

BRENTSIDE PRIMARY WRAP AROUND CARE CLUB DETAILS

CLUB DETAILS

Yellow Room, Reception Block.

Term Time Only club. We are not able to offer a Holiday club, you will need to find alternative provision during the holidays.

CLUB TIMINGS

Breakfast Club

Monday - Friday 7.45am – 8.45am

After School Club

Monday –Thursday 3.25pm - 6pm

Friday 2.30pm - 6pm

FOOD

We have the dietary requirements for all pupils on our school database, along with all necessary allergy information.

Breakfast Club

We will offer cereal and toast to all pupils attending breakfast club

After School Club

A small meal will be provided daily, which will sometimes be a hot meal, and sometimes be a cold meal.

MEDICAL INFORMATION

We have the medical information for all pupils on our school database.

If your child requires emergency medication such as an epi pen or asthma pump, please provide this to the club staff.

The school will already have these items for your child, however it is safest to have another set of medication that can be kept in the club room so it is on hand in case of emergency.

BRENTSIDE PRIMARY WRAP AROUND CARE PERSONNEL & SAFEGUARDING

CLUB PERSONNEL



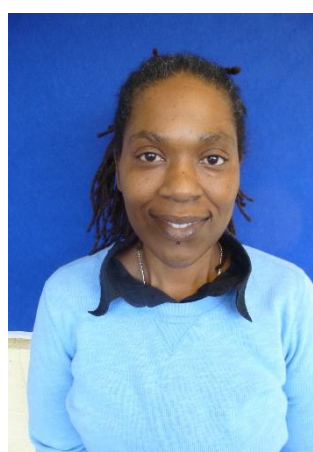
Kelly Manners
Club Manager



Kara Doherty
Club Operative



Jennifer Rapjohns
Club Operative



Yolanda James
Club Operative

SAFEGUARDING & FIRST AID

All members of staff that operate the wrap around care on behalf of Brentside Primary Academy have had received Safeguarding and First Aid Training

BRENTSIDE PRIMARY WRAP AROUND CARE CLUB CONTACTS & HOW TO ATTEND

CLUB CONTACT DETAILS

Between the hours of 8am – 3.30pm please call the school on 020 88132580 and select option 3 for welfare. If you do not get an answer, please redial and press option 2 to speak to someone in the office.

From 3.30pm to 6pm please call **07597 357831**.

It is a phone we have set up for use once the school phone lines have closed. It will be in the club room and answered by whichever member of staff is supervising the club that day. This phone can be used to let staff know if you are going to be late collecting your child or if someone else is coming on your behalf, please make sure they have the password that you set up as the club staff will ask for it.

You will be able to use WhatsApp to communicate with wrap around care staff.

Please note: The phone will not be answered after 6pm.

ARRANGING TO ATTEND THE CLUB

Regular Attendees

For regular club attendees please complete the form to state which days you will be likely to use the service. We only charge you for the service if you use the service. A register is taken each day and you will only be charged for the days you use the club.

As & When Attendance- After School Club

If your child does not regularly attend the after school club can you please inform the school by 3pm if you wish for your child to attend the club that day. This way, staff will know to collect them from their teacher and take them to the yellow room in plenty of time.

As & When Attendance- Breakfast Club

In an emergency situation the breakfast club can be used on the day. Please bring your child to the school gate and press the buzzer for the wrap around care. The member of staff working will be able to take your child into the club.

There is no additional charge for using the clubs on an as & when basis.

BRENTSIDE PRIMARY WRAP AROUND CARE FEES

CLUB FEES

Breakfast Club

Monday - Friday

7.45am – 8.45am £4

After School Club

Monday - Thursday

3.30 pm - 4.30pm £6

3.25pm - 6.00pm £10.50

Friday

2.30pm - 3.30pm £6.50

2:30pm-4:30pm £8.50

2.30pm - 6.00pm £13.50

LATE FEES

There will be a 5 minute grace period for collection from the club at 4.30pm before you are charged for the full session.

If you are late collecting your child from After School Club you will be charged £5 for every 15 minutes after 6pm. The fees are to cover the overtime we will have to pay the staff members to remain in the building.

Failure to pay the late fees will result in your child not being able to use the school provision.

If you are late collecting your child more than 3 times in a single month, you not be able to use the school provision.

You will receive a verbal warning from the club personnel if you have been late twice in the month.

BRENTSIDE PRIMARY WRAP AROUND CARE PAYMENT & TERMINATION OF USE

PAYMENT

Payment will now be on a 'Pay as you use' basis. There will be no requirement to pay a deposit or pay if you do not need to use the club.

A register will be kept to note pupil attendance at wrap around care. The date of use and the time your child is collected from the after school club will be kept.

At the end of each month you will receive an invoice for the sessions used during that month.

Invoices will be sent out via ping.

If payment is not received by the end of the following month then your child will not be able to use the provision.

For Example

Invoice for February club usage is issued at the start of March.

If the invoice for February not paid by the 31st March, you will no be able to use the club in April

TAX FREE CHILDCARE

Brentside Primary has signed up to be a Childcare Provider on the Government's Tax Free Childcare Scheme.

If you get Tax-Free Childcare, you'll set up an online childcare account for your child. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider.

Eligibility

Your eligibility depends on:

- if you are working
- your income (and your partner's income, if you have one)
- your child's age and circumstances
- your immigration status

TERMINATING YOUR USE OF THE SERVICE

If you no longer wish to use the club, please call the school to inform us.

The school will reserve the right to terminate your use of the club for the following reasons:-

- late or non-payment
- regular late pick up
- refusal to pay late fees
- abusive or rude behaviour towards staff

It is essential that you follow the clubs terms and conditions.

Brentside Primary Academy

Kennedy Road, Hanwell, W7 1JL

Tel: 020 88132580 Email: admin@brentsideprimary.ealing.sch.uk Website: www.brentsideprimaryacademy.co.uk