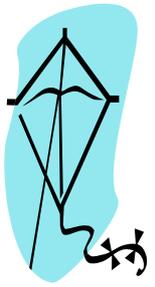




Kites at Trinity

Information to Users

Kites opens at 8.00am



Levels of staffing

There will be a maximum of 40 children at each session and there will always be four staff members. All staff are DBS cleared and currently all Kites staff are also Trinity School staff as Teaching Assistants or Lunchtime Supervisors. They have a wealth of experience working with children

Dropping children off

Children must be escorted to the Kites door. This is the external door off the school library adjacent to our large playground. Parents and carers need to park on the road, (the school car park is out of bounds), and then walk their children to the door where they will be 'registered' on handover. Children must not be dropped off at the school gate to find their own way to the Kites door. Safety First!!!

Activities

Kites will take place in an open-plan area in school comprising of our children's kitchen, the library and an art area. Children will use 'Pine class' toilets. Children will have a drink, and then choose what they would like to do. There will be board games, drawing and colouring, cutting and sticking, books and comics to read. It will not be 'more school' but children may choose to complete homework tasks if they wish. Staff will be there to engage the children and to ensure they are happy and secure. Kites should be fun and enjoyable for all!

What happens at 8.50am?

Children will make their way to their classrooms via an indoor route. Kites children in Jasmine class will be escorted over by one of the Kites staff.

Breakfast

Let us know what your child would like to drink. Breakfast will be provided between 8.00am - 8.20am, which will be toast with a choice of butter/jam/marmite.

Medical information and what to do if your child is sick

Kites staff will have access to the contact records that the school hold. Please telephone the school to let us know if your child is not attending a pre-booked session for any reason. Kites will call you if your child does not turn up for a registered session and we have not heard. Kites staff will also have access to medical records the school hold. This is information you have given us regarding any condition past and present for example asthma and allergies. Do feel free to chat to Kites staff if you wish to update or clarify any issues. Staff will be discrete and understand that you may declare confidential information to them.

Paying for Kites and giving notice to stop using the provision

Payment will be in advance for a half term of sessions. You will be invoiced as we get near to the end of each half-term for the next set of sessions. We cannot refund you for sessions your child misses through illness or any other reason. We would need at least two weeks notice if you wish to stop using a session or sessions. Kites can only continue if it generates the funds to cover running costs.