St. Mary's Priory Catholic Infant & Junior Schools

'Where Great Lives Begin'

Staff Handbook

Reviewed March 2017

St. Mary's Priory Catholic Infant & Junior Schools
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To all members of staff in the Infant and Junior Schools

The aim of the Staff Handbook is to provide every member of staff, whether teaching or non-teaching, with a document which will be helpful in providing the information they require for carrying out their work. The Handbook itself can never appear as a completed document as organisational changes are made frequently. However, the information contained in the Handbook will be kept revised and updated termly. Staff are expected to acquaint themselves with the school policies and procedures.

All members of staff are encouraged to consider the contents of the Handbook and if any individual feels that other suitable information could be included, please put forward your suggestions. Any future contributions will be most welcome.

Mrs. Florence Collins
Headteacher of the Infant and Junior Schools

March 2017

Our Mission Statement

At St. Mary's Priory Catholic Infant and Junior Schools we strive to develop a happy, caring, healthy and secure learning environment. We seek to understand, celebrate and enhance the diversity of our community. In this calling we are encouraged by Christ as our centre and Mary as our mother.

Our Mission is:

With Jesus as our centre and Mary as our mother, we strive to develop a happy, caring, healthy and safe learning environment where we are all valued and respected. We seek to understand, celebrate and enhance the diversity of our community.

- to love one another as Mary loves Jesus and Jesus loves us
- to do our best always
- to take care of ourselves and the world God has given us

Our Vision

Our vision is to inspire our children:

- to be people of faith, hope and love
- to become confident, independent learners for life
- to keep safe, be strong and make a positive contribution to society

School Aims

1. To recognise that Christ is in and around us, celebrating his love through prayer and worship
2. To provide a caring, welcoming environment where everyone has a right to be heard and is listened to with respect
3. To create an awareness and appreciation of other cultures and provide equality of opportunities for all, regardless of race, gender, disability or cultural background
4. To provide opportunities for children to become independent, motivated learners so that they may achieve their full potential
5. To promote a sense of community, a welcoming atmosphere and encourage the partnership between parish, home and school

Data Protection

All staff information is confidential and should not be made available to other members of staff without prior permission.

Health and Safety

There is a Health and Safety notice board sited in the Staff Room and outside the medical room in the Infant School. Please refer to this regarding important Health and Safety information. There is a Health & Safety Policy available on the school website: **www.stmarysrcn15.ik.org**

Parking

Parking is available in both car parks on a 'first come, first served' basis. Only bay parking is permitted. All drivers need to leave their car registration numbers in the Office.

Forms for Essential Service Parking Permits can be obtained from the Office or on the Haringey website. Please read the guidance notes very carefully.

In exceptional circumstances, e.g. when using heavy materials, tools etc., tradesmen can park.

There is no parking for visitors or parents, even if there are spaces, until after 8.30am. After this time, if there are spaces, parking will be allowed for the duration of the meeting being attended/repairs being done etc. Parents are allowed into the car park if called to collect a sick child.

Signing in

Teachers are required to be in school by 8.30am and in their classrooms by 8.50am. **All Staff MUST sign in and out when entering or leaving the building, including lunchtimes. It is a disciplinary offence to sign in/out another member of staff.**

Friends, relatives and ex-employees are not permitted on the premises without prior authorisation from the Headteacher.

Staff ID Badges

For safeguarding and security these **MUST** be worn at all times on school premises.

Mobile Phones

Mobile phones should be switched off during working hours. However, they may be used in the staffroom at break time/lunch time.

Communication

Staff **MUST** check emails daily.

Queries and information regarding work related matters **MUST** be addressed via emails. Please email rather than asking office personnel directly or by telephone, unless it is an emergency.

A weekly diary will be emailed to all staff and posted in the staffroom and office informing staff of daily events. Important notices are put up on the staffroom and main office notice boards and **MUST** be checked each morning.

