

THE GF HUB BREAKFAST AND AFTER SCHOOL CLUB

All year groups

Welcome to the GF 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 Middle Playground.

Times:

Breakfast club 7.30am-8.50am & After school club 3.15pm-6.00pm

Costs:

Breakfast club £6.00 & After school club £11.00

Bookings:

Please fill in the application form found on the school website and email it to us. 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 or are unable to book onto a session please contact Mrs Howe or Mrs Hobbs thehub@gardenfields.herts.sch.uk. Please email thehub@gardenfields.herts.sch.uk if your child is not going to attend for any reason.

Payment:

Payment will be required at the start of each term. We accept payment using childcare vouchers, we will credit your account once you are set up on School Gateway. Please contact Mrs Regan on thehub@gardenfields.herts.sch.uk if you need any assistance with regard to payment.

Morning Activities:

A nutritious breakfast is served, comprising of a choice of healthy cereals, toast with a variety of toppings, muffins, waffles, pancakes, fruit 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, puzzle, board games, storytelling, role play. Please ensure that your child arrives by 8.15am if they require food.

Afternoon Activities:

During the afternoon we will serve a 'sandwich style tea', children will be encouraged to make their own sandwiches, support will be offered to those who may need it, from a selection of breads; sandwich, rolls, tortilla, pita bread, bagels and choose from a selection 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 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.

Other information:

Parents will inform us if their 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.

Late collections after 6.15pm will be subject to a charge of £15.00 per child and added to your School Gateway account.

The child's place might be withdrawn if the child is: frequently late collected, a child's behaviour is disruptive and/or they do not follow instructions, a parent is in arrears with payments and despite reminders payments is still not received.

The Hub will close at 5.00pm on the last day of term when school closes at 1.15pm. We are part of Garden Fields school so follow the same Policies and procedures. We are also covered under the Garden Fields OFSTED inspection.

Cancellations/Refunds

In the event of bad weather and the school being closed, The Hub will be cancelled. No refunds will be given. If you need to cancel a session, please contact Mrs Howe or Mrs Hobbs thehub@gardenfields.herts.sch.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 one week's notice. We work on a ratio of 1 adult per 8 children 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 to your child being absent due to illness.

If you are delayed or need to contact The Hub during the club sessions the phone number is 07340 080939, at other times please email the club on thehub@gardenfields.herts.sch.uk.

Yours sincerely,

Mr A. Farrugia
Head Teacher

Mrs I. Howe
The Hub Manager