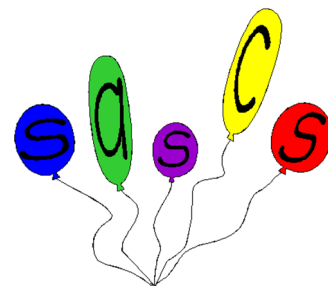


SASCS Newsletter



August 2017

Hello and welcome to the first edition of SASCS Newsletter for the 2017 / 2018 academic year. We hope that you all had an enjoyable summer break and managed to see some sunshine – whether in Scotland or abroad!

Over the last couple of weeks, we have been settling back into routines at the breakfast club and after school club as well as adjusting to the increased numbers of children attending this year. We would like to take this opportunity to welcome all new children and parents to SASCS! Children and staff have particularly enjoyed making use of the playground at the start of term, with favourite activities including; kickball, rounders, red, red, river; chalk drawing and octopus.

This edition of our newsletter will, amongst other things, give you some important dates for your diary for the coming term, introduce you to new members of SASCS Staff Team and provide information about some of SASCS procedures.

Dates for you Diary

Monday 18 Sept 2017 – Autumn Holiday
SASCS Closed

September 2017 – Holiday Care and Sports
Camp bookings for all 2017/2018 holidays
available to book on SASCS website
(www.sascs.org.uk).

September 2017 – Rehearsals for SASCS
Christmas Show begin

Monday 16 to Monday 23 Oct 2017
(inclusive) – SASCS operating Holiday
Services

November 2017 – SASCS AGM (date TBC)

December 2017 – SASCS Christmas Show
Performance (date TBC)

December 2017 – Children's Christmas
Treat Night (date TBC)

Monday 25 Dec 2017 to Monday 8 Jan 2018
(inclusive)
SASCS is closed throughout the whole of
the Christmas and New Year holiday period.

New Club Form

Last year the number of children attend extra-curricular clubs during their sessions at SASCS increased dramatically which proved to be difficult for staff to track. This year in order to help us to complete our club sheets and coordinate children who are attending extra-curricular clubs during their time at SASCS we have provided parents with a new 'Club Form' which should be completed for each club your child will attend whilst at SASCS. If you require additional copies of this form or would prefer to complete it electronically it can be downloaded from SASCS website. Please note that we will require all information to be completed on the form before we are able to send children to clubs. If any of the details of your child's club changes throughout the year / term e.g. the time of the class they attend or the location the club will run from please complete a 'Changes to Club' Form (also available on SASCS website) to ensure that we have all the up to date information and can continue to send your child to the correct club. Thank you for your help and understanding with this process.

Some Important Policies and Procedures

In order to support the smooth running of our services SASCS has policies and procedures in place for both; the non-notification of a child's absence from after school club and the late collection of children from after school club/holiday services. At the start of term we appreciate that families are beginning to get back into the routines required for school / after school club and that things can easily get overlooked however we would like to take this opportunity to remind all parent/carers of the procedures mentioned above. Your support and cooperation with these is greatly appreciated and really does make a difference to the smooth operation of all of our services. Thank you.

Non-notification of a Child's Absence

In order to ensure the safety of all children attending on any day SASCS has 10 minutes from the school bell ringing to account for all children on our daily register. Normally this is a fairly simple process whereby children are either collected from class (P1 and P2) or prompted to attend SASCS by staff (P3 to P7) using our collection from class sheets and then 'ticked' in on the register on their arrival in the dining hall. Staff discuss at daily briefing (2.30pm) the children we are expecting and mark as 'off' any child for who we have received a message from parents to say they will not attend SASCS that day. However, if we are unaware that a child is to be absent the collection and registration process can be made more difficult. We either collect/prompt children to attend who know they are off (i.e. going home with friends / Granny, etc) and then have a phone parents to confirm these arrangements; which can be time consuming for staff and often upsetting, especially for our younger children. Alternatively, children do not arrive with us and we have to start looking for them in the playground, classroom, etc and/or making phone calls to parents to confirm the child's absence from SASCS. Again this is time consuming for staff, means staff are out with SASCS playroom for longer periods of time and can have a knock on effect to the running of our daily activity programme for the children attending. In order to help with this process, we ask that parents contact SASCS at least 30minutes before the end of the school day should your child be going to be absent from SASCS for any reason e.g. they are off school sick; they are going on a play date with another child. Please note that our non-notification of a child's absence policy does include a £5.00 charge should we not be notified that a child will be absent. You can either telephone SASCS Office on 0131 622 4810, where you can leave a message outside office hours; text Sonia and Lindsey (Sonia - 07757978473 / Lindsey - 07706450589) or email SASCS at sascs@btinternet.com to inform us that your child/children will be off SASCS. Thank you in advance for your help.

