



# WOOSH CLUB

## Information Booklet



Please keep this in a safe place for future

Willow Lane Community Primary School

Willow Lane

LANCASTER

LA1 5PR

01524 65880



Dear Mums, Dads and Carers,

Hello and welcome to the WOOSH Club. Let us explain a little about who we are and what we do.

WOOSH Club offers extended childcare sessions, before and after school, for children who attend Willow Lane CP School aged between 4 and 11 years old.

## WOOSH Staff

Staff : Miss Debbie Hoyle and Miss Marzena Skarbek

Administrator : Ms Alison Brennan

## OFSTED

Our OFSTED number is 119134

We were last inspected in March 2020 and you can view the report on the OFSTED website or on the school website at [www.willow.lancs.sch.uk](http://www.willow.lancs.sch.uk)



# Before School

## Breakfast Club

**7:45—8.50am - £4.00**

Children are provided with a healthy breakfast which will include:

- \* A choice of cereals
- \* Toast with a selection of spreads
- \* Fruit
- \* Fresh fruit juice, milk or water

There will be a range of different activities for children to choose from, before being escorted to their classroom.

## Toast Club

**8.30-8.50am - £2.00**

Children will be provided with toast and a selection of spreads, with fresh fruit juice, milk or water.

### **Dropping off for Breakfast and Toast Club:**

Before 8.15am, please walk through the main gate and turn right. Walk down to the red doors at the end of the building just before the playground. This is the WOOSH Club Room. Knock on the window/door and a member of the WOOSH team will meet your child.

After 8.15am, ring the bell on the gate for the office. A member of staff will release the gate and you will be able to walk your child round to WOOSH Club. Just ask at the office if you are unsure where to go.



# After School

## After School Club

3.15 - 5.30pm : £ 7.00

3:15 to 4:15pm OR after a school activity until 5:30pm: £4.00

Children will be provided with a healthy snack which will include:

- \* A choice between 2 snacks
- \* Fresh fruit
- \* Fruit juice, milk or water

### Collection:

Please press the button on the gate for the office before 5.00pm. Go through the gate and collect your child from the WOOSH Club Room (knock on the door or window for entry). After 5.00pm, press the button on the gate for WOOSH and a member of the WOOSH team will bring your child to you at the gate.

### Bookings :

You can use the before and after school clubs as much or as little as you like. The clubs are booked on a first come, first served basis, so please book in advance online at [www.eduspot.co.uk](http://www.eduspot.co.uk) to avoid disappointment. We usually have a full half term of WOOSH sessions available for you to book/change/cancel online. **Bookings must be made, or cancelled if you no longer require a place, before noon on Friday for the week ahead.** To make a booking during the current week, ring the office on 01524 65880 with a debit/credit card, to make a payment over the phone. Bookings cancelled during the current week are chargeable.

**Payments should be made online at [www.eduspot.co.uk](http://www.eduspot.co.uk) in advance of your child attending a session. Help with the online system can be requested at the School Office.**

If you are receipt of Child Tax Credit/Working Tax Credit/Universal Credit you may be able to claim an extra amount to help towards Childcare Costs. Please speak to the office if you require evidence of sessions attended.



# Key person

Each child who regularly attends WOOSH Club will be given a key person to meet their needs. This list is displayed in the WOOSH room and is available for parents to see. Children who attend occasionally will be given a key person on the day they attend.

## Observations

Observations are made and recorded for children aged between 4 and 5 years. These observations help us assess the children's learning and development and allow us to plan to extend and challenge their learning during WOOSH sessions.

## Timetable of Activities

- 3.10 - 3.20** The children are collected from class and taken to WOOSH Club by the WOOSH team.
- 3.20 - 3.40** The children enjoy a healthy snack.
- 3.40 - 4.00** Children are supported to read or complete homework tasks.
- 4.00 - 4.20** Free play / Outdoor play
- 4.20 - 5.15** The children choose to join in with a choice of independent and adult-led activities. These will include crafts, sports and games.
- 5.15 - 5.30** The children help to tidy and organise their things ready for

## Policies and Procedures

There are copies of the policies and procedures on the school website at [www.willow.lanCS.sch.uk](http://www.willow.lanCS.sch.uk).

We would be grateful if you could take the time to read through the policies.

