



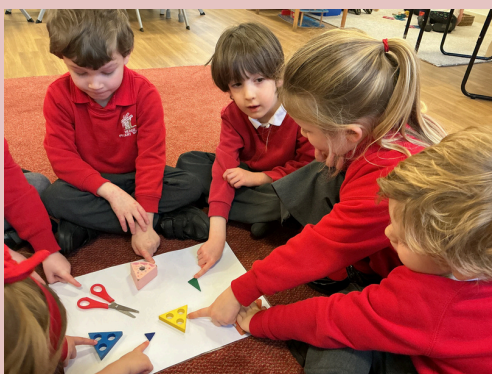
New Starter Information Pack



respect
resilience kindness



teamwork
honesty
compassion



What's Inside?

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About this Starter Pack



Dear Parents and Carers

We wish to welcome you and your child to Heage Primary School.

We have put together a 'New Starter Pack' for you with admission documents that we need you to complete and return to school as soon as possible to enable us to enter the details on our pupil information system prior to September.

There are quite a few forms and therefore if you need any help please just e-mail or call the school office and we will be happy to help.

When you return the forms we will also need to have sight of your child's birth certificate in order that we can double check that your child is starting school at the right time. This is a requirement by law in order for us to verify your child's date of birth and identity.

We will be available on Transition Days to check birth certificates and take any completed forms from you. Alternatively, please just drop into the school office when it is convenient to you.

With Kindness

Mrs Shaw and Mrs White
The School Office Team



info@heage.derbyshire.sch.uk



01773 852188

Headteacher's Welcome

I am thrilled to extend a warm welcome to all of you as the Headteacher of our caring and nurturing school. Heage Primary is a school that has relationships at the centre of all we do.

We pride ourselves on being a school where pupils, staff, governors, parents and the school community work extremely hard and have high expectations of themselves and others.

At Heage Primary, we believe in providing a safe and supportive environment where every child feels a sense of secure attachment and belonging. We understand that each child comes to us with their own unique experiences and backgrounds, and we are committed to recognising and celebrating the differences and diversity of the school community as a whole.

We believe that our differences make us stronger and we strive to create an inclusive learning community, where everyone feels valued and respected. Our curriculum and teaching practices reflect the diverse backgrounds and experiences of our children and their families, ensuring that they see themselves represented and can learn from each other's perspectives.

I hope you find this starter pack useful and informative, please feel free to contact us if you need any further information.

With Kindness

Mrs Hallam





The Heage Team

Headteacher: Mrs Hallam

Deputy Headteacher: Mrs Roberts

Senior Leadership Team: Mrs McAnulty and Mrs Lane

SEND Lead: Mrs Lane until July 2026 TBC at time of print for Sept 26-27

Designated Safeguarding Lead: Mrs Hallam

Deputy Designated Safeguarding Leads: Mrs Roberts, Mrs McAnulty and Mr Stevenson

Class	Teacher
FS2 (Froggatt)	Mr Stevenson
Y1 (Kinder)	Mrs Price
Y2 (Windgather)	Mrs Downes
Y3 (Castle Naze)	Mrs McAnulty
Y4 (Hen Cloud)	Miss Smith and Mrs Darnell
Y5 (Derwent)	Miss Riggott
Y6 (Raven Tor)	Mrs Roberts



Our classes are all named after classic climbing areas in the Peak District!



The Heage Team (continued)

Teaching Assistants		Mrs El-Gothamy, Mrs Morley, Mrs Nash, Mrs Clark, Mrs Miller
HLTA's Cover PPA and classes	Mrs Hollingsworth	Mrs Craven
The Base (Before and After School)	Manager Miss Evans	Miss Ward Mrs Tonks All TA's also work dinner
Office Staff	Mrs Shaw and Mrs White	
Midday Supervisors	Senior Midday Mrs Nash	Mrs Pardner, Mrs Tonks, Miss Ward Miss Hunt, Mrs Byard (Relief Middays)
Catering Team	Employed by DCC	
Cleaning Staff	Provided by Clean Slate	

Please be aware that our TA's are allocated to children and groups by the SEND lead as she has an overview of need. Therefore, apart from FS2 where there is a legal requirement, there is no specific TA attached to a class.