Please write the name and time in the office diary daily (on Kim's desk) of any visitors arriving for appointments that are not on the weekly diary.

Reception/Office Area

The reception/office area is very busy and is a working area. The reception area is for visitors to enter the premises only. Staff should enter via the side door by the blue gate. Please make sure you close the door when entering and leaving. If you are having a break or waiting for colleagues to arrive, please wait in the staff room.

If you have a query or need to send a text, it would be appreciated if you would **please email** your request rather than telephoning or asking directly. All texts should be emailed to Kim on the address below.

For all medical related calls, please ring **Kim** on **200.**

Kim: kcallaghan3.309@lgflmail.org

Noreen: ncampbell6.309@lgflmail.org

All work-related phone calls – organising trips etc. – should be made from the phone in the medical room after 3.30pm if possible.

The office computers are for the use of the office staff only. Staff needing documents printed must use their own/class computer.

Site Manager

The Site Manager can be contacted for any urgent spillages etc. via the walkie talkies. These are sited in the Infant school in the Medical room and in the Junior school in the office. The Site Manager can also be contacted by e-mail.

Photocopies

Photocopiers **are not** for personal use. They must only be used for school work.

Overtime

When overtime is required the Line Manager must obtain an 'overtime request and claim form' from the School Business Manager. The Line Manager should complete Part One before giving to the employee doing the overtime. When the overtime is completed, the employee should fill in Part Two and return it to the Line Manager who should sign and return it to the School Business Manager.

Staff absence/Special leave

If you are ill, please inform the school by **texting 07497467421** by **7.30am** every morning for the duration of your absence. Please notify the school by **phoning 020 8800 9305** by **3pm** on the day before

you hope to return. Absences of seven or more consecutive days (including weekends) must be supported by a doctor's certificate. For detailed information please refer to the Staff Absence Policy.

On the day you return, **please report to the Office Manager** and **Headteacher**. You must also complete 'Self Certification', 'Return to Work' or 'Special Leave' forms.

If you know in advance that you are going to be absent, please organise cover for any duties that you would normally be doing during that time. Mrs Sheridan will organise duty cover for sickness reported on the day.

Apart from emergencies, try to ensure that doctor or dentist appointments are booked out of school teaching hours. Every effort should be made to make **any** appointments out of working hours. Whenever this is not possible please complete a 'Special leave form'. This form can be obtained from the office.

Similarly, all holidays are to be booked within school closure. In exceptional circumstances, special leave may be applied for after discussion with the Head and before any arrangements are made. In emergencies, special leave documentation is completed on return to work. In such circumstances only verbal communication to the Headteacher is necessary.

Payslips

These will be given to you by the Office staff at the beginning of every month for the previous month.

Courses

An evaluation sheet **MUST** be completed after every course attended and given to Mrs Stan.
The template is on the Staffroom notice board.

Letters/Communications to Parents/Carers

A copy of all letters/communications sent by class teachers to parents/carers must be verified by the headteacher and **given** to the **Office** for information.

Valuables

We advise you **NOT** to bring any valuables into school. Lock mobile phones, handbags etc. in the class cupboard or in a locker provided.

Children's mobiles, trip money, dinner money etc should not be left unattended on teachers' desks but handed in to the appropriate person.

Dress Code

The personal appearance of staff is extremely important for conveying a professional image to the children, parents and visitors and staff are requested to dress suitably. No blue denim jeans.

Tea/Coffee is available free of charge.

Staff Meetings

Staff training/meetings usually take place on a Wednesday at 3.40-5.00pm. There is also a 10 minute briefing meeting every other Wednesday morning at 8.40am. Both meetings are held in the Staffroom.

Supply Cover

In both Schools, if a member of staff is out, Mrs. Fisher, Ms Pantelli and L5 LAs will be used for cover. A supply teacher will be employed from Day 4.

