



Registered Address: Canford Heath Infant School, Learoyd Road, Poole, BH17 8PJ  
Telephone: 01202 380015 Email: [contact@teachpoole.com](mailto:contact@teachpoole.com)  
Company Number: 09484306

13<sup>th</sup> September 2022

## Wrap Around Care at TEACH

Dear Parents/Carers,

I would like to take this opportunity to welcome you and your child to the TEACH Trust and to advise you on the wrap around care provision at our four schools.

### Breakfast Club

To help working parents, we offer a daily Breakfast Club between 7.45am and the start of the school day. We offer a variety of food such as cereal, scrambled eggs, beans, toast, yoghurt, fruit juice, milk and hot chocolate. Places are limited, so to avoid disappointment, please book as soon as possible. Places must be booked and paid for in advance via the School Gateway.

### Buddy Club After School Provision

Buddy Club is our fantastic, school run, after school club. This service offers extended school provision until 6pm, every day, term time only. In order to ensure that our after-school club is accessible to all children, we run one club at Haymoor Junior School for Ad Astra and Haymoor children and one club at Canford Heath Infant School for Canford Heath Infant and Junior children. Buddy Club offers a stimulating and engaging environment, maximising learning and fun and giving children the opportunity to thrive in a safe and caring environment.

Buddy Club runs the following sessions for Early Years:

Buddy Two – Short Buddy Club - £5.00 per session

3.00pm – 4.30pm - Games and activities, plus a drink and a snack

Buddy Three – Full Buddy Club - £12.00 per session

3.00pm – 6.00pm – Games and activities, plus a light supper, drinks and snack.

If you would like your child to attend either Breakfast Club or Buddy Club in this academic year, please could you complete the online form which can be accessed on our school websites. Please note that we require 48 hours to process your online forms before you are able to book the sessions you require for your child.



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*Canford Heath Infant School*

*canford\_heath\_infant\_school*

*Canford Heath Junior School*

*canford\_heath\_junior\_school*

*Ad Astra Infant School*

*ad\_astra\_infant\_school*

*Haymoor Junior School*

*haymoor\_junior\_school*

Please note that, in line with our Terms and Conditions, you will NOT be able to book your child's sessions on School Gateway unless your Breakfast Club and / or Buddy Club application form has been completed and submitted to us as we will only release your child onto the system manually once your application form has been received. This is for safeguarding reasons, and no exceptions will be allowed.

**Breakfast Club and Buddy Club Application Forms:**

To access the application forms, please click on the 'Parent & Carers' tab and then the 'Wraparound Care' tab. Then select Breakfast or Buddy Club. By clicking the 'Breakfast Club Application Form' tab or the 'Buddy Club Application Form', you will be able to complete the form online.

All sessions will need to be paid for in advance and in full at the time of booking with the exception of Childcare Voucher and Government Tax Free Childcare scheme payments as these are administered in School Gateway by the school. Payment can be made via the Government Tax Free Childcare Scheme (subject to eligibility criteria). In order to use this method of payment, you will need to register with HMRC and set up a personal account. HMRC will then process your payment and pay the school directly. When paying via the Tax Free Childcare scheme or childcare vouchers please can you email your child's name, school, payment reference code, amount paid and whether it is for our breakfast club or afterschool club provision to [finance@teachpoole.com](mailto:finance@teachpoole.com) to enable our finance team to credit your payment to your child's correct School Gateway account. Payment can also be made using childcare vouchers through your employer. Full details of the childcare vouchers and registration numbers for all the schools can be found in the Wrap Around Care Policy for Parents. If your childcare voucher provider is not on the list please contact [finance@teachpoole.com](mailto:finance@teachpoole.com) and they will contact the company to see if we can register with them.

If you require our wrap around provision for your Early Years child, you will be able to book sessions from Tuesday 20<sup>th</sup> September 2022 if you have completed the online forms by **Thursday 15<sup>th</sup> September 2022**.

For further details of our wraparound care provision, please refer to the school website or contact via email [buddyclub@teachpoole.com](mailto:buddyclub@teachpoole.com).

Yours sincerely,

Kellie Groves  
Executive Assistant to the CEO



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