



Unsworth Primary School

Before and After

School Club



Organisational structure of our Club

Strategic Manager: Sarah Channon

Manager: Rachel Attwell

Deputy Manager: Kara Sherlock

Play leaders: Marsha Bevan Joanne Costin
Emma Lloyd Amy McLellan
Marianne Thurm

Opening Times: 8.00 am till 9.00am
3.30pm till 5.30pm

Sessions available: 8 am - 9am
3.30pm- 4.30pm
3.30pm - 5.30pm

Our Club takes place in the school hall; we also have access to the resource room for art activities and outside grounds.

Breakfast is served between 8am and 8.45am

Tea time snack is served at 4pm

Our club has timetables for both the breakfast club and the after school club, this enables the staff to rotate their duties, therefore gaining different experiences. The duties involve preparing breakfast/snack, providing a planned art activity, providing a messy play activity, providing and joining in board games, construction, role play activities, outside play activities and ensuring the children are signed in and out of our register.

The club provides an organised play environment, where the children are given the opportunity to choose their play materials. Where appropriate the activities are planned carefully involving the children whenever possible.

Before School Club

On arrival to the breakfast club a member of staff will greet the child and their parent/carer; they will then sign the attendance register including time of arrival.

The children then choose an activity available or choose to get something different out of the cupboards.

Throughout the session breakfast is on offer to all children. It consists of a range of cereals to choose from followed by a selection of toasted foods such as: toast, croissants, potato cakes, teacakes, pancakes, crumpets. Fresh juice, milk and water are also available. This allows children arriving at different times to access the breakfast.

At 8.45am the club pack away and the children get ready to join the rest of the school on the playground. A final register is taken and the children are then escorted to the playground by a member of staff who then stays with the children until the whistle at 9am, they then go into school with their class.

After School club

The children are escorted to the hall by their class teacher at 3.30pm. They are greeted by their key worker who has a signing in register for that class. They are immediately signed in then all class registers are given to the member of staff on register duty who quickly adds up the numbers then continues to greet parents and sign children out as they leave.

As soon as the children are signed in they choose an activity or line up ready to go outside, weather permitting. The children play until 4pm when we pack some equipment away to make space for snack time. All children go to wash their hands with staff before choosing where to sit.

The snack ranges from a sandwich, pitta pockets, wraps with salad, to beans/spaghetti or cheese on toast. This is followed by fruit/fruit salad, yogurts, cake, biscuits, and ice lollies/choc ices. A selection of drinks is on offer as well as fresh water throughout the session. We have a self serve snack time to allow children independence although staff members are there to help if required. Staff sit with the children while they are eating, sometimes eating a snack too!

After our snack the children return to activities or choose new ones. The children are collected at different times throughout the session by their parents/carers and signed out by the staff.

Code of Practice

Our Club has rules for children or staff to follow, these have been devised by the children. They are:

- Running in the hall can be dangerous.
- We must tell an adult if we want to leave the hall or outside area for the toilet etc.
- When we have finished playing with something, tidy it up.
- Treat our toys with care.
- Play nicely with each other.
- Remember your table manners when eating.
- Be polite when talking with others.
- Toys in our club are for us, so if they go home we will have none left.
- Be kind.
- Have fun.

“As a working parent I find it sometimes very difficult to organise my time around taking my son to school and arriving in work on time. The school club is fantastic and my son always arrives and leaves school with a big smile on his face. Success!” Parent

