

# PATS' PEOPLE

St Patrick's Before and After School Club

## Academic Year

### 2017/18



# About St Patrick's

St Patrick's Catholic Primary School is led by a dedicated senior management team consisting of myself as Head; and Miss Snape as Assistant Head and Mrs Mitchell who is a class teacher and lead on behaviour and discipline in school.

In 2003 we celebrated our centenary year. The old school, situated at the bottom of the hill was replaced by a new building in 1997. The new school has beautiful views across the valley into Halifax. We are situated on a level site and have a purpose built outdoor play area for the younger children, beautiful playing fields and a trim trail for the older children, and good car parking facilities for parents.

The mission statement for the school is:

## **Live, Learn, Love with Christ.**

We LIVE with Christ by creating a happy community with a strong sense of belonging.

We LEARN with Christ by nurturing and celebrating our special talents and achievements.

We LOVE with Christ by respecting and caring for everyone.



Our small school has many rooms and the pavilion (at the back of school) which may be accessed by the clubs run in the mornings and afternoons.

The large playground and playing field at the back of school is used whenever the weather allows for sporting and other activities.

I do hope that you are able to support the service which we are offering. We have tried to make all the sessions affordable and flexible so that you are able only to access those which you need in order to fulfil your working/learning requirements and also the requirements of your children.



All children from the age of 3 to 11 are eligible for a place at our before and after school club, however welfare requirements regarding the numbers of staff to children mean that there are limited places available. Children who are not on role at our school will be considered for a place – should this be of help to our parents with siblings at another school.

## The Pats' People Staff



Lisa Carmalt

Lisa is our Playleader. She has had experience working with children in school and nursery settings for over 9 years.



Joanne Rankin

Joanne is one of two assistants in Club. She has a son in school and currently works in breakfast club each morning as well as at Lunchtime as a midday supervisor.



Clare Woffenden and  
Geraldine Clarke

Clare and Geraldine have both worked at St Patrick's for over fifteen years. They are both very experienced teaching assistants and will continue to run our school choir, as they have done for many years. Many of the school's community links come from the hard work and commitment of this team. Local organisations who benefit from the well trained tones of our choir are: Overgate Hospice; Willow Court; Elland District Partnership and many more...



Jill Roughton

Mrs Roughton is a Class Teacher and Literacy Co-ordinator in school. Along with Miss Snape she runs some literacy interventions which are funded by school. She has a wealth of experience with the children and has worked at St Patrick's for 17 years.



Allison Snape

Miss Snape is a Class Teacher and a member of the Senior Leadership team in school. Allison runs some literacy interventions funded by school.



Tracey Gorin

Tracey is our Learning Mentor and often helps out in breakfast club.

Tracey's role in school is to deal with the children's behaviour and support the children through any problems they may have. She is one of the people at St Pat's who the children will think to turn to should they be going through a difficult time, for any reason, during the school day.

Our sports groups are led by a company called Project Sport. Go to <http://www.projectsport.org.uk/school-sports-clubs/> for more information.

Dance on a Friday is led by Laura Simeunovich.

# Positive Outcomes of our Programme of Activities

Some activities offer very obvious benefits, however others are not so evident. The programme of activities we offer may change from one term to another however you will notice that more popular activities will remain on the timetable. We will endeavour to bring a touch of variety to our sporting activities. Arts and Crafts may well change and we will try to include as much choice as possible over the year. TV time will be supervised as will computer club.