Classes

The Federation is divided into 3 Phases:

1. Early Years and 'Foundation Stage' Phase incorporates Nursery, Reception
2. Middle Phase is Y1, Y2 and Y3
3. Upper Phase is Y4, Y5 and Y6

The Nursery class is part time with a morning and an afternoon session. However, there are some full time places. Together with two full-time Reception classes – Penguin and Owl – they comprise the Foundation Stage Department. These classes are located next to each other and have their own outdoor spaces.

There are four Key Stage 1 classes – Swan & Robin are Y1 and Dove & Woodpecker are Y2.

There are eight Junior classes – two classes in each Year group 3-6. Y3 and Y4 are located on the ground floor and Y5 and Y6 on the first floor.

School Times

Nursery Classes	***Infant School***	***Junior School***
09:00 - 12:00	8:55 - 12:15pm	8:55 - 12:15pm
12:30 - 3:30pm	1:15 - 3:15pm	1:15 - 3:15pm
Break Times	***Key Stage 1***	***Key Stage 2***
	10.30-10.45am	11.00-11.15am

Wet Playtimes in Key Stage 1 and Key Stage 2

During bad weather, support staff/teachers are asked to collaborate to ensure that everyone is able to go to the staff room for a short break. Wet play books and games should be accessible in the classroom for the children to use during these times

Infant School – Key Stage 1

Playground Supervision

A rota for playground supervision is displayed in the staffroom.

Two members of staff are on duty in the playground and a First Aider is in the First Aid room. The staff on duty are expected to be in the playground promptly at the beginning of the break. Members of staff will lead their children in ordered lines into the playground and are responsible for them until they are handed over to those on duty in the playground. Please do not leave your class in the playground until you have ensured there is someone supervising.

In the interests of safety we use a whistle system to signal the end of playtime. When the whistle blows all children and adults stand still. The teacher on duty holds a class sign up one at a time and the children walk towards their line. Teachers should be on the playground promptly at the end of playtime. Good lining up is rewarded with extra time on the climbing frame.

Wet Playtimes

During bad weather, support staff/teachers are asked to collaborate to ensure that everyone is able to go to the staff room for a short break. Wet play books and games should be accessible in the classroom for the children to use during these times

Class Teachers/Learning Assistants will release staff on duty to visit the staff room and facilities after play.

Lunchtimes

The SMSAs are on duty from 12.15. The Infants have lunch first.

At the end of lunchtime, the Infant SMSAs bring the children back into their classrooms at 1.05pm ensuring they are settled for the teachers at 1.15pm. No child may re-enter the school building during playtime without the permission of the person on duty.

Beginning and End of the Day

Teachers must be ready to welcome the children as their parents deliver them to the door. Children attending Breakfast Club need to be collected from the hall before 8.55am either by the teacher or learning assistant.

The Infant School gate is closed at 8:55am. Any children and parents arriving after this should walk round to the main office. The children will be escorted to their classroom.

At the end of the day, at about 3.05pm but not before, time must be allowed for children to gather their belongings and put on cardigans, coats etc. All coats should be done up and children should look as tidy as possible before they meet their parents. Class teachers are expected to ensure that cloakrooms are cleared at the end of the day. Water bottles should be sent home on Friday evening to be refilled or replaced for the following week.

Children should be kept by their class teacher until 3.30pm. If not collected they should be taken to the office and handed to the member of the **SLT on duty**. This is on a rota basis (displayed on Notice Board in Office) and **SLT member will supervise the child until picked up**. Staff must ensure that parents/carers sign the late book when they collect their children. Regular offenders will be contacted by letter. If no contact has been made for the child by 4pm, the SLT member will take follow-up measures and contact Social Services.

Nursery staff are required to be in the nursery by 8.30am ready to open the doors at 9.00am to welcome the children. At the end of the morning and afternoon sessions, time must be allowed for the children to gather their belongings ready for their parents to collect them.

Serious attention must be paid to ensuring the children are safe at all times. Please read all instructions in the Nursery very carefully.

