

TEAM HORDLE



Parent Information
A guide to using our
Breakfast and
After School Clubs

TEAM HORDLE welcomes you to THE DEN

Dear Parent/Guardian,

We are delighted to advise parents/guardians that the school offers wrap around care with **The Den Breakfast and After School Clubs**.



In this booklet you will find all the information you need to know about how The Den runs, including the available sessions, pricing, contacts and payment information.

We very much look forward to working with you and your child. We are passionate about the care we provide for our children and we are proud to say that The Den reflects our school values of excellence, love and opportunity for all.

Kind regards,

Louise Trim
Headteacher

Session information

The Den offers a range of flexible sessions which we hope will suit our families. Nursery children are welcome from 2 years old and all school-aged children are invited to attend.

Sessions available are:

Session Type	Session timings	4 year olds	5+
BREAKFAST	8-8.45am*	£5	£3.75
FULL	3.30-5.30pm	£12	£10
SHORT	3.30-5pm	£9	£7.50
HUB+ LATE (only available for 5+)	4.30-5.30pm	N/A	£5
HUB+ EARLY (only available for 5+)	4.30-5pm	N/A	£3

*Children are taken to their classrooms in time for registration.

Ad-hoc bookings:

Breakfast Club: Bookings can be placed up to 4pm the day before

After School Club: Bookings will be taken up until 2pm on the day of use, subject to availability. Please book in advance where possible.

Spaces are limited and fill quickly so we would recommend booking in advance where possible.

PAYMENT must be received before your child attends.



How to book/Contacting us

Bookings, queries and payments

All bookings, queries and invoicing are managed by the school office. For any booking or payment queries please call the school office on 01425 611657 or email theden@hordleprimary.co.uk. Last minute, on the day bookings are only taken by phone, please do not email as your request may not be seen in time.

Bookings should be made in advance via your child's Scopay account, using the Breakfast and After School club calendars. Any bookings for nursery children are managed separately and must be booked termly in advance, directly with the nursery team: hen@hordleprimary.co.uk

Who runs the club?

The Club is run by members of Team Hordle.

The Den team are extremely passionate about creating a club that is a great place to play, have fun and relax. The team keep in regular contact with parents about how your child/ren is getting on at the club, what activities they have been up to and we post regular updates on our Facebook page and Twitter accounts!

Collecting your child

We run 2 separate clubs for After School Club:

- 1) Early Years Den - this After School Club is run for our nursery and Year R (Reception) children.
- 2) Year 1-6

All children should be collected via the main school gate. Upon arrival to collect from either club, please call the Den team on **07731 487203** to advise of your arrival and your child will be brought out to meet you.

Please note that with so many children attending, and parents arriving to collect at different times, it is impossible to say where the team will be at your arrival time. We appreciate your patience in allowing us sufficient time to collect your child's belongings and get them out to you as promptly as possible.

Drop off for **Breakfast Club** is via the main school gates. Y1-6 Breakfast Club takes place in the main school hall and HEN/Year R Breakfast Club takes place in the HEN classroom.

Payment Information

All bookings for school children (Year R to Year 6) can be made directly via your child's Scopay account. For bookings for nursery children please speak to a member of the nursery team. Nursery bookings for both clubs must be made termly. Ad-hoc bookings will be taken (subject to availability) but cannot be claimed within EYE Funded hours.

Payment must be made in advance for all sessions. For on the day bookings please call the school office on 01425 611657.

As with all other school-based clubs, Hordle CE (VA) Primary School has a cashless policy and therefore, payments must be made by one of the following methods:

Scopay

Please use your Scopay account to select the sessions you wish to book and to make payment



Or

Childcare Vouchers

We are delighted to advise that The Den welcomes payment via Childcare Vouchers. Please speak to Mrs Baldwin in the School Office for further information. Please use the reference 5206D and your surname as reference

Or

Tax Free Childcare Scheme

We are also part of the Government **Tax Free Childcare scheme** – for further information visit <https://www.gov.uk/tax-free-childcare> or speak to Mrs Baldwin for further information. Please note we **MUST** receive your unique TFC code before you make any payments.

Payments and late fees – important notice

Please remember that we are not a business and as a school we are not permitted to allow debts to accrue and therefore payment for all sessions must be paid in advance. Ad-hoc sessions must also be paid before your child attends the session. We will always listen to individual parents if advance payments half termly is difficult to achieve.

