

Moorlands Junior School



Before School Club

Parent Handbook

2017/18

Opening Hours	
Before School Club	7.45am – 8.45am
Contact	
Phone:	0161 962 5452
Email	moorlands.admin@trafford.gov.uk

Summary of Key Charges

Session Charges	
Before School Club	£4
Penalties	
Arrival without booking	£10.00 plus session charge
Cancellation of Before School Club made less than 2 weeks before session	Full session charges
Late bookings (see below)	£1.00 plus session charge

This document forms the terms and conditions. By using the services you are agreeing to the enclosed terms.

Introduction

Welcome to Moorland's Junior School's Before School Club.

The Club will be an extension of the school and will reflect its aims and ethos.

Children will have the opportunity to engage in fun physical activities led by qualified coaches or school staff.

Parents will be able to relax in the knowledge that their children are safe and well cared for.

Availability

Before School Club is open to all children from Year 3 to Year 6 from Moorlands Junior School. There are limited places available each day which are offered on a first come, first served basis.

Dates of Closure

The before school club is not available on staff training days and bank holidays, and is closed during all school holidays.

This includes the following Staff training and bank holiday dates up to the end of academic year 2017/18

- 4th September 2017
- 30th October 2017
- 22nd December 2017
- 2nd January 2018
- 19th February 2018
- 7th May 2018

Bookings

Bookings are taken by completion of a booking form or on an ad hoc basis subject to availability.

Parents can book as far in advance as they wish (within the academic year) by using additional booking forms on a half termly basis or by ticking the 'All Year' box on the booking form.

Places are subject to availability in accordance with the appropriate staff/pupil ratios, space available and health and safety requirements.

All forms are available from the school office in person, by emailing, phoning school or downloaded from our school website <http://www.moorlandsjuniorschool.com/>

Bookings may be accepted on an adhoc basis, subject to availability and advance payment.

Late Bookings

Late bookings can be made, subject to availability and advance payment. A £1.00 surcharge per service is added to late bookings as follows:

- bookings made after 3pm the previous day

Arrival without a Booking

Arrival without a booking is not acceptable and you may be turned away.

If a child arrives expecting to be in the club and there are spaces, we will accept the child, admit them to club and make the following charges.

if your child arrives at club without a booking a charge of £10 per child will be made in addition to the session fee. This charge will not be removed unless parents/carers can show written confirmation from school* that they already had a firm booking for the session.

*Written confirmation from school can be a text, email or a note from staff in the daily register that is used by club staff and the club administrator (these notes are made on the day the change was requested).

Changes and Cancellation

Cancellation can be made at any time but credit will only be offered if the required notice is given.

To obtain a credit for a Club session, cancellation must be received in writing 2 weeks (14 days) before the session to be cancelled.

Credits will not be offered in any other circumstance, including illness.

Credits will be offered in the form of another club session. The cash will not normally be refunded.

Changes to bookings may be accommodated at the discretion of the school office, subject to availability and the notice period listed above.

Payments

Payments can be made by the following means:

- Cash
- Cheque, made payable to Moorlands Junior School
- ParentPay
- Childcare Vouchers (please check your employer is registered with school by contacting Mrs Jenkinson in the school office).

Payment Deadlines

Payments can be made at any time via ParentPay or through the club/office staff.

All payments received through the office will be, receipted and logged in ParentPay.

The amount paid is flexible as long as a positive balance is maintained. At each club session your child's attendance will be entered into ParentPay which will debit your account by the appropriate amount.

Debt on your account is not permitted. Debt will result in your child's place being withdrawn immediately. Places will not be held during this period and may be offered to someone else. **Therefore, debt on your account could result in the loss of your child's place.**

Activities and Games

Monday: Dodgeball – Provided by Moorlands Junior School (Mrs Somerville)

Tuesday: Kids Body Active – Provided by Fight the Fat Fitness (Sammi Stephenson)

Wednesday: Kids Body Active – Provided by Fight the Fat Fitness (Sammi Stephenson)

Thursday: Gymnastics* – Provided by Little Sports Coaching

Friday: Multi Sports Skills & Activities – Provided by Sale Sports Club (Mike Sambell)

* Children will work towards achieving BAGA awards and will be assessed every term. Badges will be given to those who successfully achieve each level.

Staffing

All staff are subject to enhanced DBS (Disclosure and Barring Service, formerly CRB) checks. They also receive the appropriate first aid and other qualifications as required. They will be familiar with all school policies. All staff will have coaching qualifications or child care/health qualifications or be working towards them.

Medical

As a general rule we do not administer medication. If your child needs medication such as inhalers and Epipens please talk to staff to make arrangements to manage the medication.

In cases of infectious diseases, the Local Authority issue guidelines on the required length of absence. We will share this information with you as necessary.

If your child has sickness or diarrhoea you must keep him/her off for at least 48 hours from the last bout of illness.

Other Relevant Policies

The club falls under the business of Moorlands Junior School and the school's policies apply. This includes but is not limited to:

- Behaviour Policy
- Charging Policy
- Safeguarding Policy
- Complaints Policy
- Equalities Scheme
- Health and Safety



Kids Body Active Before school activity club

Tues & Wed 7:45am

These sessions are aimed at improving your child's skills in a wide range of sports & games helping with their coordination, balance, spatial awareness and ability of understanding and following the instructions & rules of games. Improving catching, throwing & kicking skills. While forming new friendships with children from other classes and building on their confidence with in a group.

**Kids who
Get moving
Before
School
Tend to
Do better
In school**



All activities will get the children moving first thing in the morning, stimulating body & mind in a fun & enjoyable way to set them up for the day ahead.

Activities include:

Throwing & catching skills-team games-races-skiping -hula hooping-problem solving-circuits-dodgeball-bench ball- kick cricket-clap catch-target games-den building-football-obstacle course-leadership-communication -confidence building & more.

There will be a range of activities on offer weekly so that children can develop a variety of skills.

**60mins of
physical activity**



Sale Sports Club Before School Multi Sports Club



Moorlands Junior School

Friday Mornings
7.45am to 8.45am

Sale Sports Club are bringing Multi Sports session to Moorlands Junior School for the 2016/17 school year

These sessions are aimed to get your children active before school which has been proven to give your children the stimulation need to do better in school. During these sessions we will play various different games including; Cricket, Hockey, Tennis, Football, Rugby, Dodgeball, Table Tennis, as well as different types of tagging games and multi sports activities.

These session will be run by our qualified coaches who are fully insured. Our aim is to create a fun atmosphere which will allow your child to improve their sporting skills and ability as well as making new friends.

