



Sir John Cass's Foundation Primary School
Headteacher: Mr T Wilson

PLAYCENTRE

WELCOME PACK

Playcentre
Sir John Cass's Foundation Primary School
27 St James's Passage
Duke's Place
London
EC3A 5DE
School office: 020 7283 1147
office@sirjohncassprimary.org

Welcome

We are pleased that you want to apply for a place in our Playcentre.

The Sir John Cass's Primary School Playcentre is based in the school's dining hall. It is open from 7.45am to the start of the school day for breakfast club and again from 3.30pm – 6.00pm. We cater for children who are in Year 1 to Year 6.

Once the children arrive at the Playcentre, they are given light refreshments and are able to enjoy free play activities such as group games, arts and crafts e.g. painting, cooking, collage, floor games, aerobics, group discussions, games and sports i.e. Softball, Baseball, Cricket, Football, Basketball etc.

Play activities help children acquire the skills, knowledge and understanding which will be useful to them at home, school and in the communities in which they live. Your children will discover new things, experiment and practice with new ideas and eventually develop new skills which will ultimately develop their confidence and self-esteem.

We hope your child/children enjoy their stay at the Playcentre!

Mr T Wilson
Headteacher

What's on offer?

The programme of activities offered at the Playcentre has been developed to make sure your children are given a wide range of opportunities to play, learn and have fun.



Who can attend the Playcentre?

The service is inclusive and all young people aged 5 – 11 (enrolled in Year 1 – 6) are welcome to attend.

Children with disabilities or special educational needs

If your child has a disability or needs some additional support to attend any of our activities or play sessions please contact the school office in advance of booking 020 7283 1147.

Playcentre: Before and After School

OPENING TIMES AM: 7.45pm – 8.45am

OPENING TIMES PM: 3.30am – 6.00pm

We cater for children who are in School Year 1 to Year 6

ACTIVITIES

As well as the planned programme of main activities children at the Playcentre will be able to enjoy free play activities such as Group Games, Speak and Listen, Board Games, Arts and Crafts i.e. Painting, Cooking, Junk modelling, Glass Painting etc. We also offer Floor Games, Fun Aerobics, Group Discussions, Quiet Group Games, Sports i.e. Softball, Baseball, Cricket, Football, Basketball and much more.

FACILITIES:

The Playcentre is based in the schools main dining hall. Being based in Sir John Cass Primary School, allows us to benefit from many of the school's great facilities, such as the gym, the playground and the kitchen, allowing the children who attend a diverse range of activities and experiences.

COLLECTION:

If your child/ children do not attend Sir John Cass Primary School then please note that at no time should children be sent on their own to the Playcentre; children should always be handed over to a member of staff. We are unable to accept children before the advertised start time. If someone else is picking up your child/children please inform the Playcentre staff. They may be asked to provide photo ID and **MUST** see the Playcentre leader before leaving the premises.

STAFFING:

A ratio of one adult to every 10 children will be observed.

NEW STARTERS:

You have the option of staying with your child/children on the first day at the Playcentre. In order for new parent/carers to assure to their child/children they feel happy and relaxed when they officially start.

We hope your child/children enjoy their stay at Sir John Cass Playcentre.

OFSTED:

A maximum of x45 children per day.

HOLIDAY PLAYCENTRE

OPENING TIMES: 7.45am – 6.00pm

We cater for children who are in School Year 1 to Year 6

- ACTIVITIES:** We provide a play environment where children will have the freedom to safely explore and develop their own play opportunities. We have a programme of planned activities with which the staff can enhance and encourage the children's play.
- FACILITIES:** The Playcentre is based in the school's main dining hall. Being based in Sir John Cass Primary School, allows us to benefit from many of the school's great facilities, such as the gym, the playground and the kitchen, allowing the children who attend a diverse range of activities and experiences.
- COLLECTION:** We are unable to accept children before the advertised start time and they must be collected by the specified collection time. If someone other than the main parent/carer is to collect your child/children please inform the Playcentre staff, as they may be asked to provide photo ID and **MUST** see the Playcentre leader before leaving the premises.
- FOOD:** During the Play scheme parents/carers must supply their child/children with a proper packed lunch, as children will not be allowed to go to the shops once they have been marked on the register. Light refreshments will be provided in the morning and in the afternoon for example; drink and fruits or biscuits. **No glass bottles, fizzy drinks or sweets or food with peanut (due to allergies) please.**
- CLOTHING:** Children must be appropriately dressed for the play scheme (this includes suitable footwear). It is advised that trainers and trousers may be more suitable for some activities. Staff reserve the right to refuse a child entrance into the play scheme if they deem the child to be inappropriately dressed.
- STAFFING:** A ratio of one adult to every 10 children will be observed.
- OFSTED:** 32 under 8's registered places during holiday time.

Guidance for Registration, Booking, Changes and Terminating

REGISTRATION

You must register your child or children with the Playcentre **before** they attend Cass Play Afterschool or Holiday Play provision.

Please note: All children returning to Cass Playcentre must re-register for the new academic year before they return.

Registration packs are available from the school office, online or by contacting office@sirjohncassprimary.org and comprise:

- Registration Form
- Media Consent Form
- Eligibility for Discounted Fees Form

You only need to update these forms after completion if your details change.

BOOKING & CHANGING DAYS

You also need to complete a 'days required booking form' **before** your child attends.

To attend Playcentre before school, if your child is registered they may attend. You should pay in advance if you wish to use the Playcentre.

