



BROOK INFANT SCHOOL

Breakfast and After School Club

Newsletter 2 - 11.11.2019

Dear Parents and Carers

Welcome to the second Breakfast and After School Club newsletter of Autumn 2019! We hope you all had a lovely half term break, this year is going so fast! It has been a lovely half term, our new children have settled in well and are enjoying club life. The older children are amazing with supporting and helping our younger reception children and it is so lovely to see how children have friends in all year groups.

As always when this newsletter is sent out we then release dates for next half term. Please therefore visit our booking site to book your sessions in the first half term after Christmas:

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

Last term we had so much fun! As always, we took full advantage of playing outside and the children love just running around and using our outside play equipment. In Breakfast club, the children love getting outside for a quick 10 minutes play before school. You can see them having a game of tag, chase, football and basketball. It really is a happy place to be.

We celebrated Diwali in Afterschool club last term which is such a beautiful and colourful topic to cover. The children made brightly coloured Diwali lamps which they made from clay and then painted. We hope you have enjoyed using them at home. As always the children then went on to make some Halloween art. They loved making their Halloween pumpkin pictures - some were very scary!!



This week we will be getting busy celebrating Remembrance Day. We have some fun and colourful poppy crafts including some fun poppy pictures to make. We will be updating our display board in the hall with some winter/christmas art work. Please pop in to have a look next week.

As you know, we love celebrating christmas in the clubs! This year you will have lots of treats to look forward to as the children will be making some sparkly cards, clay crafts, salt dough decorations and some yummy gingerbread!



If you have any questions about club life, please email Nicola on brookclubbookings@brook.w-sussex.sch.uk or chat to us at the end of the session. Remember you can also look at what we have planned each week on our website.

CHRISTMAS PARTY WEEK! (Monday 16th to Wednesday 18th December)



We will be having CHRISTMAS PARTY WEEK in the last week of term! We have lots of great traditional party games planned, as well as some christmas crazy crafts and of course, a christmas party would not be the same without some delicious party food!

Please book your child on for christmas party week in the usual way through our online booking system.

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

POLLING DAY - Thursday 12th December 2019 Breakfast and After School Club will be closed

We have an enforced closure on Thursday 12th December for Breakfast and After School Club because the school is a polling station. We are very sorry for any inconvenience that this may cause. We have cancelled all sessions booked on that day and parents have been given a credit for these sessions. Please contact Nicola on brookclubbookings@brook.w-sussex.sch.uk if you have any questions. Thank you.



ASC and BFC dates for the first half of Spring Term 2020

The dates for the first half of Spring Term 2020 will be made available to book from 12 noon today. All of our release dates are listed at the bottom of this newsletter and copies are found on our website. Please email Nicola if you have any questions on brookclubbookings@brook.w-sussex.sch.uk.

Remember you can now see all of our weekly planning, food menus, newsletters and terms of reference as well as book your sessions on our website:

<http://www.brook.w-sussex.sch.uk/the-brook-breakfast-and-after-school-club>

Newsletter Dates for your diaries

- Dates for each half term are released on the second Monday of the previous half term at 12 noon, so the dates are as follows:
 - Second half of Spring Term 2020 - dates released on 13th January 2020 at 12 noon
 - First half of Summer Term 2020 - dates released on 2nd March 2020 at 12 noon

- Second half of Summer Term 2020 - dates released on 27th April 2020 at 12 noon
- First half of Autumn Term 2020 - dates released on 8th June 2020 at 12 noon
- Please make sure you book your sessions for next half term.
- Please can you put your child's name as the reference when you make a booking.

January						
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Other useful dates for your diary:

Polling Day - Thursday 12th December 2019 - BFC and ASC will be closed on this day.

Break up for Christmas 2019 - Thursday 19th December at 1pm, there is therefore no ASC on this day.

Start of Spring Term 2020 - Monday 6th January 2020

February Half Term 2020 - Monday 17th to 21st February 2020

Break up for Easter 2020 - Friday 3rd April 2020 at 1pm, there is therefore no ASC on this day.

May Bank Holiday - this has been moved from 4th May to Friday 8th May 2020.

May Half Term 2020 - Monday 25th to Friday 29th May 2020

End of Summer Term 2020 - Friday 17th July at 1pm, there is therefore no ASC on this day.

Reminders

A Very Long list of Reminders from previous newsletters:

- **Payments on the System:** Please understand that our staff work term time only, so therefore payments made during the holidays may take up to the end of the first week back before they appear on your account. Your patience is appreciated, thank you.
- **Pick up from other clubs:** We try our very best to always accommodate parent requests to collect children at later times, for example after school trips or from other clubs. However, there may be times (even with additional staff drafted in) that we physically cannot meet all requests - an example is when there are 5 different collection times from 4pm to 5pm from different locations. We will let you know as soon as possible if this is the case. Please remember that we need **48 hours notice for us to collect your child from another club** e.g. 4.15pm pick up from football, cricket or cross country. If we do not have the required notice, we may not have the right amount of staff in place to accommodate the additional pick up and we may have to turn down your request.
- Please remember to **let us know if your child is going home with someone else**, attending a club or going on a school trip. We will wait at the school until we get confirmation that the child is safe and does not need picking up; so please let us know to save the whole walking bus waiting for confirmation. Thank you.
- Please **make sure your children are booked in**. We have had a few parents forget to book and then arrive for club. Our worry is that if the club is full we may have to turn you away.

- Sometimes the school has **PTA run events** after school e.g. school disco. Please note that if you would like your child to attend the event and not **ASC**, **you will need to cancel your ASC booking**. As you will all know from our Terms and Conditions, there is a two week cancellation period for **ASC** and 24 hours for **BFC** - refunds can only be given if the cancellation is before the cancellation period.
- Please **see our Terms and Conditions** if you have any questions about how the clubs run - they can be found on our website.
- We understand that occasionally **exceptional circumstances may mean you are late to collect your child**, but please always try to be on time. Thank you.
- If your **child needs any prescribed emergency medicine** for example inhalers, Epipens or insulin then please note that we need to have an individual health care plan in place for them - this takes 10 minutes to do. Please chat to Nicola if this is the case. Children who need emergency medicine must have these medicines on site and in date at all times. Unfortunately we cannot have the children in the clubs if we do not have the medicine that they may need.
- Please make sure your **emergency contacts are up to date** at all times.
- Finally, please do **not park in the car park at drop off or pick up**. This car park is for staff only. Please feel free to use the lay-by outside the school.

Staff - just as a reminder for you, here are the staff in our clubs:

Breakfast and After School Club: Nicola (Breakfast and After School Club Manager), Caroline (Breakfast and After School Club Assistant) and Tina (Breakfast and After School Club Assistant).



Picture left to right: Tina, Nicola and Caroline

Office Support: Jo Sutton (Business Manager)
 bursar@brook.w-sussex.sch.uk
 Emma Taylor (School Administrator)
 schooladmin@brook.w-sussex.sch.uk

Contacting the Club

- You can contact Nicola on brookclubbookings@brook.w-sussex.sch.uk.
- You can telephone the clubs when they are running on 07562 378006 - Nicola has the phone on from 7.30am through to 9am and then again from 1.30pm through to 6.15pm. If you wish to contact us in between these times, please call the school office on 01293 886521.
- You can book your breakfast and after school bookings by visiting

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

If you have any questions or queries please do not hesitate to ask a member of the **BFC** or **ASC** team or email us at brookclubbookings@brook.w-sussex.sch.uk.

Thank you and kind regards

The Breakfast and After School Club Team