

**We See Jesus In Everything We Do**

St Edward's Catholic First School, Parsonage Lane, Windsor SL4 5EN

Head Teacher: Mrs Sarah Matthews

Telephone: 01753 860607

Email: [office@secfs.org.uk](mailto:office@secfs.org.uk)

Website: [www.stedwardscatholicfirstschool.co.uk](http://www.stedwardscatholicfirstschool.co.uk)



| <u>Time</u> |                                     |   |
|-------------|-------------------------------------|---|
|             | <b><u>Start of Day</u></b>          |   |
| 0830        | KS2 Gate Opens for All Children     |   |
| 0840        | Courtyard Gate Opens for EYFS & KS1 |   |
|             | Walking Bus to Arrive at School     |   |
| 0845        | All Children to Classes             |   |
|             |                                     |   |
| 1015        | EYFS & KS1 Break                    |   |
| 1030        | KS2 Break                           |   |
|             |                                     |   |
|             | <b><u>Lunch Break</u></b>           |   |
| 1145 – 1245 | EYFS                                |   |
| 1200 – 1300 | KS1                                 |   |
| 1215 - 1315 | KS2                                 |   |
|             |                                     |   |
|             | <b><u>End of Day</u></b>            | 6 hours 30 mins per day =<br>32 hours and 30 mins per<br>week |
|             |                                     |   |
| 1515        | EYFS & Year 1 onto Courtyard        |   |
| 1515        | Year 2 and KS2 onto playground      |   |
|             |                                     |   |

| <b><u>Assemblies &amp; Worship</u></b> |               |              |           |
|--|---------------|--------------|-----------|
| Monday @ 0945                          | Gospel        | Whole School | Main Hall |
| Tuesday @ 0945                         | KS1           | KS1          | Main Hall |
| Tuesday @ 1430                         | KS2           | KS2          | Main Hall |
| Wednesday @ 0945                       | Hymn Practice | Whole School | Main Hall |
| Thursday                               | Class Worship |              |           |
| Friday @ 11.15                         | Merits        | Whole School | Main Hall |

| <b><u>PE Days</u></b> |          |
|-----------------------|----------|
| <b>Fledglings</b>     | Thursday |
| <b>Y1</b>             | Friday   |
| <b>Y2</b>             | Friday   |
| <b>Y3</b>             | Tuesday  |
| <b>Y4</b>             | Monday   |

## St Edward's School – Extended Care

### Extended Care

At St Edward's we fully recognise the importance to parents of the option to extend the children's day at school either in the mornings or after school. For this reason, we offer our Breakfast and Cuckoo Club facility to ensure quality care for your children either for the odd occasion or more frequently if your working hours require.

Our clubs are both managed by Mrs Debbie Berry, one of our experienced teaching assistants. She is supported by many of our wonderful TA staff on a rota basis and this means that the children will always know and recognise those working within the clubs.

### Breakfast Club

The Breakfast Club opens at 7.15am, Monday to Friday. The club is accessed via the pedestrian gate at the Courtyard Gates. Staff will come to collect the children if you ring the bell beside the gates. The children are provided with a range of healthy breakfast choices, cereals, toast, fresh fruit, milk or fruit juice. On occasion, the children may be offered a choice of treat items such as a pain au chocolat, waffle or pancake. A range of "laid back" activities are offered to the children; colouring, drawing, board games, jigsaw puzzles or CBeebies. A member of staff will escort the children to the playground at 8.30am for them to enjoy supervised play with the rest of the school.

We ask that you pre-book your child into the club and pay in advance using our online system, Scopay. The staff car park is often busy with staff arrivals so we would politely request that you park in Parsonage Lane and then walk your children in.

Please note that in the case of unusually bad weather, the Breakfast Club will not operate in case we need to close the school for the day.

### Cuckoo Club

The after school Cuckoo Club is available from 3.15 – 6.00pm Monday to Thursday and 3.15 to 5.30pm Fridays during term time. The children may be collected at any time **before the 6.00pm deadline (5.30pm on a Friday)** Sessions must be pre-booked and paid in advance online.

The club is primarily a play club and the children make daily use of the outdoor space and field. They are encouraged to engage in playful activities and games. The children are allowed to request a DVD to be put on and we will facilitate this within reason. We ask that parents agree to let us show DVD's up to a PG rating but will never play a film if it has not been previously scrutinised for suitability by an adult.

The children are provided with a range of healthy snacks, such as ham wraps, cheese and crackers, fruit and vegetables during the afternoon.

The Cuckoo Club does not operate on Sports Day or on the last day of the Autumn, Spring or Summer term.