## **Sport/Team Games**

- produces enjoyment
- generates positive feelings
- generates feelings of self-worth
- encourages a healthy lifestyle
- encourages the maintenance of a healthy weight
- promotes team work

## **Board Games**

- improves patience
- decreases aggression
- improves logic and decision making skills
- improves critical thinking skills
- improves a child's ability to socialise
- improves a child's attention span

## **ICT (for educational purposes)**

- develops good logic skills
- improves attention span
- produces good technical understanding
- can help to improve writing skills

## **Homework Help/Communication**

- improves patience
- decreases aggression
- improves logic and decision making skills
- improves critical thinking skills
- improves a child's ability to socialise
- promotes team work
- improves a child's attention span

## **Dance/Fitness**

- has mind stimulating effects improving mental health
- produces entertainment
- has positive effect on the physical and emotional development of a child
- increases self confidence
- raises communication skills

## **Arts and Crafts**

- develop fine manipulative skills
- freedom for experimentation and exploration
- good emotional outlet
- calming effect on mind and body
- confidence boosting

## **TV and Radio (as a group activity)**

- can be educational
- helps to create pictures of the world in terms of other cultures
- aid to introducing books

## **Performing Arts**

- increases self confidence
- improves behaviour
- improves interaction with other children and adults
- enhances self-expression and communication skills
- stimulates creative thinking.

## Breakfast Session Timetable

Lisa will be leading all the breakfast sessions and will be tailoring the activities to the children who are attending. These activities may include Dance and Exercise, Drama and Role Play and Computer Fun. Miss Snape and Mrs Roughton may be running interventions for certain invited children (funded by school) you may receive a letter home during the course of the year to invite your child to attend. These sessions are very important for specific children and we urge you to comply with our request.

Session Times: 7.30am – 8.55am

Session includes: a breakfast of cereal and/or toast and fruit juice.

Session Price: £4.00 per day – select the sessions you require in isolation or in combination with the club and tea time sessions.

There are limited places available for these sessions.

### Just what will I be doing.....?



The children who come to school early for this session will get the full benefit of a range of activities which will change regularly as we discover what the children enjoy doing at this time of day. There may also be an educational angle to some of the sessions run in a morning. Equally we will be doing dance and exercise which has mind stimulating effects and improves mental health generally.

## Club Session Timetable

Day	Activity 1	Activity 2
Monday	Archery	Arts and Crafts
Tuesday	Choir – KS2 Only	Free Play
Wednesday	Boxercise	Modelling and Lego
Thursday	Football	Free Play
Friday	Various Dance Styles run by Laura	DVD night

Session Times: 3.25pm – 4.30pm

Session includes: Tuck

Session Price: £3.00 per day – select the sessions you require in isolation or in combination with the breakfast and teatime sessions.

There are limited places available for these sessions.

### Just what will I be doing.....?



The club session will be the busiest of all the sessions. Registration will take place at 3.25pm where the children will be offered a drink and snack whilst they get ready for the activity of their choice. Some of the children may be taken over to the Pavilion for activities and there will always be a non-sporting option on offer for all, which will take place in the hall or outside. The children will be offered a variety of activities from the full range of disciplines. Sport is always popular and we will endeavour to cover as many as we can over the year – those that change will do so at the beginning of each half term.

## Teatime Session



Lisa will be leading the teatime sessions and will tailor the sessions to the children who are attending. The type of activities may include exploring the world through the media; indoor sports; dance and crafts.

Session Times: 4.30pm – 6.00pm

Session includes: Light Tea (e.g. beans on toast or scrambled eggs etc)

Session Price: £7.00 per day – select the sessions you require in isolation or in combination with the breakfast and club sessions.

There are limited places available for these sessions.

### **Just what will I be doing.....?**



The teatime session is the least structured of all the sessions. The children who stay for this session will get the full benefit of TV time; board games; homework time (when required) and a light tea. We will endeavour to create a homely atmosphere for the children and, within reason, they will drive the activities as they would at home at this time of day.