We understand that not everyone has a tablet, smartphone or desk top computer, therefore an iPad will be made available upon request for people to use for online payments – you will just need to have your debit card to hand.

Please note that a fee of £2.50 will apply for every 15 minutes (or part thereof) for late collection. If you incur a late fee, an email will be sent to confirm the amount and payment will be due via scopay.com within 5 days.



Snack time at The Den

Your child will be provided a healthy snack and drink each day and this will vary so that your child does not have the same snack every day. Please ensure your child also has a named bottle of water with them as they do during the usual school day.

Example snack rota

Fruit – banana, apple, mango, blueberries, strawberries, melon

	Week 1	WEEK 2	WEEK 3	WEEK 4
MON	Fruit platter Toast & spread	Ham, veg sticks, cream cheese Toast	Fruit, yogurt, Crackers & cheese	Cheese cubes, veg sticks & dips Wraps/crackers
TUES	Cheese cubes, veg sticks & dips Wraps/crackers	Fruit, yogurt, cereal Crackers & cheese	Ham, veg sticks, cream cheese Toast	Fruit platter Toast & spread
WED	Ham, veg sticks, cream cheese Toast	Fruit platter Toast & spread	Fruit, yogurt, cereal Crackers & cheese	Fruit, yogurt, cereal Crackers & cheese
THURS	Fruit, yogurt, cereal Crackers & cheese	Cheese cubes, veg sticks & dips Wraps/crackers	Fruit platter Toast & spread	Ham, veg sticks, cream cheese Toast
FRI	Make your own snack!	Make your own snack!!	Make your own snack!	Make your own snack!

Veg and fruit – peppers, carrots, cucumber, apples, bananas, pineapple & more
Bakery – wraps, bread, crackers, bagels, thins, malt loaf

Allergies/Medical Conditions

Please ensure you advise the school of any allergies and medical conditions and update us of any changes to this at any time. This can be done via by emailing adminoffice@hordle.hants.sch.uk.

The team will tailor snacks to suit your child.

We are a nut-free school.



General Information

Pick up Procedure

Children will be escorted from their classrooms (or from their Hub club should they be attending a Hordle Hub Club first) and will be taken to The Den.

For the safeguarding of our children, it is essential that we have up to date information on who can collect your child. Please ensure you complete a pick up protocol form for school stating who has permission to collect your child and advise if there are any changes to this at any time.

If you wish to make any changes to the adult collecting your child, you must inform the School Office before 2pm. This information will be passed on to The Den team.

We fully appreciate that sometimes last minute changes occur—if this is the case, please contact The Den team directly via The Den mobile number: **07731 487203**.

Your child will not be released to a person not on the pick up protocol unless advance notice has been given to the School Office or in person/via telephone call to the Club Leader.

It is very important that you keep us up to date with changes in all of your contact details, please direct these changes to the school office via email: adminoffice@hordle.hants.sch.uk

Medication/Illness

From time to time, your child may require medication whilst at The Den—please complete the medical consent form in the school office who will hand over this information to the team.

Paracetamol (Calpol) and Chlorphenamine (Piriton) can be administered at After School Club if needed.

If your child is feeling unwell during their time at The Den, we will contact you to advise and seek consent for medicines where required.

Terms and Conditions

- Payment must be received in advance of your child attending any Den Breakfast or Den After School club sessions. Payment can be made via [Scopay](#) or by making payment via a Childcare Voucher or Tax Free Childcare scheme.
- Children are not permitted to attend until payment has been made.
- Late collections incur a charge of £2.50 per 15 minutes or part thereof and must be paid within 5 days.
- If children are not collected promptly at 3.30pm at the end of the school day, your child will be taken to The Den, where we can ensure your child is fully supervised, and a charge of £2.50 per 15 minutes or part thereof will apply. This must be paid within 5 days. This will also apply for any children attending Hordle Hub Clubs who are not collected promptly at 4.30pm.
- It is the parent/guardians responsibility to advise us of any changes to contact information/medical conditions and pick up information.
- It is the parent/guardians responsibility to inform the school if your child is not attending the club for any reason.
- Cancellation of sessions must be received a minimum of 24 hours before the booked session.
- No refunds are given should your child not require a session that has been booked and not cancelled outside the minimum 24 hour notice period.

We hope you enjoy your time at The Den. If you have any questions please do not hesitate to contact us:

The Den
Hordle CE (VA) Primary School
Hordle Lane
Hampshire
SO41 0FB

Tel: 01425 611657
Email: theden@hordleprimary.co.uk

