

Our Aims

- We aim to provide a high quality service which meets the needs of both parents/carers and children.
- For parents/carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.
- For your child, this means an environment that is safe, happy, supportive and nurturing. A place to be with friends and make new ones, try out new activities, to relax, to have fun and enjoy.

Introduction

We have dedicated and experienced staff. Mrs Kirsty Neve is our Before School Play Worker and Mrs Michelle Crow our After School Play Worker. Both staff are fully DBS checked and appropriately qualified.

We are situated in the main hall in the school. The club caters for children at Bressingham Primary School for all classes.

The club has its own dedicated mobile phone so that parents can contact staff directly, without having to go through the school switchboard (tel: 01379687318).

Session Details

Before school 7.30am to 8.40am and after school 3.20pm to 6.00pm, on week days, term time only.

Fees

Before school - £4.00

After school - £4.00 (regardless of how long the child attends for)

All fees are payable in advance: ad-hoc sessions fees should be paid when the session is booked, for regular bookings fees must be paid a week in advance, in

accordance with our payment schedule. Fees should be paid to the school office, in a named envelope in the club collection box.

Late collection charge - £8.00 per child

Booking Sessions

Sessions can be booked by completing a registration and booking form available from the school office or from the school website. Children will not be able to attend any sessions at the club until a registration form has been completed and payment has been received. Completed forms should be returned to the school office.

Ad hoc sessions - these must be requested using a booking form giving at least 48 hours notice. The parent/carer must pay for the session in advance.

What we offer

We provide a safe and stimulating environment where your child can play, explore, chat with friends or just 'chill out' before or after school. Each week a wide range of activities will be planned by club staff, including those based upon the ideas and suggestions of the children. These may include cooking, crafts, games, sports, free play, computer games, outdoor play, role play and homework!

Attending the Before School Club

Children should be taken to the school hall via the kitchen entrance (through the staff car park) by a parent/carer and signed in, anytime from 7.30am each morning.

A healthy breakfast will be available (for example a choice of cereals, toast, yoghurt, fruit and a drink) from 7.30am until 8.15am.

Children will be taken to class at 8.40am.

Attending the After School Club

Children in all classes attending the club will be sent to the main hall at the end of the school day.

A healthy afternoon snack will be available and water will always be available.

Collecting children from the After School Club

Children should be collected by an adult from the side entrance to the main hall (via the kitchen) and signed out. Only those identified on the registration form may collect a child.

All children must be collected by 6 o'clock as the school site and main building are secured at this time.

In the event of any parent/carer being late to collect their child it is essential that you contact the club at the earliest opportunity to enable us to make arrangements. A charge of £8.00 is made for every child who is collected late. Persistent lateness may result in a child's place at the club being removed.

If a child is not collected, and the parents have not contacted the club, attempts will be made to contact the parents. Failing this, attempts will be made to contact those listed as able to collect the child. Should this still prove unsuccessful, staff will wait one hour, after this time Social Services will be contacted.

Closures

The Before and After School Club is only open term time. In the event of the Club's closure due to severe weather or an emergency, parent/carers will be informed by telephone. Messages will also be placed on the school website and answer phone system. A refund of session fees would be made under these circumstances.

Behaviour

At the Before and After School Club, through agreed codes of conduct between children and staff, we aim to value every child's right to a safe, happy and inviting environment. Club staff will inform parents/carers if there are any concerns regarding their child's behaviour and work with them to support their child. However, parents/carers may be asked to remove their child, if their behaviour compromises the safety and well-being of the other children at the club.

Club Policies

Many of the club's policies and procedures are the same as those for the school. Should parents wish to view copies of school or club policies these can be requested from the school office or found on the school website.

Terms and Conditions

Further information can be found in our terms and conditions. Please do not hesitate to contact club staff if you have any queries.

Contact Information

Bressingham Primary School
School Road
Bressingham
Norfolk
IP22 2AR

School office tel: 01379 687318

Website: www.bressingham.norfolk.sch.uk

Before and After School Club mobile: