THE HUB BREAKFAST & AFTER SCHOOL CLUB

Information Sheet • All Year Groups

> *Welcome to The Hub! Our aim is to create a friendly and relaxed club where children will have the opportunity to have fun, make new friends and chill out after a busy day at school in a safe, closed and nurturing environment managed by professional staff.*

Place:	We are based in the centre of the school and accessed from the Lower School entrance / playground.
Times:	Breakfast club: 7.30am – 8.40am | After school club: 3.15pm – 6.00pm
Costs:	Breakfast club: £8.00 | After school club: £14.00

Bookings

Please fill in the application form found on the school website and email it to us at **thehub@gardenfields.aetrust.uk**. We are then able to process your application form. Once we have accepted your bookings you will be able to see your child's attendance and the costs of the sessions booked on the School Gateway system, this is our online payment system.

School Gateway is quick and easy to set up and reduces paper work for our parents and school. If you need assistance in setting up your School Gateway account, please ask at the school office.

You will need to contact The Hub if you require any additional sessions at short notice. If you need any help with booking a session please contact us at **thehub@gardenfields.aetrust.uk**.

Please email **thehub@gardenfields.aetrust.uk** or text 07714957526 if your child is not going to attend for any reason.

Morning Activities

We serve a nutritious breakfast, comprising of a choice of healthy cereals, fruit/greek yogurt, toast with a variety of toppings and milk. **Children are not permitted to bring their own food** as we have a number of children with food allergies.

There will be a selection of calm activities during the morning session; colouring, puzzles, board games, storytelling, role play and outdoor play. Please ensure that your child arrives by **8am** if they require food.

Afternoon Activities

During the afternoon we will serve a 'sandwich style tea'. During the week a selection of breads (sandwiches, rolls, tortillas, and bagels) are offered along with a choice of toppings. Water will be available throughout the afternoon.

There will be a variety of activities and resources available for the children to choose from: arts and crafts, board games, puzzles, Lego, team games, sport activities, and themed yearly events (Pancake Day, Multicultural festivals, Chinese New Year, Easter, Christmas, Halloween).

We also use the outside space, tyre park, nature area, etc., weather permitting. We have a large selection of outdoor equipment. We have the use of the Lower School hall, Library and Breakout space when not being used by other groups. We offer sport activities (APEX) on Monday - Thursday.

Other Information

- Please inform us if your child is attending another before/after school club activity whilst attending The Hub. The Hub staff will collect/deliver the child to/from the before/after school activity club. The children will have their breakfast/tea either before or after other school activities.
- Parents will inform us if there are any variations to normal collecting arrangements or changes to current contact or medical information. If you are new to The Hub, please share a safeword for your child in case there are last minute changes to the collection.
- **Any collections after 6:00pm will be charged at a rate of £1.00 per minute per child** and added to your School Gateway account.
- The child's place might be withdrawn if the child is frequently collected late, a child's behaviour is disruptive and is a risk to themselves or others..
- The Hub will close at 4pm on the last day of term when school closes at 1.15pm.
- We follow the same Policies and procedures of Garden Fields School. We are also covered under the Garden Fields OFSTED inspection.

Cancellations / Refunds

In the event of bad weather or an unplanned school closure, the Hub will be cancelled. No refunds will be given, unless the period of closure is more than 7 days (then refunds will apply after 7 days).

If you need to cancel a session, please contact us at **thehub@gardenfields.aetrust.uk**. We are unable to give credit for sessions cancelled with less than one week's notice. We are also unable to make any changes to bookings unless we have a minimum of two days notice.

We work on ratios of 1 adult per 8 children in EYFS and 1 adult per 12 children for children in Y1-6 and need sufficient time to ensure that we have adequate numbers of staff in place and that staffing is cost effective.

No refunds will be given due to your child being absent because of illness.

If you are delayed or need to contact The Hub during the club sessions the phone number is 07714957526, at other times please email the club on **thehub@gardenfields.aetrust.uk**.

Yours sincerely,

Mr P. Sutton
Head Teacher

M Bibi
The Hub Manager