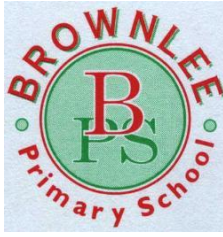


BROWNLEE PRIMARY SCHOOL



AFTER SCHOOL AND BREAKFAST CLUB GUIDANCE TO PARENTS



Brownlee Primary School

After School Club

Guidance to parents

The Brownlee after School Club is organised and run by Brownlee Primary School and therefore is based on an educational foundation. Members of the school staff are involved in the day to day organisation of activities and supervision of the children.

The After School Club is open to all the pupils attending Brownlee. We are available as a child care structure for working parents on a daily basis or for parents who have, for whatever reason been unable to collect their child at the normal time and also for those parents who don't have time to make a 2pm and 3pm school run for another sibling, therefore only use the club from 2-3pm each day.

The after School Provision at Brownlee operates Monday to Friday during term time from 2pm until 6pm. P1 – P3 children join the club at 2pm and P4 – P7 join in at 3pm. For those children who are taking part in other *extra-curricular activities within the school, they are able to come to the After School Club when these finish.

Many of these *extra-curricular activities are *free* and are provided by the Teaching Staff, others may need to be paid separately as they are run by external coaches. (Galaxy Coaching / NI Stars)

Our timetable normally runs like this:

2pm KS1 - play based activities

3pm KS1 and KS2 – play based activities

4pm Healthy snack

4:15pm -5:15pm Homework Club

5pm -6pm games/computer/toys



Location

We are normally **located** in the main hall of Brownlee and access is via the side 'Breakfast Club' door. However it is sometimes necessary to allow other activities use of this space and we will be relocated to another class room or play area. It will then be necessary for you to gain access by the main entrance, using the intercom system. On Thursdays at 4pm, we go to a classroom to free up the hall for the Weight Watcher group.

We try to rotate our activities according to season and space available.

Activities:

Outdoor play	Homework
Structured play	Reading Area
Drawing and painting	Computer/ Interactive Board/DVD
Art and Craft activities	Front Garden play
Games and puzzles	Giant Soft Play
Friendship	Water/sand play
Snack	I pads

Homework Club

This is available from Monday to Thursday, 4:15 – 5:15 pm for children attending for the whole day session.

This is supervised each day by After School Club staff. Although this homework has been supervised, it is still the *parent's responsibility* to ensure that it has been completed correctly and signed.



Due to a recent increase in numbers, it is more important than ever that parents ensure that their child's work is completed satisfactorily and signed. Currently there are often 14+ children staying for homework from P1-P6. As I'm sure you will appreciate that although we do our utmost to support all the groups and abilities, nothing can replace the one to one attention with a parent. With that in mind we will endeavour to **start** the homework, but this may need to be finished off at home. *Children will need to do their reading at home with parents/carers to ensure they get the individual attention that they so often require.*

Fees

Whole day session 2/3pm - 6pm	£12.00 per day 1 child
	£21.00 per day 2 children
	£27.00 per day 3 children

Hourly rate	£4.00 per hour 1 child
	£7.00 per hour 2 children
	£9.00 per hour 3 children

First 15 minute rate <small>(late pick up)</small>	£1.00 per child
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This is a minimum charge per child during the first 15 minutes after the agreed collection time has elapsed. *After the first fifteen minutes, we will have to charge the full hourly rate as normal.*

Completing the Form

At the **beginning** of each month parents are given a sheet showing the days that the After School Club will be open. Parents should complete this, indicating the days and times they wish their child to attend and enclose the appropriate payment.

Please use the school website or newsletter to make yourself aware of any other clubs running that month that your child may like to attend, therefore adjusting your After School payments accordingly.

(For example, your child may join the After School Club after an extra-curricular activity at 4pm instead of 3pm. In the case of a school club being cancelled/postponed your child may come straight to The After School Club, but will be billed for that extra hour accordingly).

Monies paid to the After School Club, *reserve the space* on that particular day, making it unavailable to others. **Therefore refunds and swapping days are not within the normal remit of the After School Club**, as is the case of any other child care setting. Similarly as the staff are contracted and paid until the end of the Club at 6pm, early collections are not refundable.

Funding

The Brownlee After School Club does not receive additional funding from any outside source. Any profit made once wages and resources are paid for is transferred into school funds.

Tax Credits and Childcare Vouchers

Our After School Club is an approved Child Care Centre. Tax Credits for child care can be claimed back using the SEELB as the named childcare provider.

We also operate with the majority of Child Care Voucher Schemes



IMPORTANT: You will be issued with a receipt for all monies paid into Brownlee After School Club. It is *your responsibility* to keep these documents as evidence for child care tax credits. We will not be able to reissue this information at the end of the tax year.

Insurance

The After School Club is organised through Brownlee Primary School and therefore is covered under the insurance held by the SEELB.

Contact Information

Parents should give the school all relevant contact and medical information relating to their child. It is important that the information is kept up to date. *Please inform us of any ALLERGIES or MEDICAL conditions that may have an impact on the activities that a child can be involved in.*

Health and Safety



All activities undertaken in the After School Club have been given a risk assessment and will be totally safe for your child to be involved in. All procedures will be in accordance with the school's Health and Safety Policy.

Child Protection

The After School Club will be organised in line with the school's Child protection and Pastoral Care policies as well as the 1999/10 Childs Protection document published by the Department of Education. All staff have been vetted and police checked prior to taking up employment at the school and are aware of Child protection issues.

Staff however will not be left alone in a one to one situation with any child during the After School Club.

Discipline

Children who attend the After School Club are expected to behave as they would at any other time of the school day. Children should be polite and courteous to all members of staff and respectful to each other. Procedures and sanctions for discipline in the After School Club are in line with those contained in the Brownlee Primary School Discipline Policy.

Parent Interview Week

During parent interviews, when pupils normally leave school at 2pm, the After School Club will take care of those children who are *already booked into the Club* at 3pm, with no additional charge.

Other children may also book in at a charge of £4.00 per hour (spaces permitting).

Early Closing

School normally closes at 12:00/12:30pm prior to the Christmas, Easter and Summer holidays. There is no After School Club available on these early closing days.

Full copies of school policies for Discipline and child protection are available to be viewed on the school website at:

www.brownlee.ik.org



Brownlee Primary School

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Breakfast Club!



**The Breakfast Club will be open weekdays from
8:00 – 8:40am**

Supervision is only £1 per child.

Include breakfast for only another 50p!

Breakfast finishes at 8:30 am, so come early to avoid disappointment.

We offer a healthy breakfast with ample variety;

- pancakes, toasted muffin, toasted Veda
- orange juice, apple juice or water
- cereals
- fruit
- yoghurts

Please inform us of any ALLERGIES your child may have.

Come along and join us.

We have games and toys, for your amusement.

