

*St Edward's Catholic  
Primary School*



*Before and After  
School Club.*

St Edward's Before and After School Club are a wraparound care facility providing care for children who attend St Edward's Primary School; Rec to Year 6, which is overseen by the Governing Body.

The service is operated by qualified staff and is coordinated by Mrs. Lynne Scarth (Manager and school liaison) and is located within our school building.

Before School; operates from 7:45 am until 8.45am

Breakfast is available until 8:15am.

Children will be taken to their classroom.

After School; operates from 3:10pm until 6:00pm

Children can be collected at any time during session.

A healthy snack will be given during session.

Parents/Guardians will need to fill in a form (available from the school office) to register their child/ren for the service which can be used regularly, flexibly or occasionally to suit working commitments and/or family needs. We have a limit of 32 places available for the Breakfast session and After School session.

All booking forms must be received with payment at least 48 hours before a place can be allocated.

(for emergency places, please contact school office)

### Fees

Breakfast Session £3:50 per session.

Afterschool Session till 4:30pm. £4:50 per session

Afterschool Session till 6:00pm. £6:50 per session

Payment is in advance for each booking form and will secure your child's place

## Arriving at school for breakfast

Bring your child/ren to the small brown gate (side of the school.) You will need to call the Before and After School mobile number **07597351477** to let us know you have arrived and a member of staff will come and collect your child/ren.

## Collecting children from After School

Children can be collected from the nursery entrance. Please call the Before and After School mobile number **07597351477** to let us know you have arrived and a member of staff will bring your child out to you.

Please inform staff in advance if a different adult will be collecting your child/ren.

## First Aid and Medicines.

Staff have pediatric first aid training – normal school procedures are followed in the event of an incident.

All accidents will be reported using the school reporting procedures and reported to parents.

There will always be access to first aid and medical supplies.

It is the parent's responsibility to inform staff of any medical Conditions / allergens that may affect your child during the sessions.

Any prescribed medicine should be administered in line with the school policy and the appropriate documentation completed.

## Unavoidable delays

All children must be collected by 5:55pm. Please inform staff if you are due to be late. If parents have not arrived by 5:55pm staff will use emergency contact telephone numbers.

## Cancellations

Payment is due for all booked sessions if no notice is given for non-attendance. To cancel a child's place and receive a full refund you must inform us at least 48 hours before the session.

Refunds will be given in the case of illness.

## Safeguarding

All school safeguarding policies are applicable to wraparound provision. Where there are concerns regarding a child's safety and well-being these will be reported to a Designated Safeguarding Lead.

## Health and Safety

The St Edward Catholic Primary School Health and Safety Policy and all associated procedures apply to the wraparound service. Comprehensive risk assessments are in place and all staff are fully aware of their role and responsibilities.

## Behaviour

We expect that the school Behavior Policy and procedures will be adhered to within the provision. All pupils will be made fully aware of acceptable behavior and code of conduct.

If you have any queries contact

Mrs Scarth on 07597351477

or ask for details at the school reception.

St. Edward's RC Primary School,  
Eastbourne Road,  
Middlesbrough,  
Cleveland.  
TS5 6QS

Tel: 01642 819507

Fax: 01642 811902

Email: [stedwardsrc@mcschools.org.uk](mailto:stedwardsrc@mcschools.org.uk)

Website: [www.stedwardsrc.eschools.co.uk](http://www.stedwardsrc.eschools.co.uk)

Headteacher: Mrs MD Brown B.Ed (Hons) NPQH





## Our Healthy Menu

### Breakfast

- Wide choice of sugar free cereals
- Porridge
- Choice of Toast/Muffin/Waffle/Brioche  
Butter/Jam Honey

- Fresh Fruit
- Yoghurts
- Milk/Juice



### After School Snack

- Sandwiches  
Ham/Chicken/Cheese/Jam
- Cheese & Crackers
- Teacake/Hot cross Bun
- Fresh Fruit
- Biscuit
- Juice



## Activities

*A variety of well-planned, exciting recreational and educational activities are provided for the children. Children also have use of the playground (weather permitting) and use of hall screen to watch movies.*