At the time of production for this pack, the above information is correct.

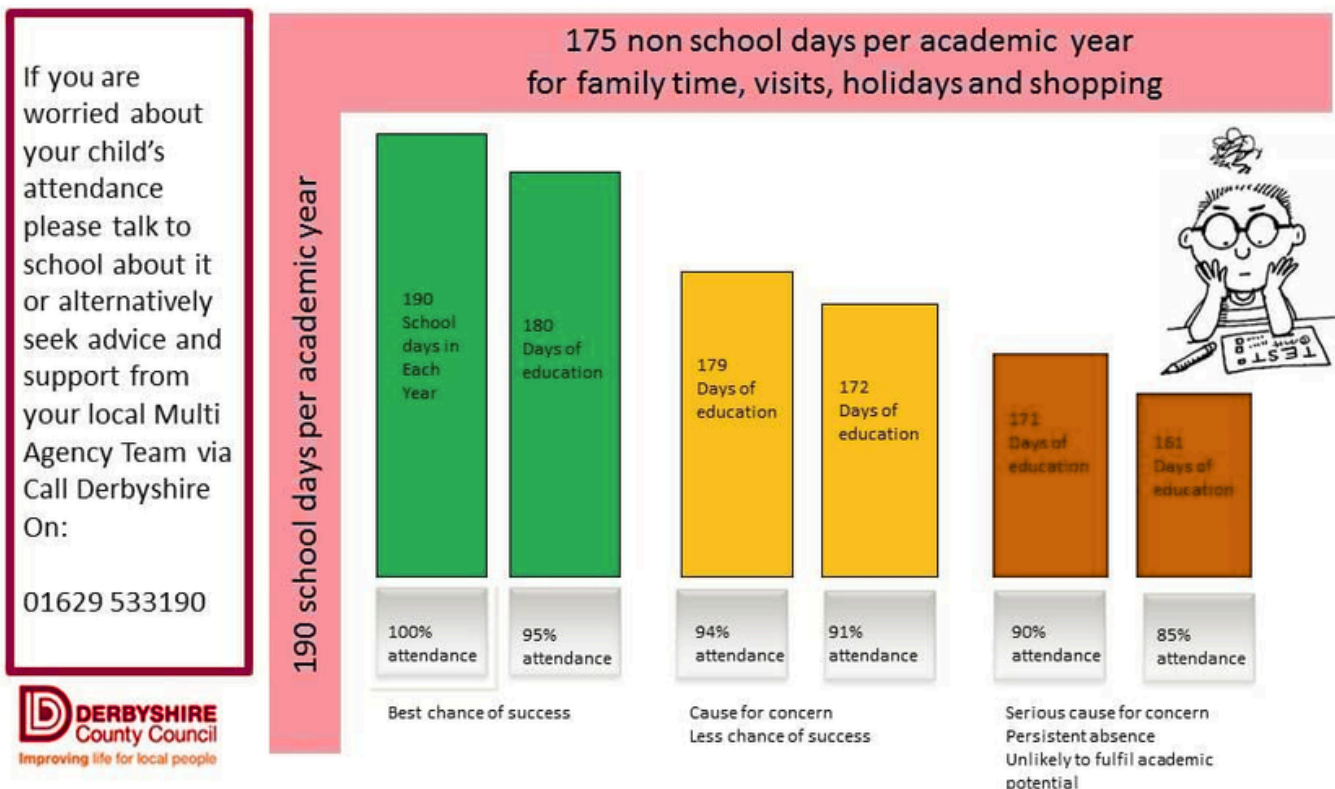
Attendance

A high attendance level is required at school for children to do well at school academically and also helps with social skills and maintaining friendships. It is essential in ensuring that children receive the full benefits of their early education because the experiences provided during these formative years play a vital role in shaping future learning, behaviour and attitudes.

We do monitor attendance and will contact you if your child's attendance falls below an acceptable level.

Good Attendance Means

being in school at least 95% of the time (between 180 & 190 days)



Holidays - we will not authorise any holidays during school term time. Please refer to DFE guidance on attendance in schools and fines.

