

Grange Primary

All clubs to start Week beginning 23rd September, running for 10 weeks, finishing week beginning 2nd December.

Parents evening week of 7th October. No staff led classes, SSS WILL run.

Half Term 21st – 25th October.

Breakfast Club – Construction – To be open to all years 1-6 – 7.45 – 8.30am. Thursday Morning.

Main office will not be open. Coaches and staff to use side entrance – go up past main office to the right.

Registers and radios need to be collected from the front office. There will be no staff in the office but the door will be open and Mr Rasheed will show where.

Location - Spanish classroom- red corridor.

Children will be dropped off by parents at the side entrance, coach will stand at the door to collect children so parents do not walk into the school. School breakfast club will also be running, Sharon will send any late comers through to the Spanish room.

The welfare room will be empty so coaches are to administer their own first aid if needed. Mr Hutchinson is two rooms down if needed.

Once club is over – at 8.30, coach to walk children to the playground – will be met by PE teachers who will collect the children.

Lunchtime – 12.15 -1.15 – Fridays

Coaches to support lunchtime staff. Staff in green bibs are trained to administer first aid. Welfare room will have staff so children can be sent.

Coaches will start activities and ask lunchtime supervisors to help oversee activity.

Introduce children to different activities. Introduce mini challenges in line with '50 things to do before you leave Grange'. Challenges to actually be challenging.

Team work with blindfolds as an idea.

Wet play – children will go back to their classroom and be supervised by the SMSA. The hall will be used to arrange activities in for select children who find wet play difficult due to ADHD or other mild learning needs. Additional adult will be sent if required.

After School Club – Archery – Fridays – 3.20 – 4.20 – Years 1 – 6 – KS1 Hall

Registers to be collected at the office as coach arrives. Registers need to be returned after the club has finished. Ronan to show folder where these will be kept – in the office.

Archery kits to be stored behind the curtains in KS1 hall.

KS1 Children will be dropped off by a teacher. KS2 to arrive alone but teachers may bring them on week one.

A phone is in the hall, need to call reception if any children on the register do not arrive. Use this phone for emergencies too. Office will close at 4pm. Use the radio for any communication after 4pm. Call 213 for Ronan but isn't always in the office.

Welfare room will not have any staff so coaches to administer. Ensuring an accident form is filled out.

Children to be dismissed from the side door near dining hall.

Some staff will still be on site.

In the case of an uncollected child, child to be taken to the small office next to the main office. There should be someone in there. If not, the head teacher's office is right next to it and can take child there. The school will then call parents.

Behaviour management –

Sticker system in place to reward good behaviour, thermometer system in place for sanctions – coaches to get familiar with this and work with the school. There are notepads on which behaviour can be recorded and given to the child so class teacher can be informed. – Ronan to provide coaches with stickers and notepad.

Main contact in school – Ronan Rasheed.

Invoices to be sent to Susan Padian - spadian.310@lgflmail.org. Ronan to be copied in.

Phil – Site manager and business manager – 02084225070 ext. 214. Mobile – 07747053830.

Any problems with running of clubs, coaches etc.

Chaz to be contacted. chaz@superstarsportwl.co.uk - 07949261124