Any children remaining after 12.15am or 3.45pm should be taken to the Office and procedures followed as outlined above.

Junior School – Key Stage 2

Playground Supervision

A rota for playground supervision is displayed in the staffroom.

There are three members of staff, including a First Aider, on playground duty. The teacher on duty rings the bell once and children are expected to stand still. When the bell is rung twice, they line up. Good lining up is rewarded. The winning class receives a trophy at the end of each week and additional use of the football pitch / 'Jungle Gym'.

Lunchtimes

The Juniors have lunch after the Infants in the Infant Hall. All children go to the playground from their classes. The SMSAs organise children going in for lunch, making sure they use the hand sanitizers before collecting their food.

In the summer term, packed lunches are eaten outside on fine days.

Children are not allowed inside the building unless supervised by an adult.

Wet Play – Y6 children will help SMSAs supervise the classes. Computers are not to be used.

SMSAs

The Senior SMSA is on duty from 12.15pm. All SMSAs should be at their posts by 12.15pm. A rota for supervision is provided by the Senior SMSA.

At the end of the sitting one SMSA remains in the hall until all the children have finished eating.

Children should walk quietly into the hall and line up to collect dinners, or sit down immediately for packed lunches.

Beginning and End of the Day

Teachers are required to be in school by 8.30 a.m. and collect classes from the playground at 8.55 a.m. and should be in school until 3.30 p.m.

Children should be kept by their class teacher until 3.30pm. If not collected, procedures as noted above for the Infant School should be followed.

Registration in Nursery, Infant and Junior Schools

Electronic registers must be marked in class at the beginning of the morning AND afternoon sessions. As this is a legal requirement, it is **extremely important** that class teachers ensure that the registers are **completed by 9.15 am** and **1.30pm. This is the responsibility of the class teacher even if the registration task has been delegated to another member of staff. The TA is responsible for the electronic register if there is a supply teacher in class.**
If a child is absent 'N' must be recorded on the system.

If for any reason the electronic system cannot be accessed, this should be reported immediately to Fidelma.

Attendance in Nursery, Infants and Junior Schools

All unexplained absences will be followed up on the first day by a phone call by **9.30 a.m.** from the Attendance Officer. The reason will be recorded on the register. Registers are checked for punctuality and attendance on Fridays and on a regular basis by the Education Welfare Officer and Headteacher.

Fire Drill Procedure

All children must be aware of the seriousness of fire drill. Good order is essential. There must be no talking and no running.
The Fire Alarm signal is a continuous sounding of the alarm.
Children, staff and visitors should leave classrooms, hall, or whichever area they are in, by the nearest fire exit. A print out of the Evacuation report will be taken to the playground by the office staff.

If the electronic register has not been completed both morning and afternoon, the report will be incorrect.

- The Admin staff will also bring out a Visitors' attendance report.
- All classes line up in the Junior playground in their usual order.
- A register should be taken and any missing children reported to the Headteacher or senior member of staff.
- There are four Fire Marshalls at present – Loretta Pelizza, Seamus Murphy (The Health & Safety Officer/Site Manager) Ayshe Greenan and Roma Bedassie - who will ensure evacuation of the building.
- Do not re-enter the building until you have been told to do so.
- The Headteacher should be informed that all children, staff and visitors are safe
- If you see a fire do not tackle it yourself if there is any danger or personal risk but operate the nearest alarm.

Children addressing adults

In the **Junior** School, children should address all adults in the school as Miss, Mrs, Mr Smith etc. However, in the **Infant** School the Learning Assistants can choose to let the children call them by their christian name. This is because we believe this is more child-friendly.

School Masses – Junior School

Whole school masses are held at the beginning of the school year, on some Holy Days of Obligation and on special occasions.

In the summer term, there are also Masses for First Holy Communion children and the Year 6 leavers.

