**Headteacher:** Mr B Cassidy

**Head of Extended Services:** Mr J E Sprung

**Deputy Head of Extended Services:** Mr C Smith & Mrs S Dobson

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 **Newsletter – 26.01.2018**Dear Parents/Carers,

Dragon Club is an extended service provided by St Georges School to cater for the modern day family that require childcare beyond the times of ordinary schooling. If you would like your child to attend please do not hesitate to get in touch. We will be issuing a newsletter every half term like this one with important updates, news, and activity timetable information so you know exactly what is on offer for the children whilst at Dragon Club! Any child is welcome – if you or your children like the look of any activities we offer please feel free to submit an application form and booking form and get them involved.
WE NOW ACCEPT CHILDREN BETWEEN THE AGES OF 3-11 (F1-YR6)

**Holiday Club**The Holiday Club service we operate has become increasingly popular. We encourage early booking to avoid disappointment and remind parents that the Holiday Club service is not only open for students of St Georges, but open to children across Merseyside needing a place to have fun during the holidays. This half term (February 19th-23rd) we have created a variety of cross curricular activities based around the theme of Space, with a multi sports activity camp running alongside which is included in the price. Club runs in the holidays from 7.45AM-5.50PM and all the children need to bring is a packed lunch as breakfast, snacks and refreshments are provided throughout the day. Holiday bookings will close THURSDAY 15TH FEBRUARY @ 12PM and please be aware deposits need to be paid by this same close date, or you will risk losing your place to a child on the waiting list.
Holiday Club is held on TOP SITE (Claremount Road) and we encourage parents to send children in clothes they do not mind getting messy, as the activities we do can often be messy – but that is part of the FUN!
A full list of the activities we will be doing can be seen on the school website, social media and on notice boards around the school. If you have any questions regarding Holiday Club please do not hesitate to get in touch.

**Activity Timetables**From January 29th 2018 we will be launching our new and improved activities timetables, giving the children attending a much greater choice of extra-curricular activities to get involved in. This will include Art + Craft, ICT, Reading, Literacy, Cooking, Yoga, Movies, French Club, Makaton classes, Sewing/knitting activities, Construction challenges, Dance Clubs, Choir groups and much more! There will be three timetables each week tailored to the specific age ranges of the children attending. We have created activity timetables for EYFS, Years 1-4, and Years 5+6. To provide a copy of these newsletters would use a lot of paper, so we ask parents to keep up to date with the activities we are doing by checking the notice boards around school, by the Dragon club main office AND online on the school website and social media. If your child does not usually attend but likes the look of a club we are running then please do not hesitate to sign them up for the specific days activities are running!

**Homework Club**
Years 1-4
Homework club will run every MONDAY and WEDNESDAY between 4.15pm and 5.15pm. If you would like your child to attend Dragon Club and take advantage of our assisted home learning offer, then we ask parents to ensure the children bring all work with them to club on these days. If you would like your child to attend this club, please notify the Dragon Club office. Even if your child does not normally attend and you would like to relieve yourself from Homework pressures – feel free to sign them up on these days and send them along.
Years 5+6
There will be a designated area of club every night for the children to complete their home learning. Staff will be on hand to assist where needed.

**Policies and Procedures**
We ask all parents/guardians to familiarise themselves with our policies and procedures which are available from the Dragon Club office (lower site) or online on the school website. The 7 day cancellation rule still applies so please be aware we must be given 7 days’ notice of ANY cancellation or the place will still be charged (including holiday club bookings). This is important if going on holidays, medical appointments or using other school clubs etc.

**Parent Pay**
Please can ALL parents ensure they keep up to date with childcare costs via parent pay. Billing can be seen here and if you have any questions or queries regarding billing we ask you to email us directly.
Please be aware that Dragon club have the right to suspend places if a child’s account exceeds a debt of £50 or more. We would like to politely remind parents we ask for payments to made in advance for childcare to ensure accounts do not enter minus figures.

**Voucher Payments**
We have a number of parents/carers that use childcare vouchers to pay for their childcare. We ask all parents using the vouchers for payment are patient, as once you have made the voucher payment it can take a little time for us to process these.
We ask you do not to worry, as before we do any form of debt management we will ensure we are fully up to date with processing the voucher payments. Sometimes it does happen that voucher payment remittance forms do not reach us, so if this happens we will work with parents to contact the relevant companies to sort your accounts out and bring them up to date.
If parents are struggling to use parent pay, or are prone to neglecting their parent pay accounts for any reason, we do have bank details available to set up standing orders so you do not have to worry about forgetting to make payments. Please contact the Dragon Club office if you would like to make use of this service.

**Details Update**
Please can ALL parents/guardians ensure the Dragon club office receive notifications of ANY information changes. This can include mobile numbers, authorised persons for collection, addresses, passwords etc. It is incredibly important to keep all of this information up to date with us and not just the school.
If for any reason somebody other than the usual designated persons are collecting your child on any given day, we ask you to email or call us with the relevant information. If you do not do this, we will need to contact you and will not allow children to leave the Dragon Club premise unless we know of the person collecting them.

**Late Collection**
Please be aware if a child is collected after our closing time of 5.50pm you will incur a late collection fee of £5 per child. We understand sometimes traffic or other unpredictable circumstances occur, so we ask that if you are in any doubt that you will not make it on time you call our Dragon Club office at the earliest convenience.

**School Discos**
We are happy to let you know, that if your children are in years 1 + 2 and will be attending the school discos 12/02/18 OR 15/02/18 that we can get them ready and transport them to the Disco from Dragon Club. IF you are wanting to take advantage of this offer then we ask you email us in advance with all relevant details. If we do not receive notification from parents then we will unfortunately not be taking them. Once at the disco it will be the parent’s responsibility to collect from the Disco as from the moment they enter the disco they will no longer be in the care of Dragon Club.

**Mobile Phone Policy**
We would like to remind ALL parents/carers that the use of mobile phones on school grounds is strictly prohibited. If we ask you to put your phone away do not be offended as this is a rule throughout the school to protect both the children and adults.

If parents/Carers have any other questions or queries regarding Dragon Club please do not hesitate to contact us. We are constantly striving to ensure the Extended Services programme is of an exceptional standard and all feedback from parents and children is always welcome.

Yours Sincerely

Mr J E Sprung
(Head of Extended Services)