**St Patrick's Catholic Primary School and Community Nursery**

**School and Nursery Term Dates – 2017/18**

<b>Staff Training Day</b>	CLOSED	Monday 4 September
<b>AUTUMN TERM</b>	OPEN	Tuesday 5 September
<b>HALF TERM</b>	CLOSE	Thursday 26 October
<b>Staff Training Day</b>	CLOSED	Friday 27 October
	OPEN	Monday 6 November
<b>CHRISTMAS</b>	CLOSE	Friday 22 December
	OPEN	Monday 8 January 2018
<b>HALF TERM</b>	CLOSE	Thursday 15 February
<b>Staff Training Day</b>	CLOSED	Friday 16 February
	OPEN	Monday 26 February
<b>EASTER</b>	CLOSE	Thursday 29 Mar
	OPEN	Monday 9 April
<b>MAY DAY</b>	CLOSED	Monday 7 May
<b>*HALF TERM</b>	CLOSE	Friday 25 May
	OPEN	Monday 11 June
<b>MIDSUMMER</b>	CLOSE	Friday 20 July
<b>Staff Training Day</b>	CLOSED	Monday 23 July
<b>Staff Training Day</b>	CLOSED	Tuesday 24 July

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## **Pats' People - Full Terms and Conditions for all Sessions**

These terms and conditions refer to the offer of a place for your child at St Patrick's B&A School Club. Please read these terms and conditions carefully as you will need to sign a copy and return it to the Administrator to keep on file. We have no hidden costs, administration charges or registration charges. These terms and conditions are for the benefit your child, you and the Club.

### **The Offer of a Place**

The offer of a place which is enclosed with these conditions is for the current academic year and in all cases ends on the final day of the summer school term. The place is offered on a term time basis only. A copy of the holiday dates can be found on our website or collected from the office. New contracts are issued at the end of the summer for the following academic year and for the end of each term following, should places still be available for additional children to join. We would ask you to return these Terms and Conditions signed, along with the contract information by the date on the covering letter, otherwise we will assume that you will no longer require the place.

### **Charges for Breakfast, Club and Teatime Sessions**

The table below details the charges which sessions attract.

<b>Session Name</b>	<b>Cost</b>
Breakfast	£4
Club	£3
Teatime	£7

### **Payments**

Payments for sessions are to be made by standing order unless otherwise agreed in advance. Payments are to be made from September through to June (10 equal instalments). In all cases payment will be settled **7 days** from billing.

**You are paying for the place at our club and therefore the chargeable sessions are to be paid for whether your child attends or not.** Pre-payment in advance of each half term is the standard payment requirement i.e. we will require payments on the 1<sup>st</sup> of each month in the case of standing orders. 'One off' sessions may be booked to cover emergencies however should the same session be booked three times in succession then this will be deemed to be regular and all other terms and conditions will apply.

### **Snow Closures / Other Health and Safety Closures**

Should school need to be closed due to snow or other Health and Safety issues then no refunds are given. You may wish to access the sessions you have missed on another occasion. These must be taken within a two week period from the date of the missed session and in all cases can only be taken with the agreement of the Headteacher and are subject to there being a place available on the day requested.

### **Cancellation of Contract**

Should you wish to relinquish your child's place or any agreed sessions at the club then you will be required to give **notice of one month**. When you sign for your sessions you are bound to take that place until the end of that half term period and then give us one month's notice of cancellation. Should you require to withdraw your child from the club before this time then the agreed sessions will be charged at the usual rate. St Patrick's reserves the right to cancel your contract for chargeable sessions should you fail to adhere to the payment terms detailed within the terms and conditions.

### **Time Keeping**

It is important, for the smooth running of the club that you drop off and pick up your child promptly. The booklet details the times the sessions run. Should you fail to pick up your child promptly – we reserve the right to charge a fee of £3.00 for each hour 'eaten' into thereafter.

### **Medical Matters**

A declaration of any medical conditions and details of your child's doctor is requested in the data collection sheet issued from school. Under no circumstances can the staff at St Patrick's administer **general** medicines to your child. If your child is fit for school and needs medication then the school Administration of Medication Policy will be followed. Emergency medication (e.g. inhalers) will be kept to hand at school, and administered by staff should the need arise. A written record will be kept of any necessary medication. Should your child be found to have head lice then we reserve the right to contact you and you will be required to remove your child from school until the problem is under control. Should your child be suffering from diarrhoea and / or sickness then we will require you to remove them from class until there has been a 24hour period of normal health. In the event of accident or illness requiring medical attention a qualified member of staff will administer basic first aid. In an emergency we reserve the right to admit the child to hospital and every effort will be made to contact the parents immediately.

