

# The Brook Breakfast and After School Club

Newsletter 3 - 07.01.2019

Dear Parents and Carers

Happy New Year! We hope you had a really lovely Christmas break and are all excited to be back for the Spring Term. This is our third Breakfast and After School Club newsletter of this academic year. The term up until Christmas was a busy one! Not only did we have fun creating crafts for Halloween, making firework pictures by splashing paint for firework night, making clay poppies for Remembrance Day, sculpting candle clay pots for Diwali, we also made salt dough decorations for Christmas as well as gingerbread, paper plate Christmas trees, cupcake angels and Christmas tree paintings with forks!

PLUS we also had our I'm a Celebrity week and wow - what a week that was! The children absolutely loved it! We had worm racers uses sleeping bags - the children were very speedy! There was a dizzy dodgy assault course which had all the children spinning! The hidden box trials were hilarious! The children had to put their hands into boxes full of slimy objects and tell us what they thought was in there...there was eyeballs, slimy snakes and scary bugs! The children were so brave! The children also loved the human noughts and crosses, so much fun!

As always, in addition to our focused activities there is always a range of indoor activities such as crafts, construction, board games, laptops and tablets. Every day we also (rain allowing) 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.



We are having another themed week called 'It's a Knock Out!' from 25th to 29th March 2019. We thought we would make this a fun multisport week and have external sport specialists come in to run sessions for us. More information will follow, but we are expecting to have two days run by Elite. They will have a Dodgeball session on Monday 25th and Basketball on Wednesday 27th March. We are then in the process of finalising some other activities including a circus workshop on Tuesday 26th March. We will confirm all the activities in the next few weeks, so please watch this space!

To book a place please go to <https://brook.childcare-online-booking.co.uk>. If you have not booked with us before you will need to register your child and then make your booking. As always, 3pm to 6pm is £15 per day (includes dinner) and 3pm to 5pm is £10 per day (does not include dinner). Please contact Nicola on [brookclubbookings@brook.w-sussex.sch.uk](mailto:brookclubbookings@brook.w-sussex.sch.uk) if you have any questions.

## ASC and BFC dates for Spring 2019

The dates for the second half of Spring Term 2019 will be made available to book from today from 12 noon. 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](mailto: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.

### 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 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
- 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

### 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) bursar@brook.w-sussex.sch.uk  
Emma Taylor (School Administrator) schooladmin@brook.w-sussex.sch.uk

### **Contacting the Club**

- You can now 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**