



Breakfast and Prep & Activity After-school Club and Extra-Curricular Provision

At Rowan, we provide enriched learning opportunities and extra-curricular opportunities to all girls attending the school. There are several facets to the provision which are detailed below. All of our clubs and extra-curricular provision strive to bring out the very best in all; girls are expected to try their best at all times, and to support everyone to achieve their personal goals in line with the aims and ethos of the school:

Rowan Preparatory School

- Creates a happy, friendly and purposeful environment.
- Encourages all pupils to develop their full potential.
- Strives for excellence and celebrates achievement.
- Help pupils to gain an appreciation of their own and other cultures and become responsible citizens in the wider world.

During the breakfast and afterschool clubs, the girls will have the chance to build relationships with each other and the staff leading the club. It is important for the girls to know that they will be coming to a safe, stimulating environment where mutual respect is expected.

There is always a member of staff who is First Aid trained on site during the hours that clubs operate. If a child is unwell, the school will contact you in line with the school's medical policy.

Breakfast Club

Operating at both Rowan Brae and Rowan Hill

Children may be left at the Breakfast Club at any time from 7.45am. After a healthy breakfast of cereal, toast, yoghurt and fruit juice they can enjoy quiet activities until it is time for them to be released for registration in plenty of time for the start of their school day.

Breakfast club will be charged at £3/session. Girls arriving to school before 8.20am (Hill) and 8.30 (Brae) will be taken to the Breakfast Club and charged the full amount.

Prep and Activity Club

Open to girls from Reception to Year 6, held on site at Rowan Hill

The Prep and Activity Club will comprise of two elements: prep club and activity club.

This is a flexible offering between 4pm and 6pm, Monday to Thursday. Girls from Rowan Brae are walked up to the Rowan Hill site by a member of staff, they leave the Brae at 3.45pm ready for a 4.00pm start. Rowan

Hill girls may also join the after school club upon completion of any other extra-curricular clubs as they are already on site.

A healthy snack of sandwiches, fruit and biscuits will be provided during the club.

The club is led by well qualified and caring staff. Girls may be collected at any time between 4pm and 6pm; parents must sign their daughter out upon collection.

Booking and registration

Bookings can be made by contacting the main school office 01372 462 627 or via email at afterschoolclub@rowanprepschool.co.uk

Pre-booked sessions (whole term in advance) can be made. This will attract a £5.50/hour charge. Pre-booked sessions can be reviewed termly, an example of a pre-booked session would be every Monday and Tuesday 4pm – 6pm, Autumn Term, or every Wednesday 5pm to 6pm, Autumn Term, i.e. any 10 sessions booked at the beginning of a term.

- **Flexible/Ad hoc booking**, at least 48 hours in advance, spaces are limited so please book early to avoid disappointment. These bookings will be charged at £5.50/hour. Parents will be invoiced on a termly basis. **Twenty-four hours' notice is required for cancellations and non-attendance will be charged at the full hourly rate.**
- If your child is attending other school based activities school staff will return them to the afterschool club.
- We are able to accept childcare vouchers towards payment.
- Staff will work closely with parents and carers to provide for the girl's individual needs and ensure continuity of care.
- **Girls collected late from the afterschool club will be charged a penalty fee of £10.**
- The staff/child ratio is one staff member to eight children at all times, which is in line with best practice regulations.

Prep Club – Rowan Hill girls attending the club will have the opportunity to complete their prep in a quiet environment where they can focus on their prep independently. Staff will be on hand to support girls when necessary, making a note in the prep planner as appropriate.

Girls will be required to:

- Work independently, seeking support when required but to have a go and try their best at all times.
- Bring all books and materials required for completing their prep.
- Respect all others completing their prep and understanding that individuals work at different paces.
- Utilise the resources available to them e.g. computers, books from the library etc.
- Have a good understanding of their prep timetable and how to prioritise their prep requirements.
- Indicate to staff whether they are to complete their prep in the first or second session of the afterschool club.

Activity Club - All girls will take part in the Activity Club when not completing their prep. This aspect of the afterschool provision will take place away from the girls completing their prep. Girls taking part in the activity club will be able to:

- A programme of activities will be on offer to challenge and encourage creativity and independence.
- Girls may also choose to have quiet time to read a book, watch a film or work on computers on their Doodle Maths/Dance Mat Typing.

Extra-Curricular Clubs Provision

The school offers an extensive extra-curricular provision at both the Brae and Hill. Clubs are run both by regular school staff and also external providers to extend the range on offer.

Parents are able to sign their daughters up to extra-curricular clubs on a termly basis using the Parent Portal. Clubs are run before and after school with some also held at lunchtimes, a full programme together with the costs for each club is published ahead of each term. Billing for clubs signed up for is included on the following term's school invoice where provided by Rowan staff or invoiced directly by the provider.

Some clubs have capped numbers which will be communicated at the time of booking. Please see further guidance of the booking process below:

- **Pre-booked Session Clubs** (whole term in advance) are the only way to book clubs. Bookings are made at the end of each term for the next.
- If your daughter is attending an after school club and then going onto the afterschool club, staff will drop them off.
- We are able to accept childcare vouchers towards payment for clubs that are provided by Rowan staff.
- Staff will work closely with parents and carers to provide for the girl's individual needs and ensure continuity of care.
- Registration for all clubs and before/afterschool provision is made at the end of each term.