



KidsClub at Park Road Sale Primary School HANDBOOK 2025 - 2026



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Thank you for your interest in our wrap around care provision we call KidsClub. KidsClub has been an integral part of our school for many years. We are delighted that the KidsClub team are direct employees of the school and part of the Park Road Sale Primary School family. All children that come to the Club are pupils at the school from nursery age to Year 6. The clubs are based on the school premises.

We hope you find this handbook useful, whether you are a future or current parent/carer. This document is regularly reviewed and updated.

We wouldn't want you to miss out on any changes or developments so to make sure you are reading the most up to date version, please see the school website by following this link: .

<https://www.parkroadsale.trafford.sch.uk/KidsClub>



Meet our KidsClub Team

The KidsClub team have a wealth of experience & are committed to caring for your child whilst also making the environment safe but also nurturing through opportunities to play & grow! All staff are in possession of an Enhanced DBS & conform to all of the school's employment requirements. The team are suitably qualified in First Aid & Food Hygiene.

We are also supported by part time casual staff who help us out during our busy times and holiday clubs - all have experience working in education or studying in the education field and share the same commitment to the safety, wellbeing and development of children in our care.

Please have a read through below about our permanent members of the team:

KidsClub Manager – Mrs Julie Ryder



I have worked at Park Road Sale since 2005. Initially I supported children across the school as teaching assistant, then became a higher level teaching assistant until my appointment as KidsClub Manager in 2023. I thoroughly enjoy managing the team and seeing the children having fun and flourish with their social skills, confidence and independence. One of my passions is music and I have lead the junior choir for a number of years. In my spare time I love crafting, reading, walking my dog and spending time with family and friends.

KidsClub Supervisor – Ms Libby Varakova



I have been a member of the wrap around care team here at Park Road for many years, even before it was called KidsClub! I love my work listening to the children tell their stories and seeing them happy and enjoying the activities that we have prepared for them. My favourite activities to do with the children are colouring, helping with the jigsaws, helping with building and problem solving. I also love to join in sewing and baking activities. When I'm not working, I love sewing and listening to music. I enjoy travelling and driving.



KidsClub Play Assistant – Miss Rosita Samuel



I have worked at KidsClub for over 8 years and thoroughly enjoy it. I love doing different things everyday and I love working with children of all year groups. My favourite activity is outdoor group games with the children and I enjoy our music activities as well. Outside of work, I love being with friends and family, and the occasional spa pamper day!

KidsClub Play Assistant - Miss Phoebe Cartwright



Before working at Park Road, I was babysitting and working at a local tutoring company where I worked with children aged 4 yrs to 16 yrs. Both the children and the KidsClub team are wonderful and I am incredibly fortunate to work with such a great team and such vibrant children. I particularly love to do arts and crafts with the children – it is lovely to see the children get excited and feeling proud of themselves and their creations! In my spare time, I love arts and crafts at home – I currently enjoy clay-work and painting. I also love spending time in nature, and I will take any opportunity to interact with animals.

PE Teacher/Holiday Club Sports Coach - Mr Craig Ford



I have been involved in Park Road for a number of years, running a holiday sports club here before KidsClub was created. I am the PE teacher here at Park Road and love my job – I love seeing the excitement on the younger children's faces when they play a sport for the first time. I also love when the older children get to represent the school and have some sporting opportunities they might not usually get outside of school. My favourite sports to teach are football and basketball. Outside of my job, my hobbies are playing roller hockey, ice hockey, football and going to the gym. At weekends, I enjoy walking my dog and spending time with my family.



Breakfast Club and After School Club

We offer the following times for our clubs. Our charges below are as at September 2025 and are reviewed each summer by our Trustee Board. We aim to keep costs as low as possible and regularly benchmark against other providers in the area.

Times

Breakfast Club	7.50 am to 8.55 am
After School Club	3.30 pm to 5.55 pm

Charges

Breakfast Club	£7.00 per session
After School Club	£13.00 per session

- Bookings for KidsClub sessions are made via the online system called My Child At School (or "MCAS") This is linked to the school's communication and payment platform, BROMCOM.
- To ensure that KidsClub runs as efficiently and effectively as possible, there are some terms and conditions that we ask parents/carers to adhere to. These cover ad hoc booking fees/cancellation charges/late collection charges. **These terms and conditions are available as a separate document on our website.**

How does KidsClub work?

Breakfast Club Session:

Children arrive from 7.50am onwards and are greeted at the rear door of the main school hall by a member of the team who will mark them present in the register. This is an opportunity for parents/carers to get to know our team so please accompany your child to the door to say hello! When it is time for school to start, we escort the younger children directly to their classrooms and the older children are directed out to the playground to meet up with their class mates and teacher.

After School Club:

Our team are on site before the end of the school day to prepare snacks and set up the room for activities and games.



Nursery, Reception & Key Stage 1 children are collected from their classroom and escorted into the main hall where a register will be taken. (If a child is not present, without a known reason, then the parent will be contacted) Key Stage 2 children make their own way to the hall.

When it is time for your child to go home, please come to the rear door of the main hall on or before 5.55pm. From here, your child will be collected by a member of the team and then signed out on the register.

Activities

Our children's wellbeing & development are central to all of the activities available to them whilst attending KidsClub – we also follow Park Road Sale Primary School's Ethos which is embedded into all we do. We offer a fun, happy setting where children develop positive attitudes to independent learning through play whilst being supported by adults who nurture these attributes.