Full details of all of the changes can be found by visiting the Government webpage:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Illness/Appointments and Medical Information

In the Event of Illness

If your child is unwell and not able to attend school, can you please ensure you contact the school office by 9.30am each morning they are absent. If we have not received notification from you by 9.30am a phone call home will be made asking you to confirm the absence reason. No medical certificates are required unless your child's absence becomes a cause for concern. The legislation requires that absence unexplained by a note/phone call by a person with parental responsibility have to be counted as an unauthorised absence. School follows guidance from: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Please note it is 48 hours after the last bout of sickness or diarrhoea before your child should be back in school.

Appointments and Collections

We encourage all parents to make appointments outside of school hours. Should your child need to attend an appointment during the school day we ask that you send a letter to your child's class teacher/the office via e-mail or phone call stating the time of collection and reason for leaving. You will need to collect your child from the school reception area as you will need to sign them out. On return to school, your child will need to be signed back into school. School can and will ask for proof of medical appointments - this can be in the form of text message e.g. from the dentist or a letter from the hospital, this is so we can authorise the absence as medical. For other non-urgent reasons for collection these will be deemed as unauthorised.

Medical Information

When you first start at Heage you will be provided with a form that asks you to let us know if your child has any allergies or medical needs. We need this filling in and updating regularly by the parent/carer in order to keep your child safe.

Prescription Medicines

We can only give a child medication within school if it is prescribed by a doctor and has to be given 4 times a day (meaning we need to give at lunch time). You will need to fill in consent for this to be given and complete all the details of the medicine being given. The medicine needs to be in date, have the child's name on and also show it is prescribed by a medical practitioner. Please contact the office if you need further information for other medication such as inhalers.

School Dinners

Derbyshire County Council Catering Service provides a daily lunch service in School that is available to all children.



A team of experienced staff at DCC carefully plan the menus, they take into account the popularity of dishes, the season, the workload, cost and quality and allergies. An important part of the menu planning is to ensure that the nutritional content meets one third of the recommended daily requirement for children, and all the menus are analysed by a Community Dietician before they are sent into schools.

The lunch consists of two courses with a main meal, vegetables or salad and potatoes, pasta, etc. For pudding there is a choice of assorted fresh fruit or pudding of the day. In addition, as part of the meal, children will be provided with a cold drink of juice or water.

Dinner choices can be made on a daily basis, children are asked at registration what they would like, school dinner or packed lunch from home.

We are very fortunate to have our own catering kitchen at school. Meals are served from our main school kitchen and the children use proper cutlery and crockery. The children from Y1 - Y6 independently clean their plates away and FS2 do this from the Summer Term.

Food hygiene standards are very important, with particular emphasis placed on temperature control; our catering staff are trained in food hygiene and provide a high standard, caring service to the children.

Special diets can usually be catered for, but DCC may ask for a medical referral from either the dietician or general practitioner.

A hot school meal costs £3.25 per day or £16.25 for the week. Dinners are charged via Parent Pay.

Universal Infant Free School Meals – all pupils in FS2, Years 1 & 2 are entitled to a free school meal, however we still encourage our parents of these children to apply for free school meals as this can bring valuable funds into school.

Milk and Snack



Milk

Every child under the age of five is entitled to free school milk. Please register your child with Cool Milk via their website (www.coolmilk.com) to enable your child to access free milk for their morning break when they start school.

Once your child turns five, they can continue to receive milk at a small cost each term until they leave Y2. This is payable via the Cool Milk website.

A leaflet with more information will be given to all new parents and can be obtained on request from the school office.

Snack

All children aged between 4 and 6 (FS2, Y1, Y2) attending a fully state-funded school are entitled to receive a free piece of fruit or vegetable each school day.

This piece of fruit or vegetable is intended to provide one of their 5 A Day portions; the scheme also helps to increase awareness of the importance of eating fruit and vegetables, encouraging healthy eating habits that can be carried into later life. Your child will be offered this snack at morning breaktime. However, you are welcome to send your child with their own piece of fruit or vegetable for snack.

Snack time for children in FS2 is supervised, and there is always an adult present with a valid paediatric first aid certificate.

Please note we are a pea and nut free school as we have children in school with serious allergies.

The pea allergy includes ALL pea products, including hummus, chickpeas, lentils and quorn products.

This also applies to food taken on school trips.

FREE SCHOOL MEALS

Psssst

Did you know that all reception, year 1 and year 2 pupils are entitled to receive a free meal at lunchtime regardless of family income?

