



## **ST MICHAELS CofE (A) INFANT SCHOOL WRAPAROUND CLUBS**

Welcome to St Michael's CofE Infant School Wraparound Clubs.

[info@stmichaels-dorking.surrey.sch.uk](mailto:info@stmichaels-dorking.surrey.sch.uk) - 01372 373717

We provide a breakfast and after-school club for pupils at St Michaels CofE (A) Infant school which runs from the start of the day at 8am with the children being escorted to their classroom at 8.50am and at the end of the school day (3.10pm) until 5.30pm during term time in the Hall.

The clubs offer a fun, caring and safe environment for your child to explore the wide range of activities. The clubs are committed to safeguarding and promoting the well-being of every child in its care.

Breakfast club will be open Monday to Friday inclusive from 8am. The Caterpillar club will be open Monday to Thursday inclusive from 3pm-5.30pm, term time only excluding INSET days, when school closes before 3pm (end of term) and any days that the school is closed due to bad weather.

### **Daily fee:**

Breakfast Club (8am - 8.45am) - £7.00

Caterpillar Club (3pm – 4pm) - £6

Caterpillar Club (3pm – 4.30pm) - £9.00

Caterpillar Club (3pm – 5.30pm) - £15.00

Currently, we do not charge a fee for late pick up. However, should lateness be a continued issue, this may incur a fee.

### **How do I book?**

1. Please book all breakfast and caterpillar club bookings via the IRIS Pay Parentmail Portal. (If for any reason, an issue occurs when booking via the IRIS Pay Parentmail portal, please contact the school office by emailing [info@stmichaels-dorking.surrey.sch.uk](mailto:info@stmichaels-dorking.surrey.sch.uk).)

2. Provide payment through bank transfer. We cannot accept cash or cheque. We do have a facility for accepting child care vouchers.

3. Places will be allocated on a first come first served basis.

4. Once all places have been filled a waiting list will be maintained.
5. Bookings/cancellations can be made via the IRIS Pay ParentMail Portal or by email to [info@stmichaels-dorking.surrey.sch.uk](mailto:info@stmichaels-dorking.surrey.sch.uk).

Alternatively, bookings can be made through the school office up until 2pm on the day of the session.

No sibling concessions

### **Security and Safety**

St Michaels Wraparound Clubs are committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety and security of all children attending the clubs.

As employees of the school, all breakfast and Caterpillar Club staff will have undergone a DBS check. Expectations for professional behaviour will be exactly the same as those of the school. An appropriate ratio of staff: children will be maintained at all times. The minimum staffing ratio for children under 7 will be 1:12

Breakfast club is accessed via the pedestrian gate which will be opened from 7.55am and children should be escorted to the hall terrace door whereby they will be greeted by a member of the breakfast club staff.

The Caterpillar Club adhere to all current school policies especially those relating to health & safety, behaviour management, safeguarding and administration of medicines.

Children will not be left unsupervised at any time. Activities will take place in the Hall, or on the school playground.

Children may only be collected by a parent/guardian or an adult authorised by the parent in advance. If you wish someone different to collect your child you must inform us of the person's name and their connection with your child.

If we are in any doubt then your child will not be permitted to leave until we have contacted you. **Should you need to change your collection arrangements you can contact the school office on 01372 373717.**

### **Behaviour**

The Caterpillar Club will follow the behaviour policy adopted by the school and which will be familiar to the children. If your child persists in disruptive or unsafe behaviour, we will contact you in order to resolve the problem. We will aim to support your child by putting reasonable adjustments in place. If we cannot resolve the problem satisfactorily then we may withdraw the place.

Below are our Bee Rules which provide a framework for the expectations of children's behaviour and also a flowchart of the schools approach to challenging behaviour. Please review our full behaviour policy on our website for more information.

