



THE GF HUB BREAKFAST AND AFTER SCHOOL CLUB

All year groups

Welcome to the GF Hub! Our aim is to create a friendly and relaxed club where children will have the opportunity to have fun, make new friends and chill out after a busy day at school in a safe, closed and nurturing environment managed by professional staff.

Place:

We are based in the centre of the school and accessed from the Lower School entrance / playground.

Times:

Breakfast club 7.30am-8.40am & After school club 3.15pm-6.00pm

Costs:

Breakfast club £8.00 & After school club £14.00

Bookings:

Please fill in the application form found on the school website and email it to us. We are then able to process your application form. Once we have accepted your bookings you will be able to see your child's attendance and the costs of the sessions booked on the School Gateway system, this is our online payment system. School Gateway is quick and easy to set up and reduces paper work for our parents and school. If you need assistance in setting up your School Gateway account, please ask at the school office. You will need to contact The Hub if you require any additional sessions at short notice. If you need any help with booking a session please contact us at thehub@gardenfields.aat.school.

Please email thehub@gardenfields.aat.school or text 07340080939 if your child is not going to attend for any reason.

Payment:

Bookings and payment are termly. Payment will be required three weeks before the end of term. We accept payment using childcare vouchers, we will credit your account once you are set up on School Gateway. Please contact the hub team on thehub@gardenfields.aat.school if you need any assistance with regard to payment. There is also an information sheet to assist on the School website. The offer of space may be withdrawn if a parent is in arrears, despite reminders and payments is still not received.

Morning Activities:

We serve a nutritious breakfast, comprising of a choice of healthy cereals, toast with a variety of toppings and milk. Children are not permitted to bring their own food as we have a number of children with food allergies. There will be a selection of calm activities during the morning session; colouring, puzzle, board games, storytelling, role play. Please ensure that your child arrives by 8.10am if they require food.

Afternoon Activities:

During the afternoon we will serve a 'sandwich style tea'. During the week a selection of breads; sandwich, rolls, tortilla and bagels are offered and a choice of toppings. Water will be available

throughout the afternoon. There will be a variety of activities and resources available for the children to choose from, arts and crafts, board games, puzzles, Lego, team games, sport activities and themed yearly events; Pancake day, Multicultural festivals, Chinese New Year, Easter, Christmas, Halloween. We also use the outside space, tyre park, nature area etc weather permitting. We have a large selection of outdoor equipment. We have the use of the Lower School hall, Library and Breakout space when not being used by other groups. We offer sport activities (APEX) every afternoon for timetabled year groups.

Other information:

Parents will inform us if their child is attending another before/after school club activity whilst attending The Hub. The Hub staff will collect/deliver the child to/from the before/after school activity club. The children will have their breakfast/tea either before or after other school activities. Parents will inform us if there are any variations to normal collecting arrangements or changes to current contact or medical information.

Late collections after 6.15pm will be subject to a charge of £15.00 per child and added to your School Gateway account.

The child's place might be withdrawn if the child is: frequently late collected, a child's behaviour is disruptive and/or they do not follow instructions.

The Hub will close at 5.00pm on the last day of term when school closes at 1.15pm. We are part of Garden Fields school so follow the same Policies and procedures. We are also covered under the Garden Fields OFSTED inspection.

Cancellations/Refunds

In the event of bad weather or an unplanned school closure, the Hub will be cancelled. No refunds will be given, unless the period of closure is more than 7 days (then refunds will apply after 7 days). If you need to cancel a session, please contact us thehub@gardenfields.aat.school. We are unable to give credit for sessions cancelled with less than one week's notice. We are also unable to make any changes to bookings unless we have a minimum of one week's notice.

We work on ratios of 1 adult per 8 children in EYFS and 1 adult per 12 children for children in Y1-6 and need sufficient time to ensure that we have adequate numbers of staff in place and that staffing is cost effective.

No refunds will be given to your child being absent due to illness.

If you are delayed or need to contact The Hub during the club sessions the phone number is 07340 080939, at other times please email the club on thehub@gardenfields.aat.school.

Yours sincerely,

Mr P. Sutton
Head Teacher

Mrs I. Howe
The Hub Manager