And if your child is in year 3 or above, they may also be eligible, if you receive one of the qualifying benefits.



SCAN ME

Just log into the new speedy free school meal checker system to see if your child is eligible. Scan the QR code and it will take you straight there.



 **DERBYSHIRE**
County Council

 **DERBYSHIRE**
County Council

If school meals are free for reception, year 1 and year 2 - why do I still need to apply?

All children in reception, year 1 and year 2 get free school meals, but if you receive one of the qualifying benefits you may also get help with:

- the cost of residential school trips
- travel costs to school
- school uniform costs
- music lessons at school

For every child registered for free school meals, schools receive a pupil premium payment each year. This will be used to help your child achieve their best at school.

Use the QR code overleaf to access the portal and check your eligibility.

www.derbyshire.gov.uk/freeschoolmeals

email: checking@derbyshire.gov.uk telephone: 01629 536481



Communication between School and Parents and Carers

We value face to face communication wherever possible and the Team at Heage will always endeavour to communicate with you in this way first.

We do however know that this isn't always possible and therefore you can phone during office hours 8.30am - 4.30pm or e-mail the school at info@heage.derbyshire.sch.uk and your e-mail will be forwarded to the relevant person.

Please be aware that during teaching hours we cannot ask staff to call back and e mails will not be responded to during the day as the focus will be on the children, teaching and learning.

We will aim to respond to all communication within 48 hours.



We use Class Dojo to communicate with the whole school community and individual classes about things that are happening within school, letters and newsletters (these will also be e mailed), updates and PTFA information.

You will be given a User Agreement for Dojo that you will need to sign before being given a QR to connect. We do not use Dojo as an internal messaging service between parents and teacher. This is so our communication remains as face to face as possible, messages are not missed and also to support staff wellbeing.

Staff will use Dojo to message to let you know if your child has been chosen as Star of The Week or to highlight any other positive praise.



Daily Uniform

To ensure our children look smart whilst also ensuring affordability, Heage Primary do not specify where an item needs to be bought. However, we do expect our children to wear the following:

- White shirt/blouse or White/Red Polo T-Shirt
- Black dark grey/black skirt or pinafore (knee-length) OR black/grey tailored shorts/trousers
- Red and white checked summer dress (optional for warmer months)
- Red sweatshirt/jumper or cardigan (logo optional)
- Red Fleece (optional for colder months)
- Black/grey/red tights
- Black/grey socks
- Black shoes or boots

PE Kit

- Black/Navy shorts
- Black/Navy jogging bottoms
- Plain white T-Shirt
- White/Black socks
- Black PE pumps
- Trainers
- PE bag with clearly marked name (the PE bag can stay in school)

PE kits are sent home at the end of each half term for washing.

Forest School (Outdoor Sessions)

- Wellies
- Old warm clothes (several layers may be needed in the colder months)
- Waterproof coat
- Waterproof trousers (optional)
- All in one waterproof (optional)

You will be informed at the beginning of the academic year when your child will be taking part in these sessions and will only need to send in kit on those weeks.

Additional Requirements

It is also expected that, alongside the basic uniform requirements, parents/carers will provide their child with appropriate items for the weather, such as; coats, gloves, hats, sun cream, sun hats etc.

You can visit the school website for further details on where to buy uniform and also where you can buy nearly new items to save on cost.

Please label EVERYTHING so items can be easily returned.



Please label EVERYTHING so items can be easily returned.

Learning Can Be Messy

Playing outside is so important. I run and jump and get lots of fresh air. Sometimes I might get grass or mud on my clothes.



Using a knife and fork at lunchtime is tricky! Sometimes I get food on my clothes!

I sometimes get pen and paint on my clothes! This is because I am developing creative skills and exploring lots of different ways of making amazing art!



Our mud kitchen is so much fun! I use all my senses, which is so important for my development. It also helps me use my imagination and practise playing with my friends nicely!



Exploring with playdough and other messy play resources like foam or food, helps me to develop fine motor control and build up muscles and coordination in my hands and fingers. I will need these when I learn to write.



Exploring in the water tray is giving me lots of maths and scientific skills! I love pouring, filling and emptying! I usually wear an apron but sometimes my clothes get wet!



