



SAINT PETER'S METHODIST PRIMARY SCHOOL

Headteacher Rob Garratt

Dear Parents/Carers,

We hope everyone enjoyed the summer break and are glad to be back for a new term? We were all sad to see the year six children move on to another school however we are very happy to welcome many new rainbow children to the After School Club and Breakfast Club family. The new children have settled in very well and the older children have made a fantastic effort to make them feel welcome and help them join the ASC and Breakfast Club setting. Thank you everyone!

As we begin a new year, we would like to take the opportunity of drawing your attention to some important procedures that must be followed, in order for our clubs to run safely.

Due to increasing numbers within both the ASC and the Breakfast Club, our available spaces are very limited. Please can I take this opportunity to remind parents/carers that they must make a permanent booking if they wish their child to attend either of the Clubs regularly. If it is not a regular place that is required, contact must be made the day before the space is required. This is to ensure that there are spaces available as if we are at full capacity we may find that we are unable to accommodate your child and will have to send them away. If your child consistently arrives at the After School Club or Breakfast Club, a permanent place may be made on your behalf resulting in there being a charge made for the place every week. This is to ensure that we have the correct staffing levels at all times.

Payment for any spaces required at either Club must be made in advance or the place will not be reserved for your child resulting in the Club being unable to accommodate your child(ren) on that particular day. The space will then be offered to those on the waiting list. Payment can be made via cash, cheque, childcare vouchers or online bank transfer. Please ask a member of the Clubs' staff for additional information if needed.

We are very busy at the moment; however it can make it noisy when we are in the hall. We would really appreciate it if parents could be patient and understanding as our main priority is the children and their needs, however we do try to accommodate all visiting parents/carers as best as possible. With the weather changing it will be more difficult for us to get outside but we hope to spend as much time outside as possible. Can parents/carers please ensure that the children bring their coats and jumpers into school as if not the children will not be able to go outside.

Children attending the Breakfast Club will need to arrive before 08:10 if they will require breakfast at the Club. The breakfast food is not available after this time as it does not allow enough time for the children to eat their breakfast, brush their teeth and for staff to tidy up the school hall, ready for the morning worship to take place. Again, I would like to take this opportunity to stress the importance of parents making contact with the Breakfast Club staff **the day before** sending their child in as if there is not enough space for the child(ren) to attend then we may be unable to accommodate them and to offer them a breakfast.

Due to fire, health and safety reasons, please be aware that no children or parents are permitted to enter the classrooms after 4:30. If children have left any belongings in their

e-mail: office@st-peters-canterbury.kent.sch.uk / headteacher@st-peters-canterbury.kent.sch.uk

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classrooms they will have to be collected the following day. If there is a member of ASC staff available they may be able to accompany a child to a classroom, however children and parents must not enter the classrooms unaccompanied.

If you would like to look in the lost property for any items please speak to a member of ASC staff and, if they are able to, they will accompany parents/carers and children to the lost property area.

To ensure that all individuals are safe at all times when in the building, staff members will try and make themselves available to accompany parents/carers and children down to the school exit. This is to prevent any incidents or issues occurring and we ask that offence is not taken by this action. It is a precautionary measure that we hope you will appreciate.

If children need to collect scooters or bikes from the school upon being collected by parents, please access them via the playground, making sure to walk around the outside of the building not through the building. If this is an issue please discuss with ASC staff as they will be more than happy to accompany children if necessary, as soon as they are available.

The After School Club mobile number is still in use and will be kept with Laura Ryan. As Laura works within the school during the day there may be a delay with replies to messages or phone calls, however every effort will be made to ensure that it is not too long a delay. The school office will be available to take calls regarding the After School Club if an immediate reply or discussion is required. The After School Club email address is still in use and is also checked frequently, so please feel free to communicate via email if preferred.

Mobile: 07842178266

Email: asc@st-peters-canterbury.kent.sch.uk

We look forward to the new Rainbow children joining us in a few weeks and there are still spaces available, however they are being filled up quickly so please enquire if you would like your child to attend as soon as you are able to.

If additional information is desired new parents/carers are more than welcome to visit the Club during a session, or if preferred, please request a welcome pack at the school office.

If you have any issues or queries please do not hesitate to contact Laura Ryan on the Club mobile number/email address or come and visit us during the Club sessions.

We look forward to the term ahead.

Yours faithfully

The After School Club team.

Saint Peter's Grove Canterbury Kent CT1 2DH

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