



breakfast club & late prep

session 2017-18



Craigclowan Prep School

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Dear Parents

It is our pleasure to welcome you to our programme of wrap-around care.

This booklet is designed to give you quick and easy access to all the general and practical information you need to know about the services that we offer. It is aimed to be useful to all parents whether you are new to the School or whether you have been a part of the Craigclowan community for some time.

We now take great pride in being able to offer you the following:

Breakfast Club (from 0730 to 0810)

Late Prep (from the end of the school day until 1800)

It is our aim to provide first class, flexible care from a fully committed staff to meet the ever changing needs of you, our parents.

We do hope that you find this information helpful and informative. If you have any questions, please do get in touch.

Kind regards.

Yours sincerely

JOHN F GILMOUR
Headmaster

late prep

Late Prep provides an environment in which those children who cannot be collected at the end of the school day can complete their prep. We aim to make our after school care as flexible to the needs of our families as possible. For that reason, we no longer charge for after school care and the service is free to all our pupils from Pre-school to Form 8.

The arrangements are as follows:

Pre-school	1515 – 1800	Late Prep is in the senior corridor of the main buildings. Any children who have not been collected from Pre-school by 1555 will be taken to Late Prep to join the other children.
Forms 1 & 2	1600 – 1800	Late Prep is in in the senior corridor of the main buildings. Form 2 will complete written prep then read their library book quietly until everyone has finished. Parents should listen to their child's class reading at home.
Forms 3 – 5	1600 – 1800	Late Prep is in the senior corridor of the main buildings. From 1600 the children will spend one hour completing prep, reading a novel or drawing. At 1700 those who have completed their prep may start activities.
Forms 6 – 8	1600 – 1800	Late Prep is in the senior corridor of the main buildings. From 1600 the children will spend 1 hour - 1.5 hours (with a break) completing their prep. Beyond their prep time there will be activities on offer.

Children in Forms 2 – 8 should always carry a library book or class novel to read once their prep is complete. We would be grateful if parents could provide a snack for children to have at the beginning of Late Prep.

All children must be collected by **1800** at the very latest. The school office also closes at 1800.

A register is taken at the beginning of Late Prep by the teacher on duty. Parents/carers must sign their child out when they collect them.

Please ensure that all emergency contact numbers are up-to-date and that any changes are passed to the school office. Please also ensure that the people nominated in an emergency can always be contacted at that time of day and are in a position to pick up the child if necessary.

Many children choose to attend some of the wide variety of extra-curricular activities which are on offer each day. As many of these finish earlier than 1800, children are welcome to attend Late Prep after their activity has finished.

breakfast club

Our Breakfast Club is available for parents whose work commitments or morning arrangements require them to drop off their children, at school, earlier than 0810 when there is no guarantee that staff will be present in the classroom blocks.

The Breakfast Club operates in the Dining Room and is available to children from Pre-school to Form 8. Children can attend from 0730 at the earliest and are sent over to classrooms in time for morning registration at 0830. A breakfast consisting of cereal, toast, fruit, fruit juice, milk and tea will be provided.

Children should be escorted to the dining room by parents and signed in.

The following charges apply:

Children having breakfast	£3.50 per day (£5.00 for two siblings)
Children dropped off early but not requiring breakfast	£2.00 per day

If children arrive in classroom blocks before 0810, they will be sent to Breakfast Club and charged at the non-breakfast rate.

Whilst we want the atmosphere at Breakfast Club to be as informal as possible, normal school rules apply. The children will be expected to co-operate with staff at all times. Any child whose behaviour is causing concern may be asked to leave the Club.