When I get messy, I have been showing curiosity, determination, persistence, imagination and confidence!

Earrings

Following recent Local Authority guidelines for Health and Safety and Risk Assessments, children will not be allowed to wear either studs or sleepers for PE, Games and Swimming, or to wear plasters covering them. Watches also need to be removed during PE, Games and Swimming.

This is because of risk of potential injury to the wearer or to others taking part in the same activity. School staff will not be expected to remove or replace studs or sleepers.

It is, therefore, recommended that if a child is to have their ears pierced, then it should be done at the beginning of the Summer holidays in order to allow children to safely remove their own earrings when they return to school for the new school year.

Also, following LA guidelines, the wearing of hair beads to school will not be allowed because of a risk of potential injury to the wearer or others. For reasons of possible loss or damage, the school will not be responsible for children wearing expensive jewellery or watches.

Nails/Tattoos

The school does not permit any of our children to wear false nails of any kind or be seen with transferable tattoos - parents will be asked to remove these prior to coming into school.

Hair

The school does not permit children to have extreme haircuts or bright colourings.

Hairbands, clips etc should be discreet and in school colours of red, black or grey. We advise that long hair is tied back and insist on this for practical lessons, such as PE. Fashion hair braids (added usually during holidays) are also not classed as suitable for school and again, parents will be asked to remove these before coming into school.



We are a cashless school (other than PTFA events), therefore payments can be made via ParentPay for trips, meals and The Base (before and after school club).

You will be issued with a letter detailing how to set this up once your child has attended their first registration at school, as your details on your school records must match those supplied to ParentPay to verify parental responsibility.



What Does a School Day Look Like for Froggatt Class (FS2)?



Morning

8.45	<ul style="list-style-type: none"> • The main gate opens and the children come into the classroom through the KS1 playground. • Any children who have been at The Base for breakfast club are walked down to join us. • The children put away their coats, book bags, water bottles and packed lunches. • They do their emotional 'check-in' (linked to the 'Colour Monster') and choose a morning activity to start the day.
9.00	<ul style="list-style-type: none"> • The children all come together on the carpet and the register is taken. We check who has brought a packed lunch and who will be having a school dinner. • From the second half of the Autumn term we normally join with the rest of the school for Assembly in the Main Hall.
9.30	<ul style="list-style-type: none"> • We start our learning each day with whole class phonics, following the Little Wandle Letters and Sounds programme. • The children then have a mixture of adult-led small group sessions and child-led play-based activities set up in our continuous provision. • These change on a weekly and sometimes daily basis based on our topic and the children's' interests, and can be inside or outside in our dedicated area.
10.15	<ul style="list-style-type: none"> • We have a quick tidy and then it's snack time where the children have water or milk if they are registered with Cool Milk (p.9) and a piece of fruit/ vegetable provided by school. • We often have a story or talk about our day so far. • Snack time for children in FS2 is supervised, and there is always an adult present with a valid paediatric first aid certificate. We often have a story or talk about our day so far.
10.30	<ul style="list-style-type: none"> • At break time we usually join up with Years 1 and 2 on the KS1 playground although sometimes choose to play in our outside area instead.
10.45	<ul style="list-style-type: none"> • We continue with adult-led and child-initiated activities until tidying up and washing our hands before lunch. We focus on maths and literacy in the morning.
12.00	<ul style="list-style-type: none"> • The children are taken up to the Main Hall for lunch, followed by play time on the playground with Years 1 and 2. • All of FS2 eat together, and are assisted by our wonderful midday supervisors.

Children always have access to their water bottles and toilets throughout the school day. ¹⁷

What Does a School Day Look Like for Froggatt Class (FS2)? (continued)



