



Crayke Church of England Primary School
Easingwold Road
Crayke
North Yorkshire YO61 4TZ
Tel/Fax: 01347 821767
Email: admin@crayke.n-yorks.sch.uk
Website: craykeschool.org

Headteacher – Mrs Judi Jackson

Tuesday 16 July 2024

Dear Parents/Carers,



We are delighted to confirm that Jigsaws Before and After School Club will be opening on Tuesday 3 September 2024 at 7:30am.

I thought it would be useful to provide some further information ahead of the school holidays. Further details regarding booking of places will be shared next week, once we have accessed some further training on this.

Is the club Ofsted registered?

Yes. Because we are a school, it falls under our Ofsted registration. Our URN number is **121484** should this be required.

Who are the staff working at the club?

Caroline Charters, who has been working with us for the past year, has been employed as the Play Leader. Ffion Hutchinson, who will be working as a Teaching Assistant in Apple Class during the school day, has been employed as a Play Worker. Should additional staff be required over time, we will cover this.

How do I contact the club?

Email is preferred – jigsaws@crayke.n-yorks.sch.uk
This will be checked regularly.

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Friendship Forgiveness Respect Determination

Registered Charity No. 1051985

How much will it cost and what times will the club be open?

	Morning	Afternoon – club session	Afternoon – full session
Time	7:30am – 8:50am	3:30pm – 4:30pm	3:30pm – 6:00pm
What's included	Attendance at running club from 8:30am	Attendance at club*	Access to club resources and time outside
Food	Breakfast – toast/cereal	Piece of fruit	Light tea – wraps/veg sticks**
Cost	£5 per child	£4 per child	£10 per child
Discount	20% discount for sibling		

*Club schedule to follow but is likely to include art/craft, forest school, games and sports

**Menu will be available on the website

How do I book my child's place?

Places can be booked online via ParentPay club. Further details on this will follow next week.

How do I pay for my child's place?

Payments can be made in advance or in arrears at this stage. This may be subject to review should debts mount individually or collectively.

Can my child attend on an adhoc basis?

Yes, as long as there is a space, and as long as you have completed a Registration Form (attached separately).

What is the deadline for booking at breakfast club?

Places must be booked no later than 6pm the day before, via ParentPay. As long as space allows you child will be eligible to attend the next morning.

What is the deadline for booking at after school club?

Places must be booked no later than 3pm on the day of the club, via ParentPay. As long as space allows you child will be eligible to attend on that day.

Do I have to pay for sessions not used?

Yes, other than in the case of absence through illness or in exceptional circumstances to be agreed by the Headteacher.

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Can I access financial support to help pay for Jigsaws Before and After School Club fees?

Our fees and charges take into account affordability for working parents and offer the ability for parents to access financial support through the government website:

<https://www.childcarechoices.gov.uk/> Parents will be able to use Universal Credit childcare support for up to 85% subsidy of their costs, and eligible parents can use Tax Free Childcare to subsidise costs, covering 20% of costs up to £2000 a year. Please contact us if you require further support with this.

What arrangements are in place to support my child in terms of safeguarding/SEND/allergies?

Caroline and Ffion are Crayke School employees; therefore, they will follow school processes and procedures as necessary and will get to know your children well. A Designated Safeguarding Lead will be contactable at all times that Jigsaws is operational.

What happens if I am late to collect my child?

We understand that emergencies do happen from time to time. However, should you be late to collect your child/ren, we will charge a late collection fee of £5 per 15 minutes late.

What shall I do if I have any other questions?

I would urge you to get in contact with me as soon as possible. We are really keen to hear from parents about how to make Jigsaws enjoyable, sustainable and fit for purpose. You have the opportunity to help shape this provision and we are keen to work with you.

I hope this answers any queries you may have at this stage. Should you require any further information, please do not hesitate to contact me.

Yours sincerely

Judi Jackson
Headteacher
headteacher@crayke.n-yorks.sch.uk