



**DOGSTHORPE
ACADEMY**

Dogsthorpe Den

Wrap around childcare

Information for parent/carers:
Before & After School Care Club

Last updated: Feb 2024

Dogsthorpe Academy - Before and After School Care Club

The Dogsthorpe Den

The Dogsthorpe Den is Dogsthorpe Academy's Before and After school Care Club. We are committed to working in partnership with parents and carers to provide safe, stimulating and enjoyable childcare for children who attend Dogsthorpe Academy.

We also offer access to childcare to pupils at our neighbouring school, Dogsthorpe Infant School, Hampton Academies Trust and to pupils from other Greenwood Academies Trust academies. When offering places to pupils from other schools, we will always aim to support families by prioritising the siblings of Dogsthorpe Academy pupils.

Our team

The Dogsthorpe Den Before and After school Care Club is run by suitably qualified staff who are employed by the Greenwood Academies Trust. Overall management of the club is by the Executive Principal of the Dogsthorpe Academy.

Registration

We operate on a first come first served basis. If, however, there is a greater demand for places than those available, a waiting list will be operated. We will prioritise places in the following order:

1. Dogsthorpe Academy pupils
2. Those requiring the greatest number of sessions/hours per week
3. Siblings at Dogsthorpe Infant School and/or another GAT school
4. Current regular part-time places wanting additional sessions
5. New full-time places
6. Occasional bookings

Enquiries regarding available places should be made via the "Register your interest/request a place" Form. This electronic form can be accessed on the Dogsthorpe Academy website > Parent zone > Wrap around care section. On making contact, we will provide you with relevant information including a paper-based registration form. If a place is available, the pupil will be able to attend our childcare as soon as the completed registration forms are received.

Bookings

Once a place has been offered, then the booking and payment will be opened on ParentPay (our online payment system). All bookings will need to be made and paid for in advance on ParentPay, telephone or email bookings cannot be taken.

Policies

The Dogsthorpe Den Before and After School Care Club follows the Greenwood Academies Trust and/or Dogsthorpe Academy Site Specific policies and procedures; these are available on the Dogsthorpe Academy website or from the main office on request. Access here: [Greenwood Academies Trust - Policies](#)

Location

The Dogsthorpe Den Before and After School Care Club is located in the mobile building to the rear of our playground. During our Before and After School childcare, pupils also have access to the Academy's facilities, such as the playground, field, Forest School and the library. The Dogsthorpe Den can be accessed via the side gate to the playground.

Opening times

The Dogsthorpe Den Before and After school Care club operate during **term time only**. The Dogsthorpe Den Before and After school Care club will be **closed on teacher training days** and in the case of any emergency school closure.

- Breakfast club is open from 7:45 am to 8:45am. Pupils are taken to classes from 8.35am ready for 8.45am start.
- After school club runs from 3:15pm until 6:00pm.

The Dogsthorpe Den After School Care club is also able to accommodate children who have attended a teacher led club in school once they have finished but the whole session is still chargeable as our staff are still ultimately responsible for the child until collection.

Absence

If a child is absent from school and will not be attending the Dogsthorpe Den Before and After School Care Club, parent/carers should notify the academy in advance.

Escorting children to and from club

The Dogsthorpe Den Before and After School Care Club will keep an accurate record of all pupils attending clubs so that arrivals and departures are recorded. The register will always be kept in an accessible location.

At the start of the school day, all pupils will be escorted by the Dogsthorpe Academy staff into the main school building. Any pupil attending from Dogsthorpe Infant School will be delivered to the agreed handover point.

At the end of the school day, Dogsthorpe Academy pupils will be delivered to the Dogsthorpe Den After School Care Club by classroom staff. Pupils from Dogsthorpe Infant School should be delivered to the Dogsthorpe Den by Infant School staff. Pupils arriving from any other GAT academy should do so via the main entrance.

Children over the age of 8 will be allowed to leave the club alone if written consent has been provided. Children under the age of 8 must be collected. Children may only be collected by adult who is authorised to collect them.

Fees

Fees are charged at the following rates and must be paid a week in advance. **(These are subject to review and will rise for September 2024)**

Breakfast Club:

7.45am to 8.45am, £3.00 per session

After School Club:

3.15pm to 6.00pm, £8.25 per session

Please be advised all cancelled bookings will still incur the full cost of the session.

We are also able to accept Childcare vouchers as payment. If you intend to pay via vouchers, please inform the office so that we are aware and able to provide our registration number.

Late collection

The Dogsthorpe Den After school Care Club **closes at 6:00pm** – we cannot accept late collections after this time.

Charges for late collection £5 for every additional 15 min. We cannot accept any debt

situations and your child's place will be withdrawn if you are in debt or you are frequently late for collection. No refunds will be given for cancellations other than in exceptional circumstances and by agreement with the Executive Principal.

Complaints

We hope that you will be happy with the service we provide. However, should you wish to make a complaint, a copy of our complaints policy can be found on the Dogsthorpe Academy website.

What happens at the Club?

Structure of a typical session - approx. timings.

<p>Breakfast: 7:45 onwards Arrive and register 8:00 – 8.20 am Breakfast served Free play activities – puzzles, games, etc 8.30 Tidy up 8:35 Children commence being taken to classes</p>	<p>After school: 3.15 pm Children sent to / or collected from class and escorted to Dogsthorpe Den Indoor and supervised outdoor free play 4.00 pm Teatime Free play continues 6:00 pm Latest collection time</p>
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Activities

We offer a varied programme of activities including:

- Art & Craft
- Costumes and Role play
- Construction activities - Lego, etc
- Indoor and outdoor physical play
- Time in Forest School
- Quiet area – Book Corner
- Cooking / Gardening
- Themed activities
- Computers

Organised activities will be on offer, but the emphasis is on child centred and self -directed play.

Contact and medical information

The club will use the schools' records for all parental contact, collection information and your child's medical information - please ensure you keep all records up to date with the main Academy office.

The Dogsthorpe Academy's policy on medication and illness also applies to the Dogsthorpe Den Breakfast and After School Care Club.

Behaviour

We expect the children to always behave appropriately and will follow the Greenwood Academies Trust Pupil Behaviour & Exclusions policy and the Dogsthorpe Academy behaviour protocol at the care club. Breaches of the behaviour policy may result in the place being withdrawn with immediate effect.

This information booklet acts as the terms and conditions for requesting and accepting a place at the Dogsthorpe Den Breakfast and After School Care Club.