<u>Afternoon</u>	
1.00	<ul style="list-style-type: none"> The afternoon register is taken and we 'Drop Everything And Read', which is done by every class in the school. We have a story, read by ourselves and share books with our classmates.
1.20	<ul style="list-style-type: none"> Our afternoon learning is a mixture of adult-led and child-initiated play based learning with lots of time spent outside. Across the week we will have fun and engaging learning opportunities based around Understanding the World, Art and Design, Music, PE and Communication and Language. We also visit the school library each week to choose a book to borrow and take home, have an afternoon dedicated to Forest School or our own outdoor learning sessions depending on the school rota, and there are always lots of opportunities for being creative and messy!
2.15	<ul style="list-style-type: none"> At break time we usually join up with Years 1 and 2 on the KS1 playground although sometimes we choose to continue playing and exploring in our outside area instead.
2.30	<ul style="list-style-type: none"> We continue with our afternoon learning and exploring.
3.05	<ul style="list-style-type: none"> The children help with tidying up and then collect their home-time things and then come together on the carpet for an end of the day story. We make time to talk about what we enjoyed and did that day and briefly talk about the next day as well.
3.25	<ul style="list-style-type: none"> Home time! Children are handed over to their respective grown-ups, and children who have been registered for after-school club at the Base are walked up there and signed in.

The balance of adult-led and child-initiated learning allows adults to introduce key skills and concepts, whilst still providing the children with the opportunity to rehearse and master these skills and foster their own independence.

Adult interactions are designed to maximise on learning opportunities and capitalise on teachable moments via sustained shared thinking throughout the inside and outside provision.

How do we Learn in FS2?



Children are taught to read in a systematic way and at Heage we follow the Little Wandle Letters and Sounds programme. In Reception, the children are introduced to Phase 2 and 3 where they learn grapheme phoneme correspondence (GPC) and segmenting and blending skills to decode words. During the summer term, children move on to Phase 4, which consolidates this learning and teaches skills to support the reading of longer words and more complicated sentences.

Children are encouraged to read at home and are listened to regularly in school. They are given books that closely match their phonic knowledge in order for them to apply their learning with the aim of becoming successful, confident and fluent readers.



In Reception, we use the Drawing Club approach to develop a love of reading, writing and story-telling. Children are exposed to, and immersed in, a wide variety of high-quality fiction and non-fiction texts, including poetry, and visual stimuli to help develop vocabulary, fine-motor skills, phonics, and early writing alongside oracy and comprehension skills.

We have a strong focus on developing children's writing skills, ensuring they develop an effective pencil grip and correct letter formation, as well as using their developing phonic knowledge to spell and write words and sentences with increasing independence across the curriculum.



In Mathematics at Heage, we follow the White Rose Maths scheme of work which breaks learning down into small sequential steps. High quality learning environments, resources and meaningful interactions with adults, support children in developing their mathematical thinking and reasoning skills. Pupils learn through games and tasks using concrete manipulatives and pictorial structures and representations which are then rehearsed and applied within their own child-led exploration.

Our wider curriculum is taught through a combination of adult-led activities and child-initiated learning. Engaging, purposeful and contextual activities are planned to build on children's natural curiosity. We provide a broad range of meaningful experiences, guided by the three Characteristics of Effective Teaching and Learning: Playing and Exploring, Active Learning and Creating and Thinking Critically.

Our Approach to The Characteristics of Effective Learning.(COEL)

Child-centred → supports independence and decision-making.

Play-based and exploratory → promotes curiosity and persistence.

Emotionally nurturing → ensures children feel safe to take risks and try new ideas.

Integrated with the wider curriculum → helps children apply learning in connected ways.

How do we Learn in FS2? (continued)



Each half term, we introduce a new theme with high-quality texts and opportunities to provide inspiration for learning, including trips and visitors, whilst affording the flexibility for children to follow their own interests and ideas. These themes are chosen to support children to think about themselves and how they interact with the wider world, enabling them to develop a positive sense of themselves, and others, to form positive relationships, develop social skills and learn how to manage their feelings.

Autumn 1

Me, You, Us



Learning about our identities, families and friendships through play and conversations.

Spring 1

Into the Storybook



A magical dive into traditional tales, character journeys and storytelling fun

Summer 1

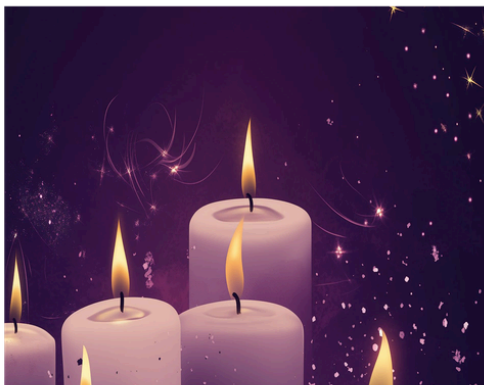
Growing and Changing



From seeds to self, a natural way to explore development and discovery.

