



PRACTICAL INFORMATION

All clubs start from the **first day of term** and will continue until the **last day of term**, unless specified.

STAFF ILLNESS - If for any reason any member of Staff or external provider is ill, the activity will either be covered or the child sent to another My Time activity.

FOOD - If your child requires food whilst attending a club they are most welcome to bring in a **SMALL HEALTHY** snack, which should be eaten at the beginning or end of the session. However, we would ask that snacks are not shared as some children have different dietary requirements.

COLLECTING YOUR CHILD - Children **must be collected promptly from the My Time door** (to the right of the main Reception entrance), at 4pm or 5pm, for safeguarding purposes.

CONTACTING MY TIME - Should you need to contact My Time staff in an emergency please telephone the School Office (01608 810354) the answer machine will be checked regularly.

Please note that all activity leaders have been DBS checked, risk assessments are carried out and all clubs are carefully monitored by the Senior Leadership Team and the Governing Body.