**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 – 22.03.2018**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 – Easter 2018**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 Easter (April 3rd – 13th) we have created a variety of cross curricular activities based around the theme of Superheroes, with a multi sports activity camp AND football 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 FRIDAY 23rd MARCH @ 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! Also if participating in any sports clubs we ask children attend in sports clothing including trainers. We ask all clothing and belongings are labelled with the child’s name and request that personal items, such as toys and electronic devices are left at home and not used in club.

If you have any questions regarding Holiday Club please do not hesitate to get in touch.

**Activity Timetables**The activities we do 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.

**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.

**Parent Pay + Arrears**
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. If you would prefer to set up a standing order with our bank account, then this option is now available. Just ask us for the details. Lots of parents have already taken advantage of this option and regularly comment it gives them peace of mind with their busy schedules.

**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.

We have recently been refreshing our application form folders and sent blank copies to numerous parents/carers to be completed and returned. We ask this is done by the end of the school term as we need these on our records for the children to attend and we have not received many back.

**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. NO EXCEPTIONS. 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.

**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.

**Signing In + Out**
From after the Easter holidays, when dropping the children off in the morning OR picking up in the afternoon, the Dragon Club staff will now be signing children in and signing them out. This is in hope to speed up our collection process and to make it easier for all parents/carers.

**Reporting Absence + Last minute cancellations**We ask all parents/carers inform us directly (as well as the main school office) if your child is off school sick. We also ask for the same to be done if your child is in school and you need to cancel their place last minute. The place will still be charged, however by doing this we can ensure that usual collection from teachers at the end of the day will happen and will not give you any delays.

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)