***Be the best you can be!***



**Be respectful**

**Be hard working**

**Be honest**

**Be thoughtful**

**Be kind**

**Be safe**

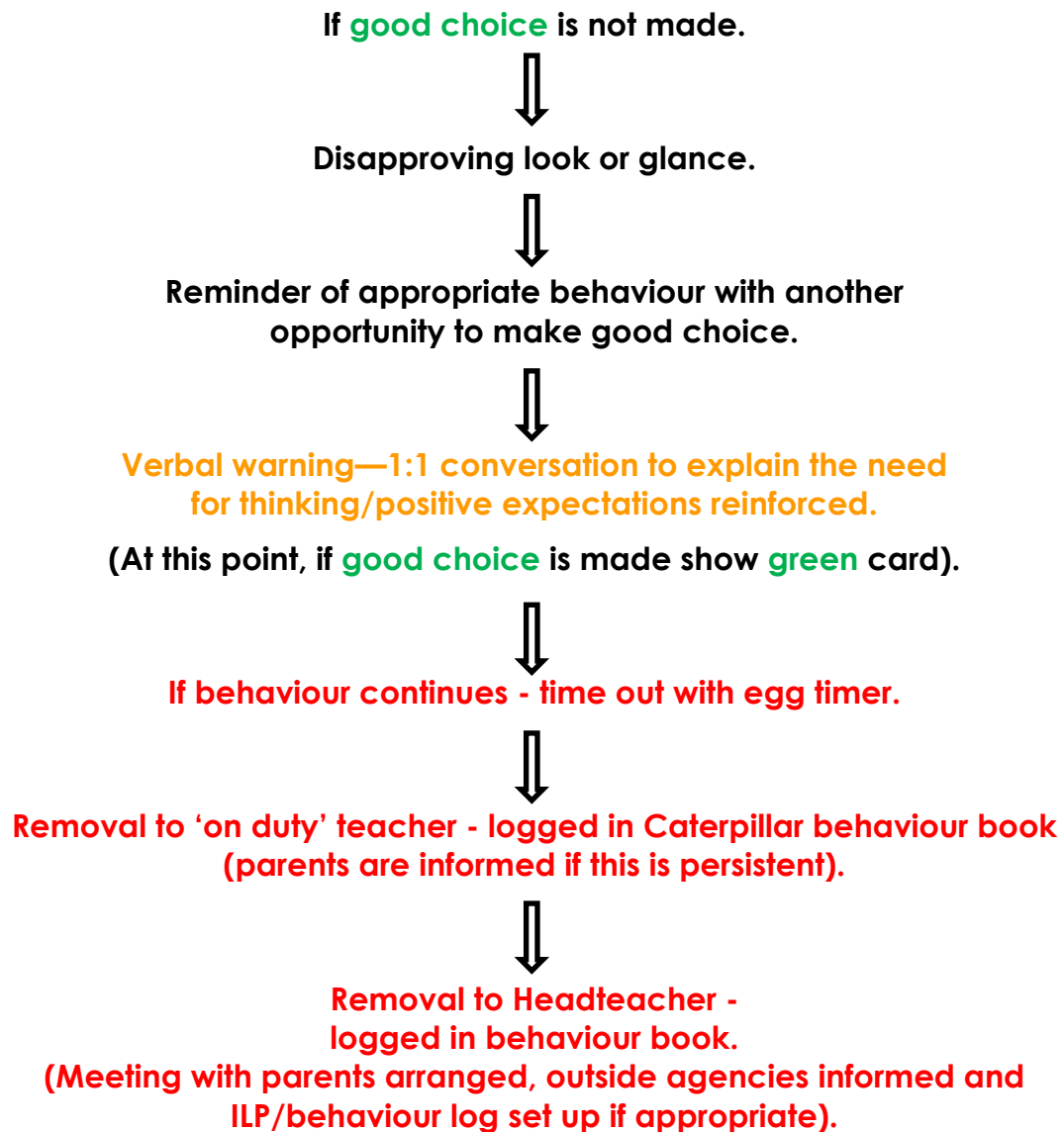


**St Michael's  
School**

## Responses to Challenging Behaviour

For example: calling out, rudeness, answering back, verbal aggression, inappropriate language, refusal to cooperate, violent behaviour.

The response should always be appropriate to the child's age, needs and level of challenging behaviour – the colours link to the lanyard colours used by adults in school.



These steps can be jumped when extreme behaviour is witnessed. This is up to the supervisors/headteachers discretion.