

# The Brook Breakfast and After School Club

Newsletter 1 - 10.09.2018

Dear Parents and Carers

Welcome to our first Breakfast and After School Club newsletter of Autumn 2018! 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 lovely 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.

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 etc 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 can learn about their favourite pets and hobbies! We are also going to make some self portraits which we will display on our gallery wall.

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 long days.

We will then begin our first topic thinking about Autumn. We will be making leaf pictures, leaf printing and spending some time in Clawson's Corner which is our wildlife area.

Please visit our website regularly to see updates on our planning for this term.



As always, in addition to our focused activities listed above, there is always a range of indoor activities such as crafts, construction, board games, laptops and tablets. Every day we will also continue (rain allowing) to make full use of the outside areas; we will play tennis, football, parachute, hoops, skipping, chalking, bouncing hoppers and just generally have fun! We also have a movie night on Friday's for those who want to relax after a busy week.

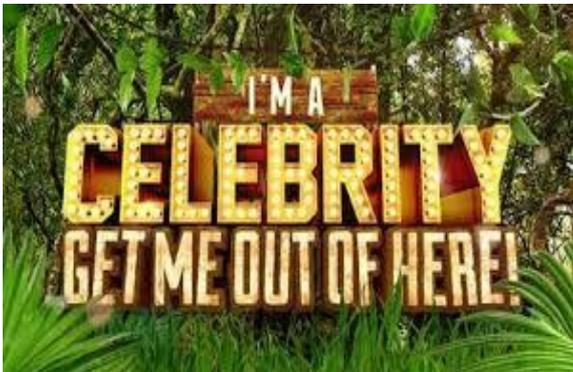
Remember you can now see all of our weekly planning, food menus, newsletters and terms of reference as well as book your sessions on our website:

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

As always, we will be releasing dates today at 12 noon for the second half of Autumn Term 2018. Please email Nicola if you have any questions on [brookclubbookings@brook.w-sussex.sch.uk](mailto:brookclubbookings@brook.w-sussex.sch.uk). We hope all parents continue to find these newsletters useful and full of helpful information; copies of all of our newsletters can also be found on our website alongside our planning and dinner choices.

### Our Breakfast and After School Club Staff

We would like to welcome Tina Warwick to the team. She has now joined both the Breakfast and After School Club and will be in the clubs both days alongside Nicola and Caroline.

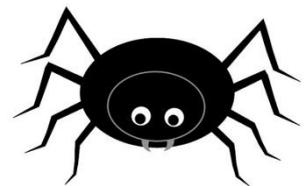


### I'm a Celebrity Get Me Out of Here! Monday 12th - 16th November.

We had so much fun at the end of last term with our themed party week that we have decided to run a themed week each term!



This term we have decided to run an 'I'm a Celebrity Get Me Out of Here' week on the dates above. More details will follow, but our plans for the week so far include some exciting 'Bush' trials to win stars including assault courses, visits into our forest schools area, den building as well as some slightly trickier games to win stars.....including getting messy collecting stars in our touchy feely game and of course, this would not be a proper I'm a Celebrity week without some delicious Bush Tucker eating trials (don't worry, we won't use real bugs!!). We are all very excited about this week and are busy planning our trials. A flyer will follow with more details next week.



Your  
Opinion  
matters

We really want to know what you think of our clubs so that we know what we do well and what we could improve on. Please complete our survey monkey questionnaire by clicking on the link below. Your views are really important to us.

[https://www.surveymonkey.co.uk/r/ASC\\_BFC\\_Autumn\\_2018](https://www.surveymonkey.co.uk/r/ASC_BFC_Autumn_2018)

## Payments on the System

Please understand that most of 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.

## 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 2019 - dates released on 5th November 2018 at 12 noon
- Second half of Spring Term 2019 - dates released on 7th January 2019 at 12 noon
- First half of Summer Term 2019 - dates released on 4th March 2019 at 12 noon
- Second half of Summer Term 2019 - dates released on 29th April 2019 at 12 noon
- First half of Autumn Term 2019 - dates released on 10th June 2019 at 12 noon



January						
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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

- 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.

## 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 layby 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) and Emma Taylor (School Administrator)

#### **Contacting the Club**

- You can now contact Nicola on [brookclubbookings@brook.w-sussex.sch.uk](mailto: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](mailto:brookclubbookings@brook.w-sussex.sch.uk).

Thank you and kind regards

**The Breakfast and After School Club Team**