



**WBS - Working, Believing, Succeeding – A Wonderful Bridge to Success**



**Warwick Bridge Primary School, Warwick Bridge, Carlisle CA4 8RE**

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**HEAD TEACHER *Mr M Ashton***

### **Breakfast and After School Club (BASC) at Warwick Bridge School**

#### **Purpose of BASC**

To provide an extended service offering safe, high quality pre and post-school clubs that meets the needs of both the parents/carers and children. This means as a parent/carer, you know 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 where they feel safe, supported and encouraged. It is a place to be with friends and make new ones and be able to try out new activities, to relax, to have fun and enjoy themselves. The school day has finished so children need to feel comfortable in BASC.

#### **Our Staff**

**Breakfast Club** is run by Mrs Dutton and Mrs Brown.

**After School Club** is run by Mrs Dutton and Mrs Crozier. On Mondays Miss Dent will join After School Club for the first hour because of the higher numbers who attend on this day.

#### **General Arrangements**

Operating times are Monday to Friday term time. **Breakfast Club** 7.30am - 8.30am (£4 per session or part of session). Breakfast will stop being made at 8:20am with any child arriving after that offered a healthy snack. Breakfast Club will always take place in the hall. **After School Club** runs from 3.15pm - 6pm (£4 per hour). For safeguarding reasons all children are recorded in the attendance register for BASC. Children in Early Years (Nursery and Reception) are taken to their classrooms for the start of the school day and collected from their classrooms for After School Club by school Prefects. At the end of the school day, children go to the hall, where they will be registered for ASC. Early collection from ASC is possible at any time. On Mondays, ASC will meet in the library and then go to the Reception Class because Gymnastics Club takes place in the hall. There will be other days when ASC may take place in a different room if clubs are using the hall. Days for this are Tuesdays (Girls' Football) and Thursdays (Action Ants).

#### **Booking your child to attend the club and cancellations**

Your child must be booked in via School Hub for the required session by 12noon on the day of the required session- this is so we can make sure our ratios are correct. To cancel a booking, this must be done by contacting the school office either by phone or email [admin@warwickbridge.cumbria.sch.uk](mailto:admin@warwickbridge.cumbria.sch.uk) We are able to offer refunds (credited to your School Hub account) when cancellations are made with 24 hours notice. Unfortunately, cancellations with less notice will be charged at the full rate unless there are exceptional circumstance. If your child is absent from school due to illness, a full refund will be credited back to your School Hub account.

#### **Fees**

Fees for all sessions must be paid in full, in advance before attendance. All fees must be paid on School Hub. Childcare Vouchers can also be used and there are instructions for this on School Hub. Fees are reviewed on an annual basis. **NB. If your child is not booked in to BASC and they arrive at the club, you will be charged an additional £1 per child for that session.**

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### **Provision of food**

We provide various options for breakfast including toast and cereals, sausages and beans. Fruit and biscuits are available for the children after school. Please make sure that school is aware of any dietary requirements your child may have.

### **Collection of Children**

All children must be collected by the end of their booked session promptly, so the school can be secured and staff can go home too. **If collection takes place later than the end of their booked session a charge of £1 for the first 15 minutes with an additional £3 thereafter will be made.** All children must be collected by a parent or guardian who is known to the club staff. If you need to contact the ASC staff in case of an emergency please call 01228 560390.

### **Medical/Sickness Arrangements**

Our BASC staff are aware of all medical conditions that the school has been informed of. In the event that your child becomes unwell at the club, staff will aim to contact you or one of your named contacts immediately.

I hope that this letter explains the full remit of BASC. If you have any further questions, please contact the school.

Yours sincerely

Mr M Ashton