



Learning for Life

Oxfordshire County Council
Brookside Primary School

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www.brookside.oxon.sch.uk

Headteacher: Mr N Cornell

Thursday, 22 September 2022

Dear Parents,

We are excited to welcome your child/children back to after school club at Brookside. We have a timetable of activities which will take place each day. These activities will take place on a three week cycle and I have included the dates so you will be aware of what your child has done at After School Club and what they have eaten.

In addition to the named activity in the timetable children will always have a range of toys and games available to play with as well as the table tennis and football table, cars and Lego in the hall. In the community room they will also have available drawing and colouring, reading books, the home corner and also a craft table. Children will be able to complete homework if they wish and have the opportunity to read with a member of staff if they stay for a full session. Children will also have the opportunity to play outside for some of the session each day. Please ensure that they have a coat or a sunhat depending on the weather!

The price will continue to be £6 for a half session (3pm – 4.30pm) and £11 for a whole session (3pm – 6pm) which includes a tea as outlined in the timetable.

Week One – 5th Sept, 26th Sept, 17th Oct, 14th Nov, 5th December

Day	3.00 – 3.20	3.20 – 4.30	4.30 – 4.45	4.45 – 5.45	5.45 – 6.00
Monday	Registration and drink	Outdoor Play (exercise equipment and jungle gym)	Sandwiches	Bingo/Whist drive	Tidy up and reading books
Tuesday	Registration and drink	Cooking or library	Jacket Potato	Tournament (table football)	Tidy up and reading books
Wednesday	Registration and drink	Craft planned activity	Muffin Pizza	Construction challenge (Lego)	Tidy up and reading books
Thursday	Registration and drink	Loom Bands or library	Crumpets	Painting or drawing planned activity	Tidy up and reading books
Friday	Registration and drink	Sports – archery, boccia, crazy golf, wacky races	Sausage roll	Board games, puzzles, colouring	Tidy up and reading books



Week Two – 12th Sept, 3rd Oct, 31st Oct, 21st Nov, 12th Dec

Day	3.00 – 3.20	3.20 – 4.30	4.30 – 4.45	4.45 – 5.45	5.45 – 6.00
Monday	Registration and drink	Outdoor Play (exercise equipment and jungle gym)	Beans on toast	Junk modelling	Tidy up and reading books
Tuesday	Registration and drink	Making Tea or library	Muffin pizzas	Tournament (table tennis)	Tidy up and reading books
Wednesday	Registration and drink	Craft planned activity	Filled wraps	Construction challenge (Newspaper/ Junk modelling)	Tidy up and reading books
Thursday	Registration and drink	Origami or library	Hot dogs	Painting or drawing planned activity	Tidy up and reading books
Friday	Registration and drink	Sports – rounders or basketball	Bagels	Board games, puzzles, colouring	Tidy up and reading books

Week Three – 19th Sept, 10th Oct, 7th Nov, 28th Nov, 19th Dec

Day	3.00 – 3.20	3.20 – 4.30	4.30 – 4.45	4.45 – 5.45	5.45 – 6.00
Monday	Registration and drink	Outdoor Play (exercise equipment and jungle gym)	Filled baguettes	Quiz or Top Trumps tournament	Tidy up and reading books
Tuesday	Registration and drink	Making Tea or library	Cheese on toast	Tournament (badminton)	Tidy up and reading books
Wednesday	Registration and drink	Craft planned activity	Filled baps	Dressing up toys	Tidy up and reading books
Thursday	Registration and drink	Small world play or library	Fish fingers	Group painting or colouring activity	Tidy up and reading books
Friday	Registration and drink	Sports – parachute games	Pasta with tomato sauce or mayonnaise	Board games, puzzles, colouring	Tidy up and reading books

The booking system is managed by after school club, separate to the school office. Bookings are made by emailing afterschoolclub@brookside.oxon.sch.uk and payment is via your account on ParentPay. It is essential that this is done and payment made on the Friday of the week before the booking. No bookings will be confirmed without payment.

Collection is from the school office by use of the doorbell. If your child's circumstances change, or they are absent from school please email the after school club email address. If your child is in KS1 and attends one of the clubs led by a teacher, please email Mrs Hekimova so that she can collect your child at 4pm and bring them to After School Club. Children in KS2 will be asked to make their own way to After School Club when their club has finished. If you are not collecting your child and they are going home with another parent then please ensure you have sent an email or a text to the after school club number to let Mrs Hekimova know.

If you need to contact Mrs Hekimova during the club please text or call the number below. The school office closes at 3.30pm on some days during the week.

Email - afterschoolclub@brookside.oxon.sch.uk

Mobile number – 07858 933871

Yours sincerely,
Mr N Cornell
Headteacher



Brookside Primary School After School Club Contract for Childcare

Terms and conditions

- We will provide childcare facilities for your child/children at the agreed times.
- We will try and accommodate any requests you may make for additional sessions.
- We will provide you with verbal updates as to your child's progress on request.
- You will inform us if your child is suffering from any contagious disease for the benefit of other children in the setting and also any allergies or health issues.
- You will inform the school office of any changes to your contact details as soon as possible.
- You will keep us informed as to the identity of the persons who will be collecting your child. If the person who is collecting your child is not usually responsible for collecting them we will require proof of identity. If we are not reasonably satisfied we will not release your child into their care.
- Fees shall be paid in advance for booked sessions. We ask that payment is made through ParentPay by midday of the Friday before the booked sessions. We will have the right to withdraw your child from After School Club for non payment of fees.
- **All sessions booked will be charged unless cancelled by midday on the day booked.**
- If you have requested additional sessions or have been unable to collect your child by the official collection time and we have as a result provided you with additional childcare, we will charge you for this in arrears.
- If your child attends a teacher led after school club and attends club afterwards, then full payment for the half or full session will be required. If the teacher led club is cancelled for any reason, your child will then attend After School Club.
- Parents are asked to make every effort to collect their children by 4.30pm or 6pm. Late collection fees may be charged if you are late collecting your child from ASC.
- Photographs of your child may be taken and will be used following the consent which parents have provided to the school.
- Parents are reminded to ensure that the school office holds up to date information on their child and that this is updated if it changes. This includes; emergency contact information, medical issues (including asthma) and food allergies. Please ensure you let the school office know as soon as any of this information needs updating.