If you wish to change the days you have booked a 'change of days form' is also available. Please note that if you have booked term time play provision you can only change bookings for each half of term period and must do so at least two weeks in advance of the new half of term commencing. If you wish to change a holiday booking you need to do so at least 5 working days in advance of the booking commencing.

Term time and specific holiday scheme days required booking forms, and change of days forms are available from the school office or email office@sirjohncassprimary.org

TERMINATING A BOOKING

Please note that one month's written notice is required or one month's fees in lieu of service will be charged for Afterschool Club bookings. A **termination form** is available on request.

Please return your completed registration and booking forms to:

By email: office@sirjohncassprimary.org
In Subject field please state For PLAYCENTRE

By hand: to school office

By post: to School address (see Contacts page).

COMPLAINTS, COMMENTS and SUGGESTIONS

We endeavour to provide a good quality Play Service but things don't always happen as they should and if you are unhappy with anything please tell us as soon as possible. If you have a comment, suggestion or complaint about the service please contact the School Office.

If you make a complaint we will try and resolve it immediately. If we can't, we will look into it further and write to you within ten working days. If we can't resolve the matter in ten working days and you are still unhappy we can arrange for an independent investigation.

If you do not want to talk to a member of staff at any time about your complaint you can phone, e-mail or write to the Complaints Manager directly:

Andy Dodson
Leader of Learning
Sir John Cass's Foundation Primary School
27 St James's Passage
Duke's Place
London
EC3A 5DE

Tel: 020 7283 1147

E-mail: office@sirjohncassprimary.org

If you are not satisfied with the response you receive or if your concern relates to an issue you feel unable to discuss with the Sir John Cass's Primary School, you can contact Ofsted directly:

Ofsted National Business Unit,
Royal Exchange Building
St Anne's Square,
Manchester M2 7LA

Tel: 0300 123 1231

How to pay

PLEASE NOTE: Full fees are payable if your child is absent. **All fees are payable on receipt of an invoice from the Sir John Cass's Foundation Primary School/City of London.** We reserve the right to suspend provision if fees are not paid promptly

FEES PAYMENT: Please note that the Playcentre staff cannot accept payment directly, methods of payment are set out on the reverse of invoice.

VOUCHERS We accept childcare vouchers as payment for fees. Please contact the school office if you wish to pay by voucher scheme.

TAX CREDITS: Do you qualify for childcare tax credit? – You may be eligible for up to 80% of your childcare fees through the tax credit scheme. Please contact the Family and Young People's Information Service on 020 7332 1002 for more details.

ENROLMENT: Please see guidance on how to enrol on the page '**Guidance for Registration, Booking, Changes and Terminating**'.

Please note that places are allocated on a first come first served basis, and are subject to receipt of fees within 14 days of invoice date.

Your child's place is not secure until the Playcentre leader has received and confirmed your booking.

Absences & Charges for Late Collection

Failure to attend booked days may result in your child **not** being given priority during future enrolments.

If your child/children are absent due to illness or any emergency, please notify the school office or the Playcentre leader as soon as possible to avoid potential sanctions. Failure to do so will be recorded as an unauthorised absence and you will be still charged for attendance.

Regular unauthorised absences on booked days will be reviewed and could result in future bookings not being accepted.

A LATE COLLECTION FEE OF £10 per child is charged for every 15mins you are late to pick up your child/children after the advertised closing time.

Medicines, Medical Conditions and Allergies

Please note that if your child needs access to any medicine, cream or inhaler during the course of provision you need to hand these in to the school office. We cannot administer any medicines, etc without signed written consent from the parent/carer.

Please complete any relevant medical or dietary information on the registration form. If your child's medical or dietary information changes during the academic year please complete a new registration.



**SIR JOHN CASS'S PRIMARY SCHOOL
PLAYCENTRE**

**Afterschool Club
&
Holiday Playcentre**

Fees and Charges

Please note that the discounted rate is based on eligibility for Free School Meals only.
Therefore if your child is eligible for Free School Meals please ensure that you submit with your registration a completed 'eligibility for discount form'.

These forms are available from the Playcentre Manager.

Playcentre Term Time After-School Club

Charges per session

	First Child	Discounted rate (including second child)
Full session after school including snack and drink (over 1 hour)	£6.50	£3.50
Part session after school including snack and drink (up to 1 hour)	£3.50	£2.50
Before school: 7.45am until the start of the school day.	£2 (including breakfast)	

Please note that Sibling One is based on the child attending most often

Please note that Sir John Cass's Primary School Playcentre is managed by the School.

For all inquiries regarding fees and charges for Cass Playcentre please speak to the school office.

Playcentre Holiday Provision

Charges per day

Attending Core Hours (between 9.00am – 3.30pm) only

Core hours only	Child/Sibling One	Sibling Two	Sibling Three
Child/ren not eligible for discount	£12.00	£10.00	£10.00
Child/ren eligible for discount	£5.00	£4.00	£4.00

Attending Extended Hours (between 7.45am and 6pm)

Extended day	Child/Sibling One	Sibling Two	Sibling Three
Children not eligible for discount	£20.00	£18.00	£18.00
Children eligible for discount	£15.00	£13.00	£13.00

Please note that Sibling One is based on the child attending most often

Please note that Sir John Cass's Primary School Playcentre is managed by the School and will use the City of London Finance Services to invoice you for Holiday Play fees.

Please note 'Children eligible for discount' is only for Cass children. Non Cass Children will need to pay the full rate.

For all inquiries regarding fees and charges for Cass Playcentre please speak to the school office.

(Please note that these charges are under review and may be subject to change.)