged to independently choose and make their own snack where possible. However, staff are available to serve and assist children where needed.

Each week our Menu will change to give children the opportunity to try new and delicious foods. We regularly ask children/ Staff for ideas as to which food they would like to try.

Typical Menu

Week 1 Example				
Monday	Tuesday	Wednesday	Thursday	Friday
Buffet Foods Array of Healthy snacks – Baguettes, Ham, Cheese, Fruits, Vegetables, Dried fruits and Breadsticks/Dips.	Crackers With Various toppings Fruit Salad And Veggie Bowls available	Wraps with Ham/ Cheese or Tuna Fruits and Vegetables available	Pasta (Plain) or in Tomato sauce. Garlic Bread Fruits and Vegetables available	Croissants Or Scones Served with Sweet & Savoury Options. Fruits and Vegetables available

Gluten Free options available.

Milk, Water, Fruit Juices available every day.



Our Activities

After School Club Information

Group Names

We have divided our children in to groups according to their year. We have found that since covid restrictions were put in place, our groups are much smaller therefore more enjoyable. We have decided to continue with this layout, as it has enabled us to provide better structured activities. Both children and parents have informed us, that it is a much calmer environment and the bond between staff and child is stronger.

We have also found that these groupings support the transition from their classrooms to ASC, allowing a handover on how your child's day has been.

These groups are:

Our Little Stars (Reception & Year 1)

Our Superstars (Years 2 and 3)

Our Megastars (Years 4, 5 & 6)

Activities

Daily, we provide each child with the option of outdoor and indoor activities. These are known as stations. Our ASC Stars have the opportunity to have free choice doing an activity they love, with friends from their group, or simply kick back with a book.

Our activities throughout the week, consist of child led and adult led activities. These include

<u>Example of an weekly activity timetable</u>	
3.15pm – 6pm	
Children can choose from set activities or choose their own. (All Groups- Mixed)	
<u>Adult Led Activities</u> Cooking	<u>Second Activity</u> Role Play
<u>Adult Led Activities</u> Brain Breaks/ Just Dance	<u>Second Activity</u> Art
<u>Adult Led Activities</u> STEM - Science	<u>Second Activity</u> Team Building
<u>Adult Led Activities</u> Story Telling	<u>Second Activity</u> Den Building
<u>Adult Led Activities</u> Gardening	<u>Second Activity</u> STEM - Computing

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 weekly activities.



Registration & Fees

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 information and scroll down for Wraparound Care.

Regular Sessions

Bookings for short term can be entered through Arbor. Alternatively, if you can't enter through Arbor, Please email booking requirements to clubs@st-ebbes.oxon.sch.uk

Regular bookings should be added for each short term, before the next term begins.

Ad Hoc Sessions

Ad Hoc bookings are made via Arbor and are subject to availability. To make a booking, login to Arbor, select clubs and go to ASC One off bookings. .

Change to child's place/bookings

Requests for amendments or cancellations of existing termly bookings should be made by email to clubs@st-ebbes.oxon.sch.uk

Sessions and Times

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

Prices

Termly Half Session	Termly Full Session	ADHOC Half	ADHOC Full
£9.40	£12.50	£14.10	£18.75

Payments

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

Booking Fees:

Payment for ASC sessions are now due in advance. (At the time of booking) When paid, this will be added to your ASC balance. Bookings may be rejected if you have insufficient funds on your ASC account.

Vouchers:

Please find voucher company details on our website with the registration forms. Payments can also be made through Arbor or Cash if necessary.

Please note: Refunds are not normally considered when cancelling a booking within the current term.



Contact us

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.

We kindly ask that you notify us:

- By 2:30pm, If your child isn't attending ASC (E.g. Sickness, early collection or someone else collecting from ASC.) Please inform your Teacher or Reception.
- Ensure that Arbor records are up to date for Medications/Allergies/ Emergency Contact details.

Alternatively if you wish to speak to us in person, please come to reception and we will assist you.

Photo Permission

During our fun activities, we take photos of our children and their creations for you all to see. We kindly ask you update your photo permissions via Arbor.

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.



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.

- ***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. We ask parents/carers continuously provide us with up to date changes via Arbor to Medication/ Allergies/ Emergency Contact details.

- ***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?***

Yes of course! We encourage children to play with their friends, siblings and guide them to make new friends.

- ***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. We will also be sending out regular newsletters for you to read.

- ***I'm running late and need to let the club know. Also where do I collect my child?***

Please call the school reception on 01865 248863 and update our team.

Please come to school reception and let our office team know who you are here to collect. Our Team will then bring your child to you and provide you with a handover from their day.

- ***Do I need to provide anything?***

We ask you provide water bottles, appropriate clothing according to the weather. (Hats, Sun cream, Coats/Gloves) Medication.