**Head teacher:** Mr B Cassidy

**Head of Extended Services:** Mr J E Sprung

**Deputy Head of Extended Services:** Mr C Smith & Mrs S Dobson

**Address:** St George’s Road, Wallasey, Wirral CH45 3NF

**Telephone:** 0151 638 2149

**Email:** dragonclub@stgeorges.wirral.sch.uk

**Website:** www.stgeorges.wirral.sch.uk

 **Important Information – Holiday Club**Dear Parents/Guardians,

If your child is attending any Holiday Club sessions OR you would like them to, we ask you read the information in this letter carefully and follow any instruction given to avoid disappointment or confusion. All trip information is included and we ask you follow the guidelines carefully and promptly.

**Opening and Closing Times**

Depending on the sessions you have booked – below are the opening times:

FULL DAY – 7.45am – 5.50pm
HALF DAY (AM) 7.45am – 12.45pm
HALF DAY (PM) 12.45pm – 5.50pmDragon Club will be located on Top Site (CLAREMOUNT ROAD- CH44 2BN) throughout the Summer Holidays (26th July – 5th September).

Please be aware children MUST be signed in and out by a parent/guardian and IF children are collected after the closing time of 5.50pm there will be a £5 penalty fee for each child. If any parent/guardian is running late for collection we ask you contact us at the earliest convenience.

**Cancellation Policy**

Our cancellation policy remains the same as term time. If you wish to cancel a place it must be done with 7 days’ notice to avoid incurring fees. This is non-negotiable.

**Behaviour Policy**

During the school holidays we use the schools behaviour policy (which can be found on the school website). We will be monitoring behaviour of all children throughout the holidays and if we think a child is unsafe to join us on a trip or continue attending club, please be aware we do have the right to suspend/exclude children on grounds of health and safety for themselves and other children. We ask all parents/carers work with us on this.

**School Trips**Dragon Club are excited to be going on 3 trips during the summer holidays. Please be aware all places have been filled for trip days. If your child is booked on then we ask you read this section carefully and follow the information given to avoid losing places – we will be strict with the guidelines given as there is now a waiting list.

Greenacres Farm – August 1st

Additional Cost - £8
Departing – 9.15AM (must arrive to club by 9AM)
Returning – 4.45PM (collection from club between 5PM – 5.50PM)

We ask all children are dropped to school by **9AM** at the latest and picked up between **5PM** and **5.50PM**.
On the day children will need to bring a name labelled **packed lunch** and a name labelled **backpack** to put their personal belongings in (including a name labelled coat). The cost of this trip is **£8 per child**. This covers the cost of entry and we are covering the cost of transport.
We ask nobody brings pocket money to spend on trips.

All children attending this trip will be assigned on Parent Pay. £8 must appear in this account by Friday 28th July or the place on the trip will potentially be revoked.

Brimstage Maze – August 10th

Additional Cost - £7
Departing – 10.00AM (must arrive in club by 9.45AM)
Returning – 4.30PM (Collection from club between 4.45PM – 5.50PM)

We ask all children are dropped to school by **9.45AM** at the latest and picked up between **4.45PM** and **5.50PM**.
On the day children will need to bring a name labelled **packed lunch** and a name labelled **backpack** to put their personal belongings in (including a name labelled coat). The cost of this trip is **£7 per child**. This covers the cost of entry and we are covering the cost of transport.
We ask nobody brings pocket money to spend on trips.

All children attending this trip will be assigned on Parent Pay. £7 must appear in this account by Friday 28th July or the place on the trip will potentially be revoked.

Underwater Street – August 24th

Additional Cost - £10
Departing – 9.15AM (must arrive to club by 9AM)
Returning – 4.45PM (collection from club between 5PM – 5.50PM)

We ask all children are dropped to school by **9AM** at the latest and picked up between **5PM** and **5.50PM**.
On the day children will need to bring a name labelled **packed lunch** and a name labelled **backpack** to put their personal belongings in (including a name labelled coat). The cost of this trip is **£10 per child**. This covers the cost of entry and we are covering the cost of transport.
We ask nobody brings pocket money to spend on trips.

All children attending this trip will be assigned on Parent Pay. £10 must appear in this account by Friday 28th July or the place on the trip will potentially be revoked.

**Internet Access**We would like parents/carers to be aware internet access during the first half of the Summer holidays will be non-existent or very limited as the school undergoes maintenance. This will mean we will not be able to view or respond to emails. If you need to ask questions or book extra days/cancel sessions we ask you call in to see us or call us. It will be the parents/guardians responsibility to ensure communication is made effectively if wanting to book or cancel sessions.

**Theme Days**

We are sure you have all seen the exciting itinerary lined up for the Summer. As normal – we ask and encourage parents to not allow children to bring their own toys and belongings to club – however if they do we will take no responsibility for loss or damage.

However on certain days during the Summer we will allow children to bring their toys in and these days are listed below:
Wheels Wednesday - Bring their own toy with wheels e.g. Bikes, roller blades, skate boards etc.- Please bring protective wear i.e. helmets, knee pads, elbow pads etc.
Fame Academy - bring in their own costumes, props etc if they have ideas of what they want to perform
Wet n Wild Wednesday - Bring in their own water pistols, water balloons, change of clothes **AND A TOWEL**!! etc.
Teddy Bears Picnic - Bring their own special teddy bear friend to join them to the picnic.

**Outstanding Balances**It is your responsibility to ensure that fees are paid in advance of childcare. If any accounts have outstanding arrears please be aware entry may be declined until payment is made. With some days fully booked and others on the verge of being fully booked, we have a waiting list of children wanting to attend – so unfortunately if your account is in arrears – the place may be given to another child.

**Lunch Box restrictions** This is a polite reminder that St George’s is a NUT FREE school. For the health and safety of ALL children we kindly ask you follow this rule and not pack Nuts into your child’s lunchbox. We also kindly ask lunchboxes are limited to one pack of sweets/chocolate per child.

If any parents/guardians have any questions or queries do not hesitate to contact us.

Yours Sincerely,
**Mr J Sprung.
Head of Extended Services**