Assemblies and Collective Acts of Worship – Junior School

Monday	9.05am	Led by a member of the Leadership Team (Collective Act of Worship)
Friday:	10.40am	Class assembly (Collective Act of Worship)

Each class is responsible for preparing an assembly on a rota basis. Classes are responsible for holding their own Collective Acts of Worship on Tuesday, Wednesday and Thursday within class.

Assemblies and Collective Acts of Worship – Infant School

In the Infant School whole school assemblies are held on the following days:

Tuesday	9.05am	Led by a member of the Leadership Team (Collective Act of Worship)
Friday	9.05am	Assembly

Assemblies, whether class or shared, are thoughtful and prayerful. The greatest value of an assembly is often in the preparation – the thinking and discussion gives young children the chance to share their ideas and experience with others. Drama, music and dance do have their place in class assemblies but it is important that we do not lose sight of our basic aim i.e. to know and share the love of Jesus Christ in line with our Mission Statement and the religious topics we are following. There will be many occasions when the whole school participates in prepared Liturgies e.g.:

- Holy Days of Obligation
- Ash Wednesday
- Harvest Festival
- Advent & Lent Preparations
- Christmas & Easter Celebrations

On Monday, Wednesday and Thursday mornings at 9am, all Infant classes have their own Class Liturgies. This gives the children opportunity to pray as a group and to develop a reverential attitude towards prayer time. Teachers must use their judgement as to whether formal or informal prayers are used although it is important that the morning, evening and lunchtime prayers are taught and said on a daily basis. The Prayer Corner is a central feature in each classroom and should be used as a focal point during these Class Liturgies.

Safeguarding Children

Mrs. Florence Collins, the Headteacher and Mrs Ciara Neli, SENCO are designated Child Protection Officers. Anyone with a worry or concern about a child should put this in writing on a 'Child Protection Concerns' form. These are available in the staffroom. This should then be handed to either Mrs Collins or Mrs Neli.

Special Needs

It is important that the SENCO is informed of any concerns (by using the required forms) so that, if necessary, a child with special needs is put on the SEN register and an Individual Education Plan drawn up in consultation with the SENCO, the pupil and parents/carers. The procedures are explained in detail in the SEN Policy and the Code of Practice. Class teachers and the SENCO will have access to sensitive information about pupils and their progress. Care must always be taken when discussing pupils with colleagues to maintain confidentiality. The contents of confidential reports should not be divulged to a third party. Staff room discussions on sensitive issues should be kept between relevant staff and not become the subject of general discussion.

Any volunteers helping with the pupils must have a DBS applicable to our schools.

Classroom Organisation

Both school and classroom rules are displayed on the classroom wall (see Behaviour Policy for further details).

Displays should be varied not only in their presentation but also in the Curriculum areas that they are covering. They must reflect equal opportunities and should state the Learning Intention. When displaying the children's work, please ensure:

- clear, legible script which can be used as a model
- the spelling is correct
- the work on display is accredited to individual children, groups and classes
- the displays have open-ended questions and inquiry so that children can interact with them
- that there is evidence of equal opportunity
- that they reflect the multiculturalism of our schools – EMA teachers will advise on this.

Class timetables and weekly English and Mathematic Plans should be displayed clearly for pupils and supply teachers.

Each teacher has an Assessment folder in which to collect agreed samples of children's work. These are passed on to the child's next teacher at the end of the year.

Displays

Displays in common areas will be changed termly.

Planning

Planning Files are kept and contain medium and short-term plans. These files are monitored by Phase Leaders, Subject Leaders or other managers.

Planning, Preparation and Assessment Time

In both Schools, all teaching staff are given 10% non-contact time to carry out planning, preparation and assessment (cover provided).

When PPA time falls on a bank holiday/TAD, staff affected should arrange their own cover that week during a morning session with their Learning Assistants.

