



St Joseph's Out Of School Club

St Joseph's Catholic Primary School, Front Street, Nympsfield, Stonehouse GL10 3TY

Chair: Miss Heidi Saunders

What we have been up to...

We had a fantastic Christmas term with lots of themed crafts and delicious treats for the children; including Mary's famous Christmas cakes- she has passed on the recipe ready for us to attempt this year! We have started this term with lots of child led activities including crafting and drawing, small world and building as well as outdoor opportunities! From February half term we will be doing pirate activities before focusing on our topic of Growing after the Easter Holidays.

We are very excited to announce the OOSC will have Chicks for the first two weeks after the Easter Holidays! This is a fantastic experience for the children to see the lifecycle of a chicken.

Please make sure contact details and allergies are up to date on the HQ booking system as this is what we adhere to.

Committee- WE NEED YOU!

We are seeking a new Chair, Treasurer and Secretary to join the Committee. These are management roles of the OOSC and will involve decision making of the running of OOSC. Without these roles filled, the out of school club (breakfast and after school wrap around care) will be in danger of closing. If you are interested in any of these roles, please speak to the OOSC Team, Chair, Treasurer or Secretary.

If you have a bit of time and are able to support this essential service that is needed for many of our parents, please speak to Marie or send us an email for more information about what is involved for each role.

NO COMMITTEE, NO OOSC!

Debt

Invoices are sent monthly and should be paid promptly by the 15th of each month. More information is available in the Payment of Fees policy which is available on the OOSC section of the school website under "Finance and Trustees Policies and Procedures". Please ensure these are paid promptly.

Ad-hoc Bookings

As per our terms and conditions, ad-hoc bookings must be paid for at the time of booking. Please note that morning and afternoon sessions are very busy; some full to capacity. Parents/ carers **MUST** book all sessions in advance. We will not be able to accept children arriving at OOSC without prior booking. This is due to staffing and room ratios being reached. The Out of School Club must comply with government guidance and must not breach these.

Staffing for 2023-2024- UPDATE

We said a sad goodbye to Mary after over 20 years of working in OOSC! We thank all those who put into Mary's present fund. She was over the moon with her gardening vouchers she received and has told us she is going to put this to something for her new garden to remember OOSC when she moves house.

We also said a sad farewell to Miss Stokes at February half term who is now concentrating on her studies in preparation for her end of year exams. The children will still see Miss Stokes within the school and we hope she continues to keep in contact with us to update us on her progress!

We have now appointed two new staff members. Fenn Ang joined the team in January 2024 taking on all evening after school club sessions. We have also now appointed Natalie Clark who will take on a Wednesday and Thursday after school club.

Early Closure

Due to the school day ending at 1.30 on the last day of Easter term, Out of School Club will be closing at 4.15pm on Friday 22nd March.

Normal session charges apply.

Early session: 1.30- 2.45pm

Full session: 1.30- 4.15pm

The staffing for the week will therefore be as follows:

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Breakfast Club</u>	Natalie Finn-Powers Marie Knight	Kayleigh Niven Marie Knight	Kayleigh Niven Marie Knight	Kayleigh Niven Marie Knight	Kayleigh Niven Marie Knight
<u>After School Club</u>	Natalie Finn-Powers Marie Knight Fenn Ang	Natalie Finn-Powers Marie Knight Fenn Ang	Natalie Clark Marie Knight Fenn Ang	Natalie Clark Marie Knight Fenn Ang	Marie Knight Fenn Ang

New Job Opportunities

We currently have Kirsty Coupe (Pre-school Treasury Administrator) supporting the OOSC whilst we look at recruiting for an administrator. Her help has been invaluable and we thank her for her continued support until we appoint. The role will entail keeping policies up together, supporting committee members, finance and the OOSC team. We are currently advertising this role, closing date is Wednesday 7th March 2024 at 3pm. If you are interest then please email adoosc.st.josephs@gmail.com for an application pack.

Late Collection Fees

We are noticing that parents are regularly collecting late from OOSC and would like to remind you that we close at 6pm. If your child is booked in for an early session and you go over by 1 minute you will then be charged a full night fee. If you collect after 6pm, as per our terms and conditions which can be found on the school website under the OOSC tab, you will be charged £10 per child. Please note that staff are only paid until 6pm therefore if they have to claim over hours, this will cost the club additional money.

School Staff Car Park

We would like to politely remind you that the car park at school is for staff only. When dropping your child/ren off/collecting them please do not use the school site. The reasons being for the safety of the children entering and leaving the setting and the

insurance of staff vehicles. Please be mindful that we are in a residential area, therefore, please park considerately.

Holiday Club

The Easter Holiday Club is filling up fast with two days already full to capacity! Details went out regarding the activities via eschools. Our themes are Harry Potter, Easter and Messy Day!

Summer Holiday (Tuesday 23rd, Wednesday 24th, Thursday 25th July 2024 and Tuesday 30th, Wednesday 31st July and Thursday 1st August 2024). *Booking system is not yet open for the Summer holiday club dates.*

ADVANCED WARNING

As per the schools email, sent via eschools on 1st February 2024, the OOSC facilities (breakfast and after school club) will be closed on Friday 24th May 2024.

As per our policy, you will not be invoiced for this day.