

The Brook School



The Brook Breakfast and After School Club

Parent Handbook 2018-19

Dear Parents and Carers

Welcome to our Breakfast and After School Club! As a School we are really proud of our extended schools provision as we have worked very hard to make it fun, creative and a really fantastic place for children to be before and after school.

Our Breakfast Club has been running for nine years and we are so proud that reception children that start with us often then stay until they join Oriel in Year 7.

Our After School Club began in September 2015 and has gone from strength to strength. We run a walking bus from Maidenbower Infants and Maidenbower Junior School and every day there are fun activities going on inside and out.

As these are school run clubs, they have the advantage of having full access to the schools resources and staff, play and PE equipment as well as all outside areas. Planning is done every week to make sure that the activities are themed and varied; children help choose the topics and have a say in what they do. We are also really fortunate to be able to provide a full dinner for the children who stay until 6pm. They get a hot meal, which could be macaroni cheese, roast dinner, tomato and cheese pasta or curry and each meal comes with bread, salad, vegetables and a pudding. Children don't leave us hungry!

We have tried to put all the information that you need for your child to attend our before or after school clubs in this booklet. If there is anything else you need to know, please get in touch.

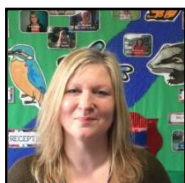
We hope your child enjoys our clubs and we look forward to seeing them this year.

Kind regards

Fi Dowley

Headteacher

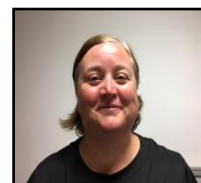
Who's Who in the Breakfast and After School Club



Nicola Tomlin
Breakfast and After
School Club Manager



Caroline Clack
Breakfast and
After School Club
Assistant



Tina Warwick
Breakfast and After
School Club Assistant

Nicola, Caroline and Tina work in both Breakfast and After School Club.

Other staff who support the Breakfast and After School Club



Fi Dowley
Headteacher



Jo Sutton
Business
Manager



Emma Taylor
School
Administrator



Ceri Tinning
Office and
Welfare Assistant

Miss Dowley is our Headteacher and oversees and leads both of our clubs. Jo Sutton is our Business Manager and takes care of the overall management and finances. Emma Taylor records and deals with all payments and adds them to the online booking system. Ceri Tinning is our front of house at The Brook and will often be the voice on the line when you phone the school.

Contacts Details

Nicola Tomlin, Breakfast and After School Club Manager:

Email: brookclubbookings@brook.w-sussex.sch.uk

Tel: 07562378006 (7.30am - 9am and 1.30pm - 6.15pm)
01293 886521 (8am to 3.30pm)

Please note, these times are during term time. If you would like to contact the club outside term dates, please use the email address or alternatively leave a message on the clubs mobile. Please note these messages will be collected every few days and not every day.

Fi Dowley, Headteacher:

Email: head@brook.w-sussex.sch.uk

Tel: 01293 886521

Jo Sutton, Business Manager:

Email: bursar@brook.w-sussex.sch.uk

Tel: 01293 886521

Emma Taylor, School Administrator:

Email: schooladmin@brook.w-sussex.sch.uk

Tel: 01293 886521

WELCOME

We hope that this booklet provides you with helpful information about your child starting at The Brook Breakfast or After School Club. You can also log onto our website for more information:

www.brook.w-sussex.sch.uk

THE BROOK BREAKFAST AND AFTER SCHOOL CLUB

The Brook Breakfast and After School Club is part of the Brook School extended school provision. This means that the club is led by the Headteacher and run by staff who are employed by the school. Most of our staff have other roles within the school which means they know the school and the children well.

As a school we pride ourselves on providing a creative and fun learning environment where children are 'learning with love and laughter'. We therefore ensure that our child focussed philosophies carry through to our extended schools provisions. Other advantages include our clubs having full access to the school resources and premises ensuring that the activities are varied and creative. The clubs also then take advantage of all of our established school policies and procedures to ensure that the children are safe and well looked after while in our care.

We are a Rights Respecting School and our Sparkly Rights are encouraged in our clubs too:

I have the right to be safe and healthy
I have the right to have a voice and be heard
I have a right to be different and be me
I have a right to play and have fun
I have a right to learn
I have a right to be a part of this world

ONLINE BOOKING SYSTEM

We have an online booking system for both Breakfast and After School Club. You can access the booking system by visiting the weblink address below or by visiting our website.

<https://brook.childcare-online-booking.co.uk/>

In order to book spaces in the club we ask you to register your child and then before you book your first session please contact Nicola on brookclubbookings@brook.w-sussex.sch.uk. This will ensure that we fully understand if your child has any additional

needs or medical/allergies requirements. We provide guidance notes on how to use our booking system which can be obtained from Nicola or on our website.