Indoor Activities

- Arts & Crafts, which are themed depending on time of year & free creative play
- A wide variety of board games and play equipment
- Educational toys & small world activities
- Dressing up clothes
- Fitness / wellbeing activities
- Construction & Den Making
- Interactive keep fit and dance sessions

Outdoor Activities

All outdoor play is supervised by our team members and can include:

- Use of sporting equipment
- Outdoor climbing frame equipment
- Scooters, wobble bikes, trikes
- Outdoor gym

Breakfast, snack and drink provision at KidsClub

At Breakfast Club, we aim to provide a well-balanced and filling start to the day. However, at After School Club it is our aim to provide the children with a small, light snack to keep them going until home time!

In accordance with the school's Healthy Eating policy we are a nut-free school and committed to providing healthy foods, low in sugar and fat. We cater for allergies and dietary requirements (which we would parents/carers to keep up to date via BROMCOM)

We regularly review and change this each term. Water is available throughout the sessions.



KidsClub Holiday Club

KidsClub Holiday Club currently takes place for 8 out of the 13 weeks of school holidays. These are:

- October Half Term – 1 week
 - February Half Term – 1 week
 - Easter - 1 week
 - Whit – 2 weeks
 - Summer – first 3 weeks of the school holidays
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- Bookings for KidsClub sessions are made via the online system called My Child At School (or “MCAS”) This is linked to the school’s communication and payment platform, BROMCOM. We try to make the booking system available to parents/carers a few weeks in advance of the holidays. Bookings can be made by the day but we ask that parents/carers adhere to the drop off and collection time slots. This enables the club run smoothly as there may be times when everyone is outside enjoying games and activities. Please note that places are limited and we really encourage parents/carers to book sessions as soon as the booking system becomes available.
 - To ensure that KidsClub runs as efficiently and effectively as possible, there are some terms and conditions that we ask parents/carers to adhere to. These cover ad hoc booking fees/ cancellation charges/late collection charges. These terms and conditions are available as a separate document on our website.

Times

Standard Day	9.00am to 4.00pm
Extended Day	8.30am to 5.30pm

Charges

Standard Day	£24.00 per session (Reviewed annually)
Extended Day	£30.00 per session (Reviewed annually)

Breakfast, Snack and Drink provision at Holiday Club

We ask parents/carers to provide their child with food and drink for the day. Water is always available for the children to access and we will provide a light snack for children booked into the extended day. Please note that due to some children having severe allergies, we are **NUT FREE school**. This includes foods with nuts in i.e. nutty cereal bars, Nutella, hummus, peanut butter.



Activities

When booking for holiday club, children have the option of choosing Activity Days or Sport Days.

Sport Days are led by either the school PE Teacher, Mr Ford or we invite an external Sports Coach to come in and lead the sport provision from 9.00 to 3.30pm. A variety of sports are planned depending on numbers and resources available. There is no extra cost for the Sports option.

Activity Days are led by the KidsClub team and consist of art, craft, board games, cooking, play, reading and themed activities.

During the summer term, we also have extra activities such as bouncy castles or inflatable obstacle courses which the children love and are available to both activity and sports bookings.

Here's an example of the busy, fun packed day which we offer our children, - this is from the recent Easter holiday club and you can see themed activities we plan and encourage the children to participate in.

Example: This week's timetable of activities					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Table activities available all day or free play	Table activities available all day or free play	Table activities available all day or free play	Table activities available all day or free play	Table activities available all day or free play
9:30-9:40	Register and chat about the day's activities and timetable	Register and chat about the day's activities and timetable	Register and chat about the day's activities and timetable	Register and chat about the day's activities and timetable	Register and chat about the day's activities and timetable
9:40-10:30	Paper roll chicks (Sports Activity if booked)	Pop up chick (Sports Activity if booked)	Paper plate Easter basket (Sports Activity if booked)	Air dry clay animals (Sports Activity if booked)	Paper plate chick & egg (Sports Activity if booked)
10:30-10:50	SNACK & play outside	SNACK & play outside	SNACK & play outside	SNACK & play outside	SNACK & play outside
10:50-12:00	Baking (Sports Activity if booked)	Egg box daffodils (Sports Activity if booked)	Lollypop cupcake daffodils (Sports Activity if booked)	Easter chick fork painting (Sports Activity if booked)	Cup of flowers (Sports Activity if booked)
12:00-1:00 LUNCH					
1:00-2:00	Sun and rainbow paper plates (Sports Activity if booked to 3.30pm)	Handprint flowers (Sports Activity if booked to 3.30pm)	Kaleidoscope rabbits (Sports Activity if booked to 3.30pm)	Lollypop heart flower (Sports Activity if booked to 3.30pm)	Water colour eggs (Sports Activity if booked to 3.30pm)
2:00-2:20	Outdoor play	Outdoor play	Outdoor play	Outdoor play	Outdoor play
2:20-3:40	Cracked egg chick card Sport	Butterfly suncatcher Sport	Hopping paper chick Sport	Flower loop chain Sport	Easter chick from wool Sport
3:45-4:00	Go noodle/colouring	Go noodle/colouring	Go noodle/colouring	Go noodle/colouring	Film/just dance Go noodle/colouring
4:00-5:00	Finish crafts/ colouring Colour in window decoration	Finish crafts/ colouring Easter bookmark	Finish crafts/ colouring Easter colour-in crowns	Finish crafts/ colouring Easter colour in mask/crown	Finish crafts/ colouring Dotty art eggs

We are always looking for ways to improve and make the clubs more enjoyable and exciting for the children. If you have any ideas, please do not hesitate to share with us!



Safeguarding at KidsClub

As our KidsClub is an integral part of the school and as its team members are school staff, the same safeguarding training, policies and procedures apply.

The school's Designated Safeguarding Leads are Mrs Walmsley, Miss Fisher and Mrs Chadwick. There is always a DSL available while a club is in session. The DSL coordinates safeguarding and child protection issues, supports practitioners with safeguarding concerns and liaises with the relevant external agencies.

