



Cottesmore St. Mary

Catholic Primary School

THE DIOCESE OF ARUNDEL AND BRIGHTON



Headteacher: Rachel Breen B.A. Hons.

Cottesmore St Mary Catholic Primary School wishes to appoint daily, after school, onsite provision for children from Reception to Year 6 from 3pm until 6pm for September 2020 start.

The successful provider will ensure:

- Ofsted registration
- All health and safety, first aid and child protection / safeguarding expectations are in place. This will include a designated safeguarding lead with relevant training, designated health and safety lead with relevant training plus all staff first aid trained with relevant lead and to include some paediatric trained staff
- Staff with DBS who are employed through the safer recruitment processes
- Affordable and possibly flexible pricing
- Simple booking processes for parents, ideally online.
- Childcare vouchers are accepted
- 2 free places per night for a child in receipt of Pupil Premium (this has not been required over the last year but may well be requested as and when)
- Discounted rates for the children of staff working in the school between the hours of 3 and 6, ideally 50% (this currently offered at 50% and is only taken up by 2 children out of a possible 2)
- Good communication with parents and either their own website or a range of quality information that can be added to ours
- Good liaison with all stakeholders
- Adequate staffing to ensure that all parents wishing to access the club can do so without waiting lists
- Staff absence can be covered so that ratios are maintained
- Possibly option of drop ins, with short term notice
- Staff who can relate well to children, with a range of needs including medical and SEND.
- Staff who create a safe and stimulating environment whilst engaging throughout
- A range of varied engaging, creative and physical activities that meet the interests and needs of all age groups (ideally no use of DVD)
- Healthy, varied snacks and drinks provided at appropriate times
- Children are collected from classes at 3.15pm and from other clubs at 4.15pm
- Flexible pick up times between 4.35pm and 6pm
- Systems to ensure safe collections at pick up and monitoring of absence.
- Opportunities to provide holiday onsite clubs but not essential.
- Proven experience in other settings – we will need 2 references

Class of Their Own currently operate an onsite club but will not be continuing come September.

The club operates with approximately 15 pupils on a Monday, 22 on a Tuesday, 18 on a Wednesday, 24 on a Thursday and 2 on a Friday. On a Tuesday, Wednesday and Thursday, about 50% of these numbers currently join at 4.15pm.

The current parental charge is £12.50 for 3pm – 6pm and £9 for 4.15pm – 6pm (several children attend differing after school clubs from 3pm – 4.15pm and then join COFO for the latter slot). The club currently offers a weekly discount of 7.5% and a sibling discount of 5%.

Current hall letting tariff, as per our Lettings Policy, is £20 an hour. Storage space is available.

For more information about this position, or to virtually visit the school, please contact Rachel Breen via email rachelbreen@cottesmore.brighton-hove.sch.uk

Closing date for written proposals to be sent to Rachel Breen (email above) and to include information linked to the above criteria, is 9am Friday 15th May 2020. Interviews will take place Wednesday 20th May 2020.