BREAKFAST CLUB:

Timings and cost:

Breakfast Club is open from 7.30am every day until 8.30am. You can book for your child to attend three different sessions;

7.30am (cost = £5 per day)

7.45am (cost = £4 per day)

8am (cost = £3 per day)



Dropping off:

Please take your child to the side hall door on the right hand side of the school building. Please can we ask that you do not use the car park at that time of the morning as this is when staff for The Brook School are arriving.

Signing in:

When you drop your child off into Breakfast Club please can you encourage your child to sign the register. The register is on the right hand side as you enter the hall.

Breakfast:

Every day there is a selection of cereals, toast, crumpets and fruit. We cater for all food related allergies - please see section below on allergies. When the children enter the club they are encouraged to eat a good breakfast - some like to go and play first and then come and eat but we always make sure that everyone gets something.

We also serve only water or milk for children to drink as they are considered a healthy drink rather than fruit juices or squashes.

Please note that breakfast is served from 7.30am through to 8.10am. After this time, the breakfast is packed away as all the children in the club get together for either a whole club game or to have a run around outside on the school back field. Please note that if your child arrives after 8.10am then only fruit will be available.

Activities:

In Breakfast Club we like to rotate the resources and games so that there is variation every day, however construction, lego and colouring are out every day as they are the favourites! At 8.10am, if the weather is good, the children love to go out onto the back playground and have a run around. Please see below the section on 'Planning of Activities' as it will explain how we have a different focus each week.

Walking Bus

There is a walking bus which runs every day from The Brook to Maidenbower Junior School. The bus leaves at 8.30am and is led by two members of staff. Children are required to wear a Hi-vis for safety. Please see the section below about the walking bus - this will explain about the walking bus, the independent walking bus and how you can ask for your Year 5 or Year 6 child to walk on their own.



AFTER SCHOOL CLUB

Timings and cost:

The After School Club is open from 3pm every day until 6pm. You can book for your child to attend two different sessions;

Until 5pm (cost = £10 per day)

Until 6pm (cost = £15 per day and includes dinner)



Collection:

Children at The Brook School: Children already at The Brook will be taken to the school hall by their class teaching assistant or teacher. A member of the ASC team will then take the register.

Children being collected from Maidenbower Infant School will be collected from the school library.

Children being collected from Maidenbower Junior School:

The walking bus always waits by the middle doors on the lower school playground. Children are encouraged to come out of their doors and walk to meet the bus.

Please note that if a child who is expected does not come out from their classroom the walking bus will not leave the school until they have had confirmation that the child is no longer coming to the club that day. We therefore always encourage parents to tell us if there is a change of plan and if their child has gone home with someone else.

Snack:

When your child first arrives in the club they will be offered a drink and a snack. Drinks offered are either milk or water and snacks range from breadsticks, biscuits, fruit - fresh or dried or sometimes cake.

Dinner:

Currently we offer a full cooked meal Monday to Thursday. These are provided by Chartwells (the company who provide school dinners). All the menus are put up on the school website weekly so that you can look up what your child is eating; choices usually consist of macaroni cheese, roast chicken, roast beef,

pizza, cheese and tomato pasta or chicken korma and all meals are served with bread, salad or vegetables and a pudding. On Friday, children are offered a selection of soups, jacket potatoes or beans on toast.

Activities:

Every week the team plan for activities in both the Breakfast and After School Club - all planning can be found on our website. We try to have a different theme and focus each week and the children help to choose the topics; some examples of topics so far have been nature week, pirate week, under the sea, superheroes etc. There is a board where children are asked to write topics which they might be interested in covering in the club and also if there are particular activities that they would like to do then this can be included in the planning.

A

Absence - If your child is not going to attend the Breakfast or After School Club on the day that they are due to attend, please can you let us know as soon as possible on brookclubbookings@brook.w-sussex.sch.uk or by telephoning 01293 886521 or 07562378006.

Parents are able to cancel any sessions on-line by logging in to their account. Credits will be automatically applied to your account if the cancellation is within the cancellation period. In order to receive a credit, sessions must be cancelled by 9am the day before booking for Breakfast Club and by 7pm 14 days before the booking for After School Club. Please see cancellation section for more information.

Allergies - Please let us know as soon as possible if your child has any allergies e.g. plasters, antibiotics or food. We will need to meet with you to fill in an Individual Health Care Plan outlining symptoms of an allergic reaction and medication needed. We are a seed, nut and egg free school and club and ask that children do not bring in any food items which may contain any of these, thank you.

