



Woodies Breakfast & Afterschool Club

Information Pack

Breakfast club

- Held in the hall
- Enter KS1 green door, please ring the intercom and a member of the team will come down to meet you (please be patient)
- Breakfast is served between 7.30 and 8.10
- Cereal, Toast, drinks are available
- Children will go to their classrooms at 8.40

Afterschool Club

- KS1 & KS2 children meet in the horse chestnut room
- Snacks served between 3.50 and 4.20, this is an afternoon snack to keep the children going until they have their evening meal at home.
- Exit via KS1 upper door (up the steps) please use the bell
- The club ends at 5.50pm , if you are late we will have to pay an additional salary for two members of staff who will need to stay with your child and also the site manager who would have to stay late to lock up the building, we would have to pass this costing on to parents/carers who are late to collect.

Staff

Mrs Tracie Alves – Extended Services Co-ordinator

Miss Megan Hannock - Breakfast Club

Mrs Samantha Keen - Breakfast Club

Miss Taylah Bennett -Afterschool Club

Mrs Harbir Uppal - Afterschool Club

Behaviour Policy

Woodlands Academy of Learning's behaviour policy is followed at Woodies and high standards of behaviour is expected at all times, if your child chooses to not follow the expectations then a consequence will be put in place which would mirror the actions of the school day. If your child finds it difficult to follow the expectation, Woodies staff will work with parents/carers to put a support plan into place, however if your child repeatedly chooses not to follow these expectations then it will not be possible to offer them a place at Woodies.

Emergency Number

We have an emergency number which **MUST** only be used to contact Woodies staff during your child's session time, (7:30am – 8:40am and 3:30pm – 5:50pm) – 07471 553461. This number is for emergency contact only and cannot be used to make or discuss bookings.

Times

Breakfast Club: 7:30 – 8.40

Afterschool Club:

Session 1: 3.10/3.20 – 4.30

Session 2: 3.10/3.20 – 5.50pm (Arrive by 5.50pm to allow handover time)

Cost

Breakfast Club - £5.00

Afterschool Club: Session 1: £5.00

Session 2: £9.00

How to book

All bookings are to be booked via your child's Scopay account

Bookings need to be made by **12 noon each Thursday** for the following week, please feel free to book for the full month or even the term. Food orders and staffing arrangements are made on the Thursday afternoon once attendee numbers are confirmed.

Cancelling Bookings Any cancellations must be made via the school which needs to be 48hrs prior to the session booked, to cancel a booking you will need to call the school 01922 710613 or email postbox@woodlands.walsall.sch.uk.

Unfortunately, if your child is booked in for a session and is unable to attend due to illness or changes in circumstances we are unable to refund the session cost.

Late Booking

Please be aware that if you need to make a last minute or late booking we cannot guarantee that a place will be available, we will do our best to support your requirements, but please appreciate this will not always be possible.

The system will not allow any bookings to be added after Thursday lunchtime, if you have missed the deadline you will need to call the school to see if there is space available.

Emergency Number

We have an emergency number which **MUST** only be used to contact Woodies staff during your child's session time, (7:30am – 8:40am and 3:30pm – 5:50pm) – 0752 5119121. This number is for emergency contact only and cannot be used to make or discuss bookings.

Questions

If you have any questions please contact Mrs Tracie Alves:

Call; 01922 710613 or Email: woodies@woodlands.walsall.sch.uk