



Gordon's Great Expectations

Information for parents:

Jagger's offers fun and friendly after school care run by school staff for our children here at Gordon. Children of all ages can attend the provision. Whilst we are in the initial stages of establishing the provision, numbers are limited to 30 and will be managed on a first come, first serve basis.

We hope that as we establish the provision, we will be in a position to extend the number of spaces and employ more staff to ensure we are able to support all working families.

Organisation:

We offer 2 separate sessions:

Session 1	Session 2
End of the school day until 4.30pm	End of the school day until 5.30pm
Cost: £5.00	Cost: £8.00

Please note: The school building is locked by the premises staff at 5.45, therefore it is necessary for all children to be collected by 5.30pm to ensure we can clean the hall ready for the school use the following day.

As a school we will take your child to the Infant hall at the end of the school day where they will be met by our staff. When parents wish to collect their child, please arrive at the gate and call the dedicated phone number **07500 873937** to alert a member of staff of your arrival, they will then bring your child out to meet you.

We know that the majority of parents will collect their child at either 4.30 or at 5.30, however if you wish to pick your child up at a slightly different time before the end of your allocated session, please just arrive at the school and telephone the mobile number **07500 873937**.

Refreshments:

Children will be able to fill up their water bottle as often as they need to. However, we will also provide a soft drink for the children to have with their snack.

We appreciate that the school day is long for our children, so we will provide a snack for the children for both session 1 and session 2.

Session 1: All children in this session will be provided with a drink and a biscuit. Children in session 2 will have both the biscuit and a further snack – see below

Session 2: children can choose from a sandwich or toast and a selection of dried fruit. Ham, cheese or Jam will be available for the children to have with their choice of sandwich or toast.

If children have specific dietary requirements and would like to discuss the menu option further, please contact Miss Debnam our SENDCo

Activities:

We are able to offer a range of activities from music, games, sports, colouring, support with homework and ICT. Over the course of the term/ year we will review the range of activities available, seek the views of the children and modify our provision to ensure we are mindful of what the children enjoy.

Please note that if your child attends another after school club run by Gordon staff such as computing or arts and crafts, we will still need to invoice you for their session in Jagger's as we employ our staff based on the number of children attending.

Key contacts:

All contact regarding the provision should be made by the school office, either via email

office@gordonchildrensacademy.org.uk or via telephone on 03333 602110.

Registration/ payment and invoices please ask to speak with Mrs Curtis

For day to day enquiries, please ask to speak with Miss Kiskyte

For all other queries please ask to speak with Miss Kemp (Assistant Headteacher)

Jagger's telephone number will be available between the hours of 3.30 and 5.30 for information regarding the collection of your child from the provision only. The phone will not be monitored at any other time, therefore for all other enquiries, please contact the school office.

Jagger's telephone number: 07500 873937



Gordon's Great Expectations

The smooth running of the provision is important for the welfare and safety of the children. As a school we want to work in partnership with parents and our children to ensure that we establish a friendly, supportive and enjoyable partnership.

To ensure that all parties are clear with our roles and expectations, we have established an agreement that all parties will sign and uphold. We would ask that parents share the child's responsibilities with their children and, for young children, when signing the form to do on both parents and the child's behalf.

Once this is signed by parents and the school, the child can begin to attend at the earliest convenience of the parents. We will not be able to admit children whose parents have not signed the agreement, so please ensure that you visit the office/ email the completed form as soon as you are able to do so.

Our partnership agreement expectations:

Expectations - parents/ carers

- To pay for the sessions in advance
- To notify us if your circumstances change
- To collect their child by 5.30
- To ensure school based records are accurate and up-to-date, including contact details, medical needs and emergency details
- To follow all other policies associated with the Gordon children's Academy, including the parent code of conduct

Expectations - children

- To follow the school rules
- To treat supervising staff with courtesy and respect
- To follow instructions of all adults
- To leave the hall neat and tidy ready for the next day

Expectations - school

- To provide timely information regarding any necessary changes
- To inform parents of any issues or concerns that might arise
- To keep records of money paid
- To provide a choice of snack
- To support the children to engage in a range of activities
- To follow all other policies associated with the Gordon children's Academy, including the Safeguarding and Child Protection Policy

By registering your child for this provision, you agree to meet the expectations as set out in this document. Parents should note that non-compliance is likely to lead to the withdrawal of the place being offered.

We reserve the right to close the provision and will provide parents with a months' notice of any decisions.

I have read and understood the expectations contained within this agreement:

	NAME (Please print)	Signature	Date
Parent/ Carer:			
Child or children:			
School:			



Jagger's

Jagger's Afterschool Provision

Registration Form

Pupil Information	
Pupil Name:	
Date of Birth:	
Home Address:	
Primary Contact	
Name of Parent/Carer:	
Work Address:	
Contact Telephone Numbers:	Mob: Work:
Secondary Contact	
Name of Second Contact:	
Relationship to Child:	
Contact Telephone Number:	

This form is to be completed by the parent/carer.



Jagger's

Jagger's Afterschool Provision

Medical Form

This form is to be completed by the parent/carer.

Pupil Information	
Pupil Name:	
Date of Birth:	
Allergies/Information:	
Medical Conditions:	
Any other relevant information we should be aware of?	
Parent Information	
Parents/Carer Name:	
Relationship to Child:	
Contact Telephone Number:	