

## AFTER SCHOOL PREP & BREAKFAST CLUB

### After School Prep

All After School Prep will be held in the Rookery Building. This is to ensure that children of all ages (except if attending specific clubs) are in the same building. Overall, this should make it easier for parents to collect their children at the end of the day.

- Nursery children will be supervised in the main nursery classroom and kitchen area (downstairs).
- Reception to Year 4 will be supervised in the Reception classroom (downstairs).
- Years 5 to 11 will be supervised in the Maths and ICT rooms (upstairs).

Please read the attached information which explains how to book after school prep, timings, costs and how to access the building when you collect your children.

### Breakfast Club

As part of our commitment to wraparound care, the school offers supervised breakfast from 7.30am. This is held in the nursery kitchen area for younger children (currently up to Year 2) and the boarding house, along Weyhill Road, for older children (currently from Year 3).

In order to ensure that we comply with safeguarding legislation, including supervision ratios, it is essential that parents book Breakfast Club in advance.

For breakfast in the boarding house, please contact Ms Dwyer on:

01264 338811

[ddwyer@rookwoodschool.org](mailto:ddwyer@rookwoodschool.org)

For breakfast in the nursery kitchen, please contact Mrs Holder on:

01264 325912

[paddocks@rookwoodschool.org](mailto:paddocks@rookwoodschool.org)

## AFTER SCHOOL SUPERVISION INFORMATION FOR PARENTS

### Booking

After school sessions must be booked in advance. The simplest way to do so is through the activities booking on the portal (main school) or through the sessions booking form (nursery).

The school realises that there are often last minute changes. In which case, please call the main school number (below) as soon as possible.

### Location

- Nursery – main nursery classroom and kitchen area (Rookery, downstairs).
- Reception to Year 4 – Reception classroom (Rookery, downstairs).
- Years 5 to 11 – Maths and ICT rooms (Rookery, upstairs).

Parents collecting older children (Year 5 upwards) should access the building through the main door (under the archway opposite the sports hall). The door will be left open. Please walk up the stairs and ring the doorbell next to the dividing doors into the Maths rooms.

Parents only collecting under children (up to Year 4) should use the rear doorway (opposite the walled pathway).

Parents collecting from both floors (i.e. younger and older children) should use the main door to collect their older children, as above, and ring the doorbell next to the downstairs dividing doors into the Early Years department to collect their younger children.

### Timings and costs

Nursery: up to 5.45pm, £5.20 per hour

Reception to Year 11: up to 5.15pm, no additional charge. After 5.15pm, £3.00

Children must be collected by 5.45pm, unless staying for dinner in the boarding house.

At 5.45pm, any remaining children (including nursery) will be escorted to the boarding house on Weyhill Road for dinner. There will be an additional charge of £9.00, even if the child is collected before dinner is served. For health & safety reasons, if you arrive whilst the children are in transit to the boarding house, please wait at the boarding house and do not try to collect them from the 'walking train'.

### Snacks

The school will provide a light snack, such as fruit, biscuits and squash, free of charge, at 4.00pm. Parents may choose to provide a more substantial packed meal, which should be kept in your child's locker or on peg during the day.

### Important phone numbers

- 01264 325900 – Main school office (for any enquiries during the school day)
- 07950 111927 – Prep mobile phone (between 4.00pm and 6.00pm)
- 01264 338811 – Boarding house (after 6.00pm)