If your child has any food allergy for example, egg, gluten, milk or nuts, please let us know before your child attends so that we can ensure the menu is suitable for your child. We always try to cater for all allergies.

B

Bags - There is a coat rack in the main hall where children can hang their coats and bags. There are boxes available for children to put their bags in, if needed.

Behaviour - the Breakfast and After School Club follow our Brook behaviour policy. At the start of each year, the children agree the behaviour codes and use these to remind themselves of appropriate behaviour throughout the year. A system of warnings and time out is used to help children stick to the behaviour codes. Most children are able, with reminders to make the right choices.

Some children may need a more individualised approach to behaviour which we would work alongside the school to implement. If a child was finding it difficult to stick to the behaviour codes, we would discuss this with parents to look at how best to support them.

If there was a serious breach of the behaviour code, then we may ask parents to come and pick a child up early and then discuss what support is needed in order for them to continue attending the club. In very extreme cases, it may be that the child is unable to return to the club.

Bikes and Scooters - Unfortunately, for safety reasons, children cannot ride bikes or scooters on the walking bus.

Bookings - All bookings should be made via the school online booking system which can be found at:

<https://brook.childcare-online-booking.co.uk/>

New parents and children (i.e. never booked with the club before) are asked to contact the school and speak to the Breakfast and After School Club Manager before any new bookings are made - failure to do this may result in the booking being cancelled.

Dates for next term will be released onto the online booking system two weeks into the previous half term - parents will receive an email to remind them about the date the next term sessions are to be released. Parents will be required to book in sessions every half term.

Bookings can be made on-line up until 12 noon the day before the club. Bookings after this time will need to be made by speaking to the school office.

C

Cancellations/Refunds - all cancellations can be made by booking onto the online booking system:

- For BFC there is a 24 hour cancellation period - credit will only be given for cancellations received online before 9am the day before the date being cancelled.
- For ASC there is a 14 days cancellation period - credit will only be given for cancellations received online before 7pm, 14 days before the date being cancelled.

There will be no refunds for sickness or holidays unless the cancellation period has been given and there will be no refunds given if your child is collected from

a club after usual school time, for example yoga or leaves early to go to a club, for example Brownies.

We do also not give refunds for any enforced enclosures for example snow or flood.

Child Protection - It is our duty to ensure the safety of all the children in our school. Therefore, where members of staff are concerned about or consider that they have good cause to suspect abuse, including neglect and emotional ill treatment, they must report their suspicions to the Headteacher. It is then the duty of the Headteacher to report concerns to MASH (Multi-Agency Safeguarding Hub). There is a set procedure to follow and Social Services will be responsible for initiating further investigations. Our Designated Members of Staff for Child Protection are Miss Dowley, Mrs Couch, Miss Hack and Nicola Tomlin is our Designated member for Breakfast and After School Club. For more information on safeguarding, please visit the safeguarding page on our website.

All staff must hold Disclosure Barring Service (DBS) checks.

Complaints - The school has a detailed Complaints Procedure which includes our Breakfast and After School Club. A copy of our Complaints Policy is held in the Headteacher's office and on our website. Obviously, we hope you have no cause to use this but in the unlikely event that you do, please follow the guidelines within it.

Confidential Reporting Policy - The school has a confidential reporting policy. If any member of staff or a volunteer has a concern about another member of staff or volunteer, it is their duty to report this to a senior member of staff. The confidential reporting policy or 'Whistleblowing' policy is available through our website, at our office or on request.

D

Disabled Access - The school is accessible for all. There is one disabled parking space in our car park which is available for parents to use. You will need to display your blue disabled badge. We also have a toilet with disabled access which is by the front office. If your child or you have any specific requirements with regards to access please arrange to talk to us as soon as possible.

E

Eco - In Breakfast and After School Club we are very eco aware. We compost our waste and always plan gardening and planting in the spring and summer months.

Email - As part of our eco awareness we e-mail letters and newsletters to parents rather than paper copies. You can also find letters and newsletters on our website.



Emergency Contact Numbers - It is extremely important that we have the most up to date emergency contact details for you. Please make sure that you update your account details on our booking system so that we have the most recent contact details for you.

Equal Opportunities - All children at The Brook are valued and appreciated for who they are and what they can do. We ensure that all children can access all aspects of the clubs. Please see our Equality policy on our website for more details.

G

Gates - We have electric external gates which open and close automatically. They open at 7.00am every morning and close at 9.00am. They then re-open at 2.45pm and close again at 3.30pm.

For After School Club, the car gates are closed for security but the pedestrian gate is closed but not locked, so you will just need to push it open to access the school.

