



Oxfordshire County Council

Brookside Primary School

Bucknell Road, Bicester, Oxon. OX26 2DB

Tel: 01869 252482 Fax: 01869 249402

Email: office.2202@brookside.oxon.sch.uk

www.brookside.oxon.sch.uk

Headteacher: Mr N Cornell

After School Club

Dear Parents

Our after school club has been going from strength to strength this year with an increased number of families choosing to use it for wrap around care at Brookside. Mrs Hekimova and her team have been working incredibly hard to ensure that after school club is a fun and relaxed place for children to spend time after school.

All children get the opportunity to take part in a range of activities both inside and outside. We are lucky enough to have a large number of toys, suitable for children of all ages, as well as sports equipment for use both inside and outside. The adults in the after school club are always keen to carry out craft activities with children, teach them how to play board games or help them with their homework.

We have worked hard with the kitchen staff to develop a menu which changes daily over a three week programme to provide the children with a healthy snack if they stay for the longer session. The menu includes fruit and vegetable every day. We offer food such as filled pittas, wraps and pasta accompanied by crudité or fresh fruit from around the world. The menu changes depending on the weather and the like and dislikes of the children. Often the children are involved in the setting of the table and the clearing away of the food and all children sit and enjoy the food together.

We are keen to ensure that we can provide appropriate supervision for all children who wish to take part in after school club and therefore would like parents to consider which days they may require after school club in the new academic year.

In September we will be offering two sessions for after school club.

- A half session from 3.00pm until 4.30pm - £6
- A full session from 3.00pm until 6.00pm which will include a light snack and fresh fruit or vegetables - £11

Children in KS2 will make their own way to After School Club, children in KS1 and EYFS will be collected from their classrooms by a member of staff.

The after school club is open each day that the school is open. It does not run on Inset days when the school is closed to pupils.

All sessions need to be booked in and paid for in advance on ParentPay. Any additional or one off sessions need to be booked directly with Mrs Hekimova via the email address afterschoolclub@brookside.oxon.sch.uk This email address will be checked throughout the school day, and is your first point of contact for After School Club.

The latest time a booking can be made is midday on the day required. We cannot guarantee a place for any late bookings. If you no longer require the place this must be cancelled by midday or a charge will be made for the session booked.

Yours sincerely

Mr N Cornell– Headteacher



**Brookside Primary School After School Club
Contract for Childcare**

Child's name.....

Sessions Required

	Half Session	Full Session
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

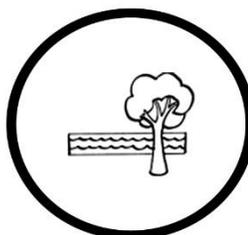
Terms and conditions

- We will provide childcare facilities for your child/children at the agreed times.
- We will try and accommodate any requests you may make for additional sessions.
- We will provide you with verbal updates as to your child's progress on request.
- You will inform us if your child is suffering from any contagious disease for the benefit of other children in the setting and also any allergies or health issues.
- You will inform us of any changes to your contact details as soon as possible.
- You will keep us informed as to the identity of the persons who will be collecting your child. If the person who is collecting your child is not usually responsible for collecting them we will require proof of identity. If we are not reasonably satisfied we may not release your child into their care.
- Fees shall be paid in advance for booked sessions. We will have the right to withdraw your child from After School Club for non payment of fees.
- All sessions booked will be charged unless cancelled by midday on the day booked.
- If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare, we will charge you for this in arrears.

I have read and agree to abide by the terms and conditions of the 'After School Club'. I can confirm that these are the sessions required and I understand that I will pay for these days and that payment is required in advance.

Signature (Parent/Guardian).....

Print name..... Date :



**Brookside Primary School After School Club
Child Information Form**

Date **Child's full name**

Date of Birth.....

Home Address.....

Telephone **Email**.....

Name of Parent/Carer..... **Relationship**.....

Address (if different from above)

Place of work..... **Telephone**

Name of Parent/Carer..... **Relationship**.....

Address (if different from above)

Place of work..... **Telephone**

Alternative Emergency contact.....

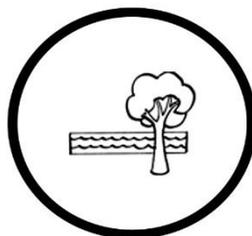
Child's Doctor.....

Telephone.....

Any cultural or religious observances that should be taken into account when caring for your child (e.g. diet or dress)

Yes/No If yes please give details

Any health matters we should be aware of



Brookside Primary School After School Club

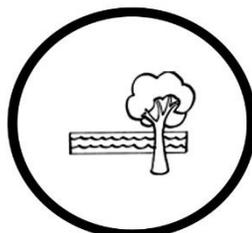
Child Collection Information

We will only send children home from After School Club with a person who you have informed us can collect.

Sometimes there is an emergency and someone different may need to collect your child, in those circumstances we would expect them to provide the password that you have given us and some identification.

Name of person who can collect	Relationship to child

Password



**Brookside Primary School After School Club
Permission Slips**

Please return with registration pack:

CHILD'S NAME.....

1. PHOTOGRAPHS

I do/do not give permission for my child to have his/her photograph taken which may be used for Brookside Primary School website or display boards.
(please delete as appropriate)

2. FOOD ALLERGIES

As part of our topics, we occasionally require the children to taste different types of foods or vegetables during the term.

Please could you inform us whether your child is allergic to any particular item. This includes milk powder and possible traces of nuts as well as the normal foods to which your child may be allergic.

Please note that it is the responsibility of the parents to keep staff informed of any allergies that your children may have, now, or in the future.

a) My child is NOT allergic to any foods of any sort.

b) My child is allergic to the following foods :

.....

.....

Signed Parent/Guardian

I give permission for staff at the setting to seek any necessary emergency medical advice or treatment for my child.

Signed..... Parent/Guardian