Late Collection of Children

Please note that SASCS closes at 5.40pm every day, Monday to Friday throughout term time. Between 5.40pm and 6.00pm staff attend an evaluation meeting where the daily activities and schedule are discussed; this is important for both the smooth running of daily operations and staff/scheme development. We understand that at times unforeseen circumstances will mean that you will be slightly late collecting your child/children, in these instances we would ask that you phone SASCS on 0131 662 4810 to let us know and give us an approximate time for your arrival, this will allow us to reassure your child/children that you are on your way. SASCS does operate a late collection policy which involves increasing monetary charges for late collection of children, this is aimed at providing a financial incentive to minimise lateness i.e. it may be cheaper to get a taxi and be on time than to be late collecting a child. Your cooperation and support with this policy is greatly appreciated.

Full copies of both of these policies can be found in SASCS New Members Pack which all parents / carers should have received by email and which is also available in the Forms section of SASCS website (www.sascs.org.uk) If you have any questions or would like to discuss these policies please do not hesitate to get in touch.

More Information You Might Find Useful

SASCS Staff Team

You may have noticed some new staff faces when you have been collecting children from SASCS in the last few weeks. This year Sonia, Lindsey, Steven, Lisa and Tanya continue as SASCS Core Full Time Team, they are joined by Louie, a new play worker who will be working everyday Monday to Friday during term time. Eva is also joining our team as a play worker and will be working a regular Monday, Wednesday and Friday shift throughout term time. Holly started working at SASCS over the summer holidays as a junior play worker and will continue in this role on a Tuesday and Thursday this term; Holly attended SASCS during her time as a pupil at Sciennes Primary School and also volunteered with us last term. Matthew is due to start work at SASCS soon and will also join us as a junior play worker. Matthew attended SASCS after school club and holiday services as a child and has also volunteered with us on a regular basis before beginning work. Our part time play workers/leaders, including; Melina, Sarah, Emma, Sofia and Yan will all be joining us again this term, they will be working at SASCS a few days a week whilst also studying at universities in Edinburgh. In addition, we also welcome Freya, Ella, Maeve and Esther as volunteers this term, the girls all attend James Gillespies High School and will be assisting staff with delivering activities. Freya, Ella and Maeve all attended SASCS as children and so it is particularly nice to see them back with us again!!!

Summer Evaluation

We will shortly be sending out a Summer Evaluation to all families who used our Holiday Care and Sports Camp services. We will aim to make the evaluation as quick and easy to complete as possible however it would be helpful if you could take some time to chat with your child/children and fill in/return the form to us. Gaining feedback from parent/carers and children is an important part of our Care Inspectorate registration; in addition, this feedback helps inform staff with planning for future holiday services.

Summer Holiday Care and Sports Camp 2017

We would like to take this opportunity to thank everybody who used our Holiday Care or Sports Camp services during Summer 2017. We had a fun filled and busy July. Holiday Care staff and children enjoyed their time within Sciennes School where they baked, took part in science, created crafts, pretended to be pirates, got messy with glue, learned to use tools and played outside as often as the weather allowed – amongst many other exciting activities. Each Friday the younger children visited Vogrie Country Park, taking part in outdoor nature activities, including: den building; making fairy/insect houses; a nature hunt and creating a giant pirate ship from things they found in the woods. Sports Camp made use of the Sports Facilities at Edinburgh University again this year, something which is still proving to be very popular with the children. On Fridays they went on special trips to the cinema or ten pin bowling or took part in indoor rock climbing at the University Sports Facilities. Both groups enjoyed their full day trips, each Wednesday, even our trip to Wellsfield Farm which looked like it might be rained off turned out to be a great success when the sunshine came out in the afternoon!!!

We all had a fantastic summer and we hope to see many of you again soon at our future Holiday Services. SASCS runs during October, February, Easter, May In-service and Summer school holidays. Booking for these 2017/2018 services will be available soon on SASCS website (www.sascs.org.uk)



We hope that you have found reading SASCS August 2017 Newsletter both enjoyable and informative. If you have any questions or would like any more information about anything contained in this newsletter, please do not hesitate to get in touch with us. As always thank you for your continued support of all of SASCS services.