Autumn 2

Light Up the Year



A seasonal look at festivals, traditions and moments of celebration from many cultures

Spring 2

Up, Up and Away



Launching into the wonders of space, planets and endless curiosity.

Summer 2

Journeys Near and Far



Exploring travels, holidays and different places around the world.

Forest School



At Heage Primary School we are lucky to have extensive grounds. Fortunately, we are able to maximise this by providing Forest School/Outdoor sessions as part of the children's curriculum.

Forest School is not simply outdoor learning. It is a child-centred approach which offers opportunities for holistic growth. It is a long-term program that takes place throughout the year and supports play, exploration and supported risk-taking.

It develops confidence, self-esteem and resilience through learner-centred experiences in a natural setting. The process facilitates more than just knowledge-gathering, it helps our children develop socially, emotionally, spiritually, physically and intellectually.

At Heage, our Forest School sessions take place throughout the year in all weathers! We have a beautiful, rich woodland at the far edge of our grounds which is where most of our sessions take place. Each session begins with a group game.

The children then spend the rest of the session playing in whatever way they choose providing it fits within our Forest School Rules. Our Forest School Leader, Mrs Clark, ensures that the site is safe before each session and her priority is maintaining everyone's safety throughout the session, but the main target is to develop the children's own risk assessment of their play without relying on adults to tell them all the time.

In every session Mrs Clark offers a skill based, adult-led activity which the children can choose to take part in. This may be developing the use of tools to make things using natural materials, climbing or something round the campfire – a very popular part of Forest School! We finish the sessions by reflecting what the children have been doing and engage in some mindful appreciation of the environment.

Forest School (Continued)

Mrs Clark is passionate about helping the children to love and appreciate the natural world and we are blessed at Heage to have such a diverse environment.

Even in the coldest, wettest weathers we will still go out to explore how the weather affects us and our environment and if it is not safe to be in the woodland because it is too windy, we do our Forest School sessions on the field and in our outdoor classroom – some of our best, happiest sessions are when there are extreme weather days!

Therefore, for every Forest School session your child will require full waterproofs, wellies and warm layers which you do not mind getting dirty! It hasn't been a good Forest School session without getting dirty!! We encourage long sleeves even in the summer to reduce stings and scratches from nettles. You will be given a full kit list and further details about when your child's Forest School/Outdoor sessions will be when they start school in September.

Finally, if you are interested in helping at any of our Forest School sessions, we are always looking for volunteers. Ideally you would need to commit to coming every week but if you can only offer occasional days we are still interested!

If you have any questions about Forest School for your child, or volunteering, please do not hesitate to contact Mrs Clark!

Thank you.



Heage Primary
Parents, Teachers and Friends Association



PTFA

Welcome to Reception Class at Heage Primary. Our School PTFA is open to everyone. We aim to develop effective relationships between the staff, parents and others associated with the school. We arrange events and activities to raise funds for equipment and projects in school and organise social events for the enjoyment of pupils, their families and the wider community.

We do this through running events such as Reception Starter Picnic, Coffee and Cake Mornings, Autumn Disco, Christmas Cards, Half-Term Small Events and the Summer Event. We also supply First Day Parent Bags, Red Book Bags for Reception Starters and organise Year 6 leaving hoodies. We also raise extra funds through companies such as Stamptastic, The Giving Machine, Stikins, Easy2Name and the Big PTFA Raffle – further details below.

We hold meetings once a month throughout the year and separate sub-committee meetings as and when required. These take place in person and virtually online. We keep people updated via our Class Representatives, the School Website, the school Newsletter and our Social Media Facebook Page. Our Facebook Page is called Heage Primary School Parents, Teachers and Friends Association and our email is heageptfa@gmail.com

We are looking for a few of you to become Class Representatives and pass on information to your Class WhatsApp or Facebook groups so please get in touch if you are willing to help.

We do hope to see you at one of our meetings and look forward to the next 7 years as you watch your child grow at our wonderful school.

