



Spring Newsletter 2020

Out of School Club

Out of School club is very popular this year and we are now in the position where other than a few places available across the week we are now full and unable to offer any one-off sessions to people outside of the Little Meadow family.

Tracey and Bev have made a seamless transition into the team and will also be working with Ruth as and when Holiday clubs run.

Could we please ask parents especially of children in the lower classes of school to avoid bringing bikes and scooters to school on the days their children are with us. Those children either forget they have them and then become upset if we have made it across to our building before they realise or, we need an additional member of staff to chaperone them whilst they retrieve their bike/scooter from the bike sheds as at the end of the day this area is very busy and access out of the grounds is open.

Each day Little Meadow produce class pick up lists of the children who will be attending session the following day and these are taken down to school at 3.15 in readiness to be distributed to the class teachers the following morning. The procedure for the teachers is to then send all the children on the list to the group room before opening their class doors to release the remaining children to their parents. This then enables us to receive the children and transfer them to our building promptly whilst leaving the teacher free to address end of day issues. If for any reason your plans change, and you wish to collect your child from school can you either:

- A) Ring both school and Little Meadow before 2.30 to let us all know your change of plans which allows time for messages to reach the right people and you would then be able to collect your child from their classroom.
- B) .If you have a last minute change, please allow your child to come to us at the group room and then either meet us at the front of the building as we are transitioning across and sign them out or meet us at Little Meadow and sign them out there.

We do not leave Meadowside until we have accounted for all the children on our registers and this can result in a large number of children being held unnecessarily at school, Miss Noble having to leave the reception unattended and other teachers at the end of their busy day supporting us to establish where the child is. Your help with this would be really appreciated.

If at any time your child attends a school run after school club, please could you email Clare on littlemeadowgroup.finance@hotmail.co.uk and let us know what club and on what day and whether they will be returning to Out of School club once the club has finished.

We do try really hard to ensure the children leave us at the end of the day with their possessions and encourage them to put things away in their rucksacks or book bags rather than leave them dotted around the building. Sadly we cannot be responsible for ensuring they get to us at the end of the day with everything they arrived at school.

Once the children have joined us they are then unable to go back to their classrooms. Anything that is left at the setting is kept in our Lost Property box for a week and then taken and added to the Meadowside Lost property box.

If for any reason you are unable to collect your child from us and need to send someone on your behalf, please let us know and make sure the person collecting is aware of your password. Where we are not advised, we will phone to seek permission. This process can sometimes be lengthy and cause unnecessary distress to both your child and the person who has arrived to collect. But is an important aspect of our Safeguarding policy.

Whilst we appreciate the reason parents are late to collect is often out of their control, a late fee does have to be added to the child's account. Whilst unavoidable it often means staff have to remain outside of their contracted hours without notice. Clare will calculate the cheapest way to apply the fee and will use this calculation to ensure you are paying as little as possible but that we are remaining fair to all parents. If for any reason you are running late and can safely ring us so we can explain to your child you are running late we would also be grateful as this can ease concerns.

Breakfast Club

Thank you all for your support of this venture. The introduction of breakfast has been well received by the children. Each morning they can start their day with a glass of Apple or Orange juice, milk or water. They have a choice of cereals and toast with a range of toppings all produced fresh in line with their orders. Breakfast is served at 8.15. The club is slowly filling up which is lovely to see.

We do aim to transfer the children to school with all their possessions but would ask that everything is clearly labelled so we can ensure items get to the right children.

Please note that we are unable to pass verbal messages to the individual class teachers or to the office when we take the children down. Please use the school email address for any messages you need to share for that day.

The email address is admin@meadowsideprimary.co.uk

Fee Review

As an outstanding provider we are keen to maintain the level of service we provide to our families. We have been able to largely weather the increases in living wage, introduction of pensions for small businesses and general economic increases over the last couple of years. However we have now found that with a significant increase in National Living Wage again in April of this year it has become necessary for us to review all our operational costs. Whilst yet to be finalized we anticipate from the 20th April, Breakfast club will remain unchanged as it was reviewed in January. Out of School would see a rise as follows:

3.15-4.30 £5.00

3.15-5.30 £9.00

Late fees will remain unchanged

Polling Day

We have been advised that Little Meadow Building will be required as Polling station on Thursday 7th May. Please be advised whilst both clubs will continue to run on this day morning drop off and afternoon collection will be from Meadowside School hall.