

**Yeadon Westfield Junior
School Twilight Owls
Breakfast and
After School
Wrap Around Care
Clubs
Information for
Parents**



2021-2022

Introduction

All children who attend Yeadon Westfield Junior School - from Year 3 to Year 6 - are welcome at our Before School and After School clubs. All staff are employed directly by Yeadon Westfield Junior School and are managed by the School Leadership Team.

We aim to provide high quality and enjoyable activities in the safe and nurturing environment the children are familiar with, outside the 'normal' school hours. All our school policies, including the Behaviour and Discipline Policy, apply whilst children are attending our wrap around clubs.

For the 2021/2022 academic year, the first day of school is Tuesday 7th September 2021 and the Before School Club will be open from 7.30 am that day, should you need it.

Sessions focus on fun and play rather than an extension of the school day of lessons, although quieter areas will be available for children who wish to read or complete their homework or simply relax with friends. Children will have the opportunity to choose separate activities in different areas if they wish. Staff will plan activities with the children, following their interests and preferences.

Breakfast is available in the mornings, snacks and drinks after school. The sessions will take place in and around the Whitby Bungalow building, both indoors and outdoors. The recently refurbished Whitby building provides ideal facilities with high quality décor, plenty of toilets, including disabled facilities, a shower, an enclosed garden and a fully equipped kitchen for preparing breakfast and snacks. The Bungalow opens out into the enclosed outdoor play area with gated access to the playground. As the Clubs are run by school, access to wider school resources are also available - such as the school hall, extensive playing fields and sports courts, the vegetable gardens, Jacks Garden, the new Wildlife garden, the pond (with close supervision) and library.





Times and dropping off/picking up

Before School Club 7.30 am-8.50 am £5.00

Parents can choose to drop off at school at any time from 7.30 am. Breakfast is served until 8.15 am. Children will be allowed to access the wider playground (with supervision) until 8.30am but will then return to the Whitby Room before the school gates are unlocked.

Children should be dropped off and collected from the gate on Old Whack House Lane from 7.30am. Please use the one-way system accessing the school site from the Old Whackhouse Lane gate in line with our current Covid Risk Assessments.

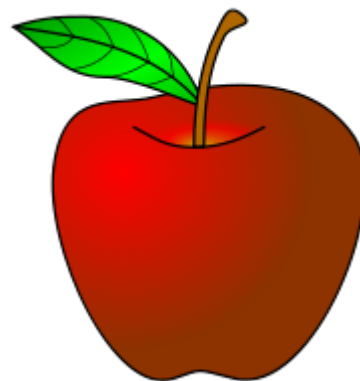
After School Club 3.25 pm-6.00 pm £10.00

Parents can choose to collect their children at any time up to the close of the session at 6.00 pm. Please collect from the gate on Old Whack House Lane.

Transferring from Before School Club to school and from school to After School Club

Before School: At 8.45 am children will be escorted by staff to wait on the playground for the bell to ring when they will enter with their group. In wet weather, they will be taken across the playground and seen into the school building.

After School: At 3.25 pm children will meet the club leader in the school quad and walk across to the Whitby Room.



Sample Menu: Breakfast Club

Every day: Served between 8am - 8.30am.

Choice of cereals e.g. (Cornflakes, Multigrain Hoops, Weetabix, Rice Krispies). Warm options may include Ready Break/porridge on colder days.

Fresh orange/fruit juice or milk.

Plus choose from a selection of these items each day:

Toast*, crumpets*, fruit yogurt, bagels with cream cheese, fresh fruit / fresh fruit salad, mini pancakes with soft fruits.

*Honey, jam and cream cheese always available for toppings.

Menus are subject to change and selections will vary daily. Fruit selections are seasonal.

Sample Menu: After School Club

Every day: Served between 4.15 pm-5.00 pm

Drinks: choice of fruit squash, milk, fruit milkshakes and hot chocolate in cold weather.

Options such as Filled wraps, cheese and biscuits, toasted sandwiches, Paninis, cold sandwiches, crumpets, breadsticks and dips, fruit and veg selections. Yoghurt, cake, cookies.

smoothies

**Children can choose their wrap and sandwich filling from a selection. Wholemeal or white bread will be available.

Menus will vary. Children will have opportunities to cook and be involved in the preparation of afternoon tea, e.g. making pizza, cookies, tray bakes such as flapjacks, sponge cakes, quiche, paninis, etc.

Payments and Bookings

Twilight Owls club is a non profit making extending service for our school.

To guarantee regular places booking is essential; this enables us to have the right amount of staff on site to maintain safe adult to child ratios. Booking must be made for a full half term.

Please complete the attached form and return it either e-mail to d.thornton@yeadonwestfieldjuniorschool.co.uk or drop it into the secure posting box just inside the front door. Once your application has been accepted we will require a joining fee of £10 this must be paid on ParentPay. If you require a log in for ParentPay please contact the school office.

Late Collection

If you are late collecting your child/ren (after 6.00 pm) there will be a late collection charge of £2.50 per child per quarter hour or part of the quarter hour; This will be added to your next invoice as per our Late Collecting Charge Policy.

Illness

Children who have places booked but are absent from school due to illness will receive a credit for the session(s) missed.

Refunds (Before and After School Clubs)

No refunds are given for cancellations. If space exists at a later date during the half-term, this can be taken up to replace the cancelled session.

Non-Payment/Late Payment

Invoices will be issued monthly in advance for regular bookings and payment will be due by the last day of the month. If no payment is received within 7 days of the reminder, children will not be accepted at any clubs until all outstanding charges have been settled in full.



Parent Agreement Form

Parents/Carers using Yeadon Westfield Junior School Before and After School Twilight Owls Clubs agree to:

- Pay all fees due, on time as invoiced; including late collection charges.
- Arrive on time to collect child/ren at the end of each session.
- Physically hand over child/ren to a member of staff at the beginning of each session, ensuring they are signed in. When collecting child/ren, ensure a member of staff is aware. Sign your child out. Never take child/ren from the school without informing a member of staff first.
- Inform school staff if child/ren are ill or have been ill during the previous 24 hours.

NB:- Inline with our school policy regarding Corona virus, if your child displays any symptoms which could be linked to Covid 19 (e.g. high temperature, cough, loss of smell/taste) we would expect Parents to collect their child immediately.

I have read and understand and agree to abide by the terms above.

Parent/Carer(signature).....Date.....

Child/ren's name/s.....



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Yeadon

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