On behalf of the PTFA Committee

Ways to support us online:

<https://www.thegivingmachine.co.uk/causes/heage-primary-school/>

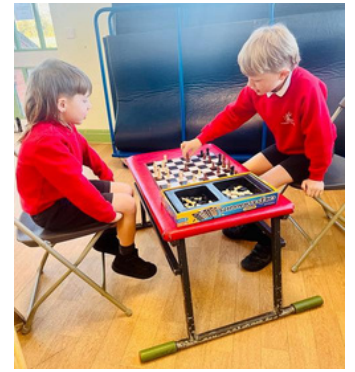
www.mynametags.com. Our School ID is 31961

www.stikins.co.uk. Our School ID is 9257

easy2name : code is FR-HEAGEPRIMARY-63



The Base (Breakfast and After School Club)



Dear Prospective Families and Children,

Welcome to the Base - our school Breakfast and After School Club!

The Base is a safe and friendly environment where children can explore new and existing interests and build friendships whilst playing and relaxing with friends across all school classes!

We offer a variety of activities in each session which are suitable for all ages. These include creative art opportunities, board games, toys and planned, adult-led activities, such as baking, crafts and games.

Activities and resources are frequently changed so the children can play with and try new things. We also use the school's wonderful grounds to play in, let off steam and go on nature hunts.

As part of our provision we also have a quiet area for reading, alongside a calm tent which is always available for when children need a quiet, comfortable space to relax, feel safe, or take time out from being on the go.

We'd love to invite you to join us for a fun and engaging time either side of your school day.

Tina, Zoe and Sam

**My mum says,
'I don't have to come,'
but I say, 'I want to keep coming
because I really like
it at the Base.'
Fern, Year 2**

**"I like having
fun and drawing!"
Isabelle, FS2**

**"I like all the
support the adults give
to those who want it."**

Caitlyn, Year 6



The Base (Breakfast and After School Club) (continued)

‘A Place for Friendship and Fun’



At Breakfast Club the children are welcomed at the bottom gate at 7.30am by Miss Evans (Tina), or another member of staff who will take them to the hall.

If you arrive later than 7.50, you will need to come to the gate at the top of the drive, call our number (07731 497201) and you will be greeted by one of our friendly staff, Miss Evans (Tina), Miss Ward (Zoe), or Mrs Tonks (Sam).

Any children who find that initial separation from their parent a bit tricky are comforted, supported and soon settle. You are more than welcome to accompany your child to the hall when they first start.

The children are encouraged to have some breakfast (a choice of cereals and/or toast plus some fruit juice) and then are free to play happily and calmly with a range of toys and games until it is time to go down to the classrooms.

The adults always escort the children safely to their classrooms so we can pass on any messages to the appropriate class teacher if necessary.

Our after-school provision takes place in the hall and again, the children are escorted from their classrooms by members of school staff to ensure they arrive safely with all their belongings.

Once the children arrive, it is their time – after a busy day at school the children all have different needs, so our wide variety of toys, games and activities reflect and cater for this. A light tea is provided at around 4.15, and we are able to cater for any special dietary requirements.





The Base (Breakfast and After School Club)



Hours and Cost

7.30am - 8.45am - £5.80

8.30am - 8.45am - drop off session - £1.50

3.25pm - 6pm - £10

How do I book?

All bookings are made via the Parent Pay Clubs section of Parent Pay. User guides are available from the office and our office staff are more than happy to go through the process with you. It is important to book as soon as possible as places are limited due to staffing and children ratios.

What about short notice bookings?

In the unlikely event that you need an ad-hoc booking, you can call Mrs White in the school office who will try and help. The booking will depend on availability of spaces. Due to ratios and health and safety we cannot take a child into The Base if they have not been booked on, and on the register.

I have a childcare voucher, what do I do?

There are various childcare voucher schemes available through your employer to help with childcare costs. You must contact your employer for these or visit www.gov.uk/help-with-childcare-costs/childcare-vouchers

NB: When you sign up for the childcare voucher scheme please contact the school office for the relevant bank account details for The Base.

What happens if I am late paying?

We advise all of our families that use The Base to pay in advance for the half term however, we appreciate this is sometimes not possible and therefore ask for the remaining balance to be paid by the end of that half term. Failure to clear any debts will mean that you are unable to book on for the following half term.