



BROOK INFANT SCHOOL

Breakfast and After School Club

Newsletter 1 - 09.09.2019

Dear Parents and Carers

Welcome to the first Breakfast and After School Club newsletter of Autumn 2019! We would like to welcome back all of the children who were with us last year and also give a HUGE welcome to all the new children and families who have joined us from September. We hope you all had a lovely summer and got to enjoy the sunshine.

We write a newsletter at the start of each half term. This is emailed out when the dates for the next half term are released - please see dates at the bottom of this newsletter. We hope you find these newsletters useful and full of helpful information; copies of all of our newsletters can also be found on our website. As always, today at 12 noon we will be releasing dates in BFC and ASC for after October half term, so please log on to book your child's sessions on the link below:

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

Every term we focus on different topics - these are chosen by the children in club. The topics might focus on a time of year e.g. Valentine's Day, Easter, Autumn or maybe just a fun topic which the children are interested in. This term, as always, we have some exciting activities planned! Our first few weeks are about settling in, learning our routines and hearing about everyone's lovely summer holidays. This gives the children who have just started with us some time to relax into our routine but also to make some new friends. We will then start our activities off with a week focusing on "This is me". We want to be able to celebrate the children's achievements and interests; we will learn all about their favourite pets, sports and hobbies. We are also going to make some self portraits which we will display on our gallery wall. As the term goes on we have lots of exciting activities planned to learn about Harvest, Autumn, Halloween and Diwali.

We know that for some of our new Reception children in September, they can feel a little overwhelmed and tired after their busy day in school. We therefore make sure there is a quiet corner in both clubs that they can go to for reading or colouring or just relaxing. Usually by half term the new Reception children have settled in and are used to their longer days.

If you have any concerns or questions please email Nicola on brookclubbookings@brook.w-sussex.sch.uk or chat to us at the end of the session.

We welcome Sarah Cox as our new Headteacher at the Brook Infant School. Sarah joins us having been a Headteacher in West Sussex previously and having spent the last eight years supporting schools across the country to develop their curriculum. She will be working closely with the before and after school club team and wishes to extend a warm welcome to families and children of both clubs.



For all those children who use our walking bus regularly and all new children starting to use the bus for the first time, here are the walking bus rules. Please share these with your children as they are in place to keep the children safe. Thank you.

Children must...

- Wear their hi-vis jacket.
- Check their name is on the register.
- Listen to the safety rules before leaving on the bus.
- Stay behind the leader and walk sensibly.
- Keep on the pavement or grass if going across the field.
- Wait for the leader to tell them to cross the road and cross quickly and safely.
- Stick with the group - please do not stop and talk to friends along the way.
- For Breakfast Club, children must...
 - Stay near your leader so that they can see where you are, whilst waiting for your class room doors to be opened.
 - Give their leader their high vis jacket and tick off their name at the drop off point.
 - Wave to their leader to let them know they are going in safely.
- For After School Club, children must...
 - Meet the walking bus in the middle of the Year 3/4 playground at MJS or in the library at MIS.

If your child is in Year 5 or 6, there are three walking to school options available to them:

- **The Breakfast and After School Club Walking Bus** - your child can stay on the usual Walking Bus.
- **Independent Walking Bus** - this means that the children can walk separately from the walking bus with their friends and do not have to wear a hi-vis. For Breakfast Club, children will leave the Brook Infant School just ahead of the Walking Bus and wait at roads before crossing. They also have to meet the Bus Leader in the MJS

playground before they go to school. For After School Club, they are required to meet the Bus Leader in the Year 3/4 playground and once they have registered they walk back on their own to the Brook Infant School, again waiting at roads. This works very well and the children love the independence. If you are interested in your child joining the independent walking bus (only open to children in Year 5 or 6), please ask Nicola for a permission form or download one from our website.

- **Children Walk Independently** - This means that your child will not walk on the usual walking bus or the independent bus and will walk without the supervision of a Breakfast or After School Club adult. For Breakfast Club, children will leave the Brook Infant School independently and make their way to MJS, they do not need to meet the Bus Leaders at MJS before they go to school. For After School club, they are required to meet the Bus Leaders in the Year 3/4 playground and once they have registered they walk back on their own to The Brook. If you are interested in your child walking on their own (only open to children in Year 5 or 6), please ask Nicola for a permission form or download one from our website.

ASC and BFC dates for the second half of Autumn Term 2019

The dates for the second half of Autumn Term 2019 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>

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.

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:
 - First half of Spring Term 2020 - dates released Monday 11th November 2019 at 12 noon
 - 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:

Autumn half term 2019 - Monday 28th October to 1st November 2019

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 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:

- **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 Tomlin (Breakfast and After School Club Manager), Caroline Clack (Breakfast and After School Club Assistant) and Tina Warwick (Breakfast and After School Club Assistant).



Picture left to right: Tina Warwick, Nicola Tomlin and Caroline Clack

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