

**BROWNLEE
PRIMARY
SCHOOL**

**AFTER SCHOOL AND
EARLY BIRD CLUB**

GUIDANCE TO PARENTS 2022/23





Brownlee Primary School

After School Club

Guidance to Parents

The Brownlee after School Club is organised and run by Brownlee Primary School as part of its 'Extended Schools' initiative 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. We are also available for those parents who find it difficult to make a 2pm and 3pm school run and only require the After-School 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.

Our Timetable (KS1 – P1-4 and KS2 – P5-7)

2pm KS1 - play based activities

3pm KS1 and KS2 – play based activities

3:30pm Snack (this is brought in from home)

4:00pm -5:00pm Homework Club

5pm -6pm games/ toys/outdoor play

On a Friday the After-School Club finishes at 4.00pm



Location

The After-School Club is normally located in the main assembly hall and access is via the side 'Early Bird Club' door. However, it is sometimes necessary to allow other activities use of this space and we may be relocated to another classroom or play area. It will then be necessary for you to collect your child from the main entrance, using the intercom system. We try to rotate our activities according to season and space available.

Activities:

Outdoor play	Snack (<i>brought in from home</i>)
Structured play	Homework
Drawing and painting	Reading Area
Art and Craft activities	Interactive Board/DVD
Games and puzzles	Front Garden play
Friendships/chatting time	



Homework Club

Homework Club is available from Monday to Thursday, 4:00 – 5:00pm 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 **parents' responsibility** to ensure that it has been completed correctly and signed.



Due to the large numbers involved, it is more important than ever that parents ensure their child's work is completed to a satisfactory standard and signed. Currently there are often 14+ children staying for homework from P1-P6. Parents will appreciate that although we do our utmost to support all the groups and abilities, nothing can replace the one to one attention provided by 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 required.*

Fees

It is important to be aware that the Early Bird and After-School Club are non-profit making and the income generated may only cover the staff salaries. Fees have generally remained the same since the provision started over 16 years ago and the school will attempt to keep the fees as competitive as possible in the months and years ahead. The cost of late collection has had to increase due to a transaction fee when using the Brownlee App. This is absorbed by the school when parents are making larger payments.

Whole day session 2/3pm - 6pm	£12.00 per child
Hourly rate	£4.00 per child
Late Collection Fee	£1.50 per child

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 Booking Form

As the school has now moved to a cashless payment system through the Brownlee App, it is important that all bookings are made this way. Due to staffing constraints, the numbers able to attend both the Early Bird and After-School Club have to be limited.



Parents can now pay a week or a month in advance as the Brownlee App negates the need for cash payments being made to the school. Parents can also book individual days using the Brownlee App. ***Please make all bookings by 12:00 noon on the day you need the After-School Club. If your circumstances change at the last minute and you need to book the After-School Club for your child, please call the school first before making the booking. By contacting us, we can ensure that we have a place available and we will also inform your child of the change of plans.***

Cancelling Bookings and Refunds Policy

Once a booking is made using the Brownlee App, it reserves a space for that day and makes it unavailable for others. The Brownlee App provides considerable flexibility to parents as they no longer have to book a month in advance. We are therefore happy to accept more weekly and individual bookings with advance notice.

It is difficult for the school to reschedule bookings using the Brownlee App, however, if a booking needs to be rescheduled, it is important to let the school know at the earliest opportunity so we have plenty of advance notice. *Unfortunately, we will be unable to refund any late cancellations on the day of the booking.* We are, however, happy to reschedule your booking should your circumstances suddenly change at the last minute. As the staff are contracted and paid until the end of the Club at 6pm, early collections are not refundable.

This Cancellation and Refund Policy is quite generous when compared to that of other child-care providers.

Funding

The Brownlee Early Bird and After-School Clubs do not receive additional funding from any outside source. The income may, at best, cover the staff salaries, however, during some months the provision may run at a loss. Having said that, the school believes that this 'wrap-around' provision is very beneficial to parents and a great asset to our school. If any profit is made after wages and resources are paid for it is transferred into school funds. All accounts are independently audited each year and the findings reported to the school's Board of Governors.

Tax Credits and Childcare Vouchers

Our After School Club is an approved Child Care Centre for some Childcare Voucher Schemes. Tax Credits for child care can be claimed back using the Education Authority NI as the named childcare provider.



We also operate with the majority of Child Care Voucher Schemes, however, not all recognise our After-School Club as it is organised and run by the school as opposed to an independent organisation.

IMPORTANT: It is the responsibility of parents to keep any correspondence relating to payments made to the After School Club via the Brownlee App. As these documents are often required 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 Education Authority NI.

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. Please do not allow your child to attend if he/she is feeling unwell.*

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 and Safeguarding Policies.

Child Protection

The After-School Club will be organised in line with the school's Safeguarding Policies as well as the 2017/04 Childs Protection guidance published by the Department of Education. All our staff have been vetted through ACCESSNI, prior to taking up employment at the school and are annually trained in Child protection issues.

Staff, however, will not be left alone 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 during 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 in October and February, 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 2.00 and 3.00pm*, 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, Child Protection and Safeguarding are available to be viewed on the school website at:

www.brownleeprimary.org

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Early Bird Club!



**The Early Bird Club will be open weekdays from
8:00 – 8:40am
£1:50 per child.**



Prior booking and payment (via Brownlee App) is essential as we have a restriction on the number of children we can accommodate each morning.