Stock

- Each year group, in both Schools, is responsible for ordering the bulk of their stock and is given a budget accordingly.
- Some specialist resources/equipment are ordered by the appropriate subject leader - wire, light bulbs, beakers, magnets (but NOT batteries) by the Science Co-ordinator etc.
- Teachers should check with each Subject Leader as to what they will be providing from their specific curriculum budgets before they place their annual class orders.
- Teachers should ensure that they have placed these orders well in advance (some time in the summer term - the date can be checked with the School Business Manager or Office Manager during that term). Large orders should be placed by the end of December. Only essential items should be ordered after this and only up to February half term, and the expected delivery date should be checked before sending off the order.
- **A numbered order form (available from the School Business Manager) must accompany every order.** It must be signed by the Headteacher/Deputy headteacher/Subject Leader before being returned to the School Business Manager for processing. The number on the signed order form must be quoted when ordering by telephone.
- Subject Leaders/Class teachers need to keep their spreadsheet of what they've ordered and spent up to date

Inventory

An electronic inventory is kept of all electrical/expensive items. All teachers are required to complete an inventory **termly** of their own classrooms, then again in their new classrooms in September.
It is imperative that the Office Manager is informed when moving any items to ensure the Inventory is kept up to date.

Mini iPad/tablets are **not** to be taken home. They can only be taken off the premises on school trips.

Only laptops move with the teacher at the end of the school year, nothing else.

Resource Rooms

In the **Junior** School:

- Laminator is in the PPA room.
- Maths and Science resources are kept in the Infants near the Deputy Head's room
- DT resources are kept in the Creative Arts room.
- RE resources are kept in the room behind the Junior hall.

In the **Infant** School:

- Laminator and photocopier are in the storeroom (next to the Maths and Science room).
- Humanities and Art resources are kept opposite the Maths and Science room.
- English resources are in the new room beside Dove & Woodpecker classes.
- PE resources are kept in cupboard in hall and the shed outside.

Swimming

- **Junior** classes attend swimming lessons at Mattison Road swimming pool on **Monday afternoons**.
- **Year 2** currently goes swimming at Chestnuts on **Fridays** from February half term.
- The classes walk to the pool, supervised by their class teacher and four adults.

- Children need to have a written note, or the office needs to have been notified, if any child is unable to attend.
- These children should be sent (with work) to their buddy class. If there are more than two children not attending swimming lessons from any one class, then it is best to inform the head teacher first as this may prove disruptive.

PE – Infant & Junior Schools

PE kits must be worn during PE lessons. The children should wear their kits to school on the day they have PE. Please ensure Health and Safety procedures are followed. See PE Policy for more details on Health & Safety procedures. In addition to a P.E. lesson our school also uses the 'Activate' or 'Go Noodle' programmes for additional P.E. time.

First Aid

All staff have basic First Aid training and there is a small kit in every class. Children should only be sent to the medical room in an **emergency.** The Welfare Officers – Kim and Loretta - will keep a record of cases that could have been treated in class.

In both Schools there is a First Aider on duty at every playtime.

- In the **Infant** School they are based in the Medical Room at playtime and in Swan Class at lunchtime.
- In the **Junior** School they are based in the playground at morning break and in Class 3B at lunchtime.
- The Foundation Stage also has three members of staff who are trained Paediatric First Aiders.

Site Manager/Cleaners

Books are available in the office for staff to record issues to be dealt with by the Site Manager i.e. blocked toilets, cleaning, repairs needed etc. Verbal requests will **NOT** be given a higher priority and may be unintentionally forgotten.

I.C.T.

An ICT Book for Badger and Fidelma is available in the office for staff to note concerns.

Policies

Policies should have the School Heading and the date. Any new and ratified policies will be added to the school website.

Educational Visits:

Mrs. G Stan, School Business Manager, is the Educational Visits Co-ordinator.

- All trips are covered by an annual LA insurance policy.

- Before any booking is made, all proposed educational trips **must** be emailed to the Headteacher and School Business Manager: gstan.309@lgflmail.org **at the beginning of each term**, stating date, place, transport required and lead teacher.