### **Contacts**

A data collection sheet will be issued. Please fill in as many contacts as you reasonably can. It is your responsibility to keep these contact numbers up to date.

### **Photography**

The school issues a consent form which will also apply to our club. Please keep this information up to date.

### **Policies**

Policies are available on the website.

### **Non Contracted Sessions**

As part of the flexibility we are offering you, we recognise that there may be situations when you need emergency care for your child. Where we have places available, we will accommodate any request. These terms and conditions will apply on each occasion when this occurs.

Please read all the Terms and Conditions carefully and then sign this form and return it to school with your application.

### The Agreement

1. I have read and agree to the **terms and conditions** detailed in this document
2. I am aware that I need to keep **contact details** up to date
3. I am aware that I need to keep **medical details** up to date
4. I am aware that there is a full set of **policies** available
5. I am aware that I am allowed to consent (or otherwise) to the use of photography
6. I agree to make payment by **standing order** or an **online transaction**
7. I understand that if I am not up to date with payments that sessions may be withdrawn
8. I understand that I am signing up for a minimum of half a term and need to give one month's notice if I intend to cancel

Signed (Parent or Carer) \_\_\_\_\_

Print Name \_\_\_\_\_

Print Childs Name \_\_\_\_\_

Date: \_\_\_\_\_

Your Feedback is important to us - please use this form or email us with any comments.

I would like to offer some suggestions for activities or make a comment about Pats' People, the out of school facilities offered by St Patrick's.

Specifically I would like to say:

Yours sincerely

Parent of:

# St Patrick's Catholic Primary School and Community Nursery - Pats' People

## APPLICATION FORM

PLEASE USE BLOCK CAPITALS AND BLACK INK - PLEASE ✓ IN BOXES WHEN REQUESTED.

A. PERSONAL DETAILS					
CHILDS SURNAME:		FORENAME:			
DATE OF BIRTH:		GENDER:	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
EMAIL ADDRESS:					
B. DETAILS OF ANY OTHER CHILDREN (NOT A CURRENT PUPIL AT ST PATS) WHO YOU WOULD LIKE US TO CONSIDER ADMITTING TO THE CLUB.					
CHILDS NAME:		DATE OF BIRTH:			
CHILDS NAME:		DATE OF BIRTH:			
CHILDS NAME:		DATE OF BIRTH:			
C. FURTHER INFORMATION TO SUPPORT YOUR APPLICATION					
DOES YOUR CHILD HAVE A STATEMENT OF SPECIAL EDUCATIONAL NEEDS (IN ACCORDANCE WITH THE EDUCATION ACT 1996)			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
PLEASE STATE IF THE CHILD IS IN PUBLIC CARE ('LOOKED AFTER CHILD')			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
D. SESSIONS REQUESTED -ALL SESSIONS ARE TERMTIME ONLY (please tick when required)					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST 7.30 - 8.55am					
CLUB 3.25 - 4.30pm	Please state activity	Please state activity	Please state activity	Please state activity	Please state activity
TEA TIME 4.30 - 6.00pm					
Parents of Nursery Children can access these sessions as part of the 30 hour funding. If you are interested in doing this indicate here: YES/NO					
If you already have a reference number please show here: _____					
E. DETAILS OF THE PERSON WITH PARENTAL RESPONSIBILITIES					
TITLE:		SURNAME:		FORENAME:	
RELATIONSHIP TO THE CHILD:					
SIGNED:		DATE:			
PLEASE RETURN THIS FORM TO THE OFFICE AT ST PATRICK'S					
PLEASE NOTE THAT CHILDREN OUTSIDE OF ST PATRICK'S SCHOOL MAY BE CONSIDERED IF IT IS FOR THE BENEFIT OF OUR PARENTS.					