

Brady Primary School

Breakfast and Afterschool Club (BASC)

**Contact details:** Email: cspraggon@brady.havering.sch.uk / office@brady.havering.sch.uk

**Telephone: 07565194695 (only during BASC sessions)**

School Office: Telephone: 01708 555025

Brady Primary School

Wennington Road

Rainham

RM13 9XA

[www.bradyprimaryschool.co.uk](http://www.bradyprimaryschool.co.uk)

**Welcome to the Brady Breakfast and After School Club**

(BASC)

We are delighted to provide this information on the breakfast and after school club which includes our admissions and fees policy and further information about what you can expect from this facility at Brady Primary School.

We are delighted to be able to offer parents this facility and aim to provide high quality wrap around care for children before and after school.

If you have any questions about the Breakfast and After School Club, please feel free to call the school office.

**Staff**

The Breakfast and After School Club is supervised by Ms Poulton or Miss Hunt who are assisted by Mrs Chelmus, Mrs Ward, Mrs Merritt and Mrs Hutton.

**Admissions**

Both our breakfast club and after school clubs are held in the demountable building to the left of the school at the front. Children must be escorted by a parent/carer and ensure that the child is acknowledged by a member of staff.

All children being collected from After School Club, must be collected no later than 6pm. If you collect your child late then you may incur a late fee. Late fees are charged at £10.00 per ten minutes. If you continue to collect your child late, your child’s space at the club may be terminated.

***Our Breakfast Club times are 7.45am – start of school day***

***Our After School Club times are end of school day - 6.00pm***

**The Club will not operate on INSET days or during school holidays.**

**Booking and Payment**

Sessions must be booked through the Breakfast and After School Club Administrator, Miss Spraggon.

Sessions are allocated on a first come, first serve basis. Once your sessions have been agreed, you will receive a confirmation letter along with a registration form and parental contract. Sessions cannot begin until these have been completed and returned.

Sessions will continue until the end of the school year, unless 4 weeks written cancellation is received. All parents/carers will need to re-apply for their sessions at the end of the school year for the next school year. Children who attended the club in the previous school year will take priority on booking their chosen sessions for the next school year, 1 week prior to the rest of the school.

Ad-hoc sessions are available to be booked 1 week in advance (subject to availability).

**All fees are billed half termly and must be paid for half in advance of your child attending**.

Payment for sessions are made via bank transfer.

We also accept payment from childcare vouchers and tax-free childcare. All sessions are non-refundable.

**Failure to make payments on time will result in the termination of the contract and your child/ren losing their place in the club.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Breakfast Club – **School age**  | 7.45am – start of school | Ad-hoc | After school Club | End of school – 6.00pm | Ad-hoc |
| 1 morning | £4.00 | £5.00 | 1 afternoon | £12.00 | £15.00 |
| 2 mornings | £8.00 | £10.00 | 2 afternoons | £24.00 | £30.00 |
| 3 mornings | £12.00 | £15.00 | 3 afternoons | £36.00 | £45.00 |
| 4 mornings | £16.00 | £20.00 | 4 afternoons | £48.00 | £60.00 |
| 5 mornings | £20.00 | £25.00 | 5 afternoons | £60.00 | £75.00 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Breakfast Club - **Nursery** | 7.45am – start of school | Ad-hoc | After school Club | End of school – 6.00pm | Ad-hoc |
| 1 morning | £5.00 | £6.00 | 1 afternoon | £15.00 | £16.00 |
| 2 mornings | £10.00 | £12.00 | 2 afternoons | £30.00 | £32.00 |
| 3 mornings | £15.00 | £18.00 | 3 afternoons | £45.00 | £48.00 |
| 4 mornings | £20.00 | £24.00 | 4 afternoons | £60.00 | £64.00 |
| 5 mornings | £25.00 | £30.00 | 5 afternoons | £75.00 | £80.00 |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Behaviour**

Children’s good behaviour will be encouraged through praise. The club follows the school’s behaviour policy. We reserve the right to cancel a child’s place if his/her behaviour is not appropriate and they are not following the values set by Brady Primary School.

**Meals**

We will provide breakfast and a light supper. Breakfast is served until 8.30am and all children should arrive at Breakfast Club in time for this. Supper is served at 4.15pm to 5pm. Children are encouraged to eat as much as possible but are never forced to eat. Meal times are a sociable time, as well as being a fun learning opportunity.

Breakfast Club - Children will be given a choice of foods from the breakfast menu including: toast with various spreads, cereals, yoghurt, fruit, crumpets, muffins and pancakes. We expect that all children attending will need a breakfast provided by the club. If your child does not need the breakfast, please let the staff know when dropping off.

After School club - A light supper will be served at 4.15pm. The cost of the meal is included in the price of the session until 6pm. Examples of the meals provided are: Noodles, rice, jacket potatoes, pasta meals, wraps, and toasties. Fruit and yoghurt will also be available.

**Activities**

There will be a range of activities available for the children each morning and afternoon including, art and craft, board games and a quiet reading area.

**Complaints**

The Breakfast and After School Club is a service for you; if you have any ideas on how to improve or suggestions to make please let us know. We are always keen to know of ways of improving the service we provide. All complaints are taken seriously.

**Children’s illness**

If your child becomes unwell while at the club we will call you and it may be necessary for you to collect your child. Medication can only be given in line with the school policy. We are legally required to have written permission before medication can be given. This must be prescribed and be in date. Any pre-existing medical conditions will be dealt with in line with school policy. Please ensure you child does not attend if he/she is unwell, in line with the school’s sickness / illness policy. Please adhere to the school’s 48 hour rule for vomiting and diarrhoea; children cannot return to school until 48 hours after the last bout of illness.

**Children’s dietary requirements**

Please ensure that you provide information of any dietary requirements on the child registration form. Our staff will be able to take this information into account when preparing the food and planning the menus.

**Safeguarding**

The Breakfast and After School Club follows the Brady Primary School’s Safeguarding and Safer Recruitment guidelines. All our staff are subject to an enhanced Disclosure and Barring Service check (DBS).

We have a duty to monitor, record and refer any concerns we have regarding the children in our care and these will be passed to the Designated Safeguarding Lead.

**School Closure**

If for any reason there is a school closure we will endeavour to contact you as soon as possible via text message. Please also refer to the school website for information.

**Confidentiality**

Information regarding children attending the Breakfast and afterschool Club will remain confidential under the Data Protection Act.

***The Breakfast Club Terms and Conditions***

* ***Children must be dropped off by their parent/carer and acknowledged by a member of staff.***
* ***Children must arrive no later than 8.30am.***
* ***Parents/carers must make staff aware if their child DOES NOT require a breakfast.***
* ***Sessions must be booked and paid for in advance.***
* ***Children must adhere to the school’s behaviour policy***
* ***Children must not attend if they are unwell.***
* ***4 weeks written notice must be given to change or cancel sessions.***
* ***Failure to pay will result in the cancellation of your child’s space.***
* ***A registration form and parental contract must be completed.***

***After School Club Terms and Conditions***

* ***Children must be collected no later than 6pm – failure to do so will result in late fees being charged.***
* ***Sessions must be booked and paid for in advance***
* ***Children must adhere to the school’s behaviour policy***
* ***Children must not attend if they are unwell.***
* ***4 weeks written notice must be given to change or cancel sessions.***
* ***Failure to pay will result in the cancellation of your child’s space.***
* ***A registration form and parental contract must be completed.***