GDPR - General Data Protection Regulations is EU-wide legislation which determines how people's personal data is processed and kept safe and sets out the legal rights individuals have in relation to their own data. The regulation applies to all schools from 25 May 2018, and will apply even after the UK leaves the EU.

Please contact our Data Protection Officer (DPO) if you have any questions. Our DPO is Mrs Sutton, Business Manager and she can be contacted on bursar@brook.w-sussex.sch.uk or on 01293 886521. You can also visit our

website to see our policies which support GDPR by visiting <http://www.brook.w-sussex.sch.uk/general-data-protection-regulation-gdpr>

H

Headteacher - Miss Dowley has an ever-open door policy. If you have a matter to discuss, which will need time, it is best to make an appointment.

Health Care Plans - If your child is on long term medication such as an asthma inhaler or needs short term medicine such as antibiotics, you will be asked to fill in with staff, an individual health care plan. For longer term medical conditions, this will need to be reviewed annually. We can only store and administer prescribed medicines in school and only the dose prescribed. Please talk to staff if this applies to your child.

I

Inclusion - We aim to create an atmosphere where children, parents and staff feel valued and appreciated. We believe that everyone can add something positive to our school and together we can create a stimulating, secure and forward thinking environment. All children will be valued and appreciated regardless of their ability, gender, race, religion or culture.

Inset Days - We have 5 Inset days each year when the Breakfast and After School Club is closed - these are the same days as Maidenbower Infants and Maidenbower Junior School. These are:

- Monday 3rd September 2018
- Tuesday 4th September 2018
- Monday 3rd June 2019
- Monday 22nd July 2019
- Tuesday 23rd July 2019

Please note that we are a Polling Station and so if there is an election we will have an enforced closure. We will let you know as soon as we can if this is the case. This is generally the first Thursday in May.

Invoices - these will be automatically generated when bookings are made on line and will be emailed to parents registered email address. Please see section called 'Payments/Charges' for details on late payment and late collection charges.

Illness - Please keep your child away from Breakfast and After School Club for 48 hours from the last bout if they have been sick or had diarrhoea.



L

Late - We understand that sometimes parents are late from unexpected incidents for example traffic jams but we do ask that parents try to be on time to collect at all times. If you are going to be late please phone to let us know.

Children who are collected late for the 5pm collection: If the child is collected more than 10 minutes late (5.10pm or later) then parents will be automatically charged the additional hour (£5) to 6pm. Parents will be reminded to collect their child on time as late collections affect our staffing ratios and impact on the safety of the children.

Children who are collected late for the 6pm collection or who are persistently late: We have a late payment charge for persistent late collections, and this process is started again at the start of each term. At the first late (over 5 minutes), parents will receive a gentle verbal reminder. At the second late collection, again over 5 minutes, parents will be issued with letter reminding them to try to collect on time and that if there is a third late, a fine will be issued. If the parent is over 5 minutes late again for the third or more time, they will receive an invoice charging £5 per 15 minutes late. Parents who are repeatedly and consistently late will be contacted by Miss Dowley to discuss alternative collection arrangements and may result in their child losing their place in the After School Club.

Lost Property - Items of lost property are kept in the front foyer of the school, just beyond the office. If your child does 'mislay' anything, please let us know.



N

Newsletters - We email out newsletters at the start of each half term and copies of these are on the school website.



P
Painting & messy activities - We do lots of creative activities and always try to ensure that children wear aprons when taking part in potentially 'messy' activities. Sometimes accidents do happen but we try to keep these to a minimum.

Parking - At the Brook we ask parents and carers to be considerate parkers to ensure the safety of our children and families and respect to our local residents.

Payments - Payments can be made by PayPal, online bank transfer, through child care vouchers or cash. All payments should be handed into either the Breakfast and After School Club Manager or the School Office - please make sure they are in a named envelope.

Please note that the School operates a **late payment charge** for fees. All invoices not paid over 30 days past the invoice date will be charged at £15 per 30 days.

There is a late collection charge for After School Club - children collected late from the After School Club will be charged a £5 fee per 15 minutes. Persistent late collection will result in the child losing their place in the After School Club. Please see under section L - Late for more details.

Unfortunately, failure to pay outstanding monies in the Breakfast and After School Club will result in your child losing their place in the Breakfast and After School Club.

Photographs and Videos - When you register onto the online booking system we ask you to state whether you are happy for your child to have photos taken and whether we can use those photos. These can be edited through your account.

Planning and Activities - We plan weekly activities for the children in the clubs. Children are involved in selecting the topics. All planned activities are put on our website weekly.

Thank you

Please do not hesitate to contact us if you have any questions.