- When the trip is agreed, an order form and a secure wallet will be issued by the School Business Manager. All expenditure must be itemised on the order form and returned with invoices when the booking is confirmed. e.g: Venue
  Transport
  Risk Assessment
  Incidental extras – ice creams etc

- The Business Manager is responsible for keeping a file on each trip and Mrs Campbell will inform the kitchen re cancelling school meals and ordering lunches.

- A list of volunteers who can accompany the trips and have been DBS checked in the past will be given to the lead teacher. Please note that if you do not have a sufficient number of checked adults, then the names of volunteers who have not had a DBS applicable to our schools should be given to the SBM for processing. **Please note that DBS checks take up to 3 weeks and in some cases even longer so you need to make these arrangements as early as possible.**

- A Risk Assessment Form must be collected from the Business Manager and the assessment undertaken. **This must be returned 2 weeks before the trip and the intended date of the Risk Assessment entered in the school diary**. All volunteers must be included on the risk assessment.

- All educational visits must follow the procedures of the School Educational Visits Policy.

- Trip letters **MUST** be emailed to the Business Manager and Headteacher for authorisation, before they are distributed by class teachers, **at least 2 weeks before the trip.**

- Free travel for accompanying adults is available on London transport. Applications must be made **at least** two weeks in advance online at www.tfl.gov.uk/schoolparty.

- Permission slips and payments should be put into the secure wallet and sent to the office for safekeeping. Both the permission slips and money should be checked by Teacher/TA and Business Manager together a week before the trip. Until the permission slips and money have been checked by the SBM, the class Teacher/TA is responsible for their safekeeping.

- The total amount of trip money should be handed **personally** to the Business Manager.

MONEY SHOULD NOT BE LEFT IN AN UNATTENDED ROOM.

Please see Educational Visits Policy to find out ratio of children to adults.

Dinner money

If dinner money is handed in at morning registration time, this should be placed in the bag provided and sent to the office. Children should be asked daily if they have any money to hand in. The office should be informed of any change from packed lunch to dinners or vice versa.

Parent & Toddler Club

A Parent & Toddler Club is held on Mondays from 9am to 11.30am in the Kingfisher Suite. This is run by Mrs Magda Reiske-Luczkiewicz.

St Mary's Priory Extended Hours' Provision

There are a wide variety of Extended Hours' activities currently available at St Mary's Priory. These are in place so that we can support our families by providing a 'wraparound curriculum' where their children can be cared for in a safe and trusted environment until the end of the working day. Further information can be obtained from the school office.

Breakfast Club

7.45-8.50am: available to all children at a cost of £2.20 per day - an opportunity to start the day with a healthy breakfast in a social and friendly environment.

After School Provision until 6pm

St. Mary's Priory Catholic Infant and Junior Federation are pleased to offer an Extended Hours' Service – After School 'Energy Club'.

This programme offers families the opportunity to extend their children's learning and development beyond the school day. Activities such as:

- Yoga
- football,
- cooking club
- stories
- film club
- art and craft club
- play
- indoors and outdoor sports games
- theme evenings
- quizzes

are organised for the first hour, ensuring there is something for everyone to enjoy.

Children are welcome to attend just for this hour.

Fees are:	3.15 – 4.15pm	-	£5.00 per day
	3.15 – 6.00 pm	-	£9.00 per day

After the school day children who are attending the Energy Club are collected by an appointed member of staff according to the following structure:

- Infant children are collected from their classes
- Junior children are collected from the Junior Hall at 3.25pm.

For further information please contact Miss Marta Drozd. Telephone: 07905932950.
e-mail: admin@stmarysrcpriory.haringey.sch.uk

After School Clubs (3.30-4.30pm)

We have a wide range of after school classes from 3.30 – 4.30pm.

Most clubs are run by our staff members at a cost of £5 per session, although there are some which are being run by outside agencies. For further information, please contact Mrs Gibson in the Office.