



Burhill Primary School
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Dear Parent/Carer,

As part of your induction pack, we would like to take this opportunity to offer you some information about our Extended School Clubs provision at Burhill Primary School.

If you would like to apply for places at either of our clubs please complete the application form supplied and return it to reception@burhill.surrey.sch.uk no later than **Monday 7th June**. We will advise you of the outcome of your application as soon as we are in a position to do so. (A copy of this form will also be available on our school website). Please be aware that we can only accept Nursery children if they have an older Burhill sibling who will attend the clubs with them.

Please note that completion of this form ***does not guarantee that you will be allocated any/all places – the clubs are heavily oversubscribed and your child may be placed on a waiting list.***

With best wishes

The Extended Schools Team

EARLY BIRDS BREAKFAST CLUB

Early Birds Breakfast Club is a friendly, fun environment. Our aims are to:

- give your child a healthy and nutritious breakfast
- provide a high quality of care
- offer children and their parents a service that promotes equality, inclusion and values diversity.

What happens on a typical morning?

Children can be dropped off at the Breakfast Club at 7.45am. All children are signed in on the register. The children can enjoy a varied range of breakfasts with their friends. Once finished, they can join in numerous activities e.g. arts and crafts, games or outside play. At 8.40am, it's tidy up time. Children collect their belongings and are taken to their classrooms by a Breakfast Club Supervisor or Manager.

What food is available for the children?

We encourage the children to eat a healthy diet. We provide nutritious, wholesome foods which will give the children the best start to their school day. A variety of breakfast cereals is always on offer with fresh fruit juices and toast. Children can also select from a range of fruit yoghurts. A selection of fresh fruit is always available. A variety of other healthy options such as bagels, muffins and porridge are also available.

What are the staff ratios and qualifications?

The staff ratio is approximately one adult to eight children and staff are trained in Food Hygiene and Paediatric First Aid.

What is the cost of each session?

The Breakfast Club operates from 7.45 am – 8.45 am and costs £5.75 per session per child.

STAY & PLAY AFTER SCHOOL CLUB

The After School Club is a friendly, fun environment. Our aims are to:

- give your child a healthy and nutritious snack
- provide a high quality of care
- offer children and their parents a service that promotes equality, inclusion and values diversity

What happens on a typical afternoon?

Younger children are collected from their classrooms at 3.05 pm and taken to the After School Club. There they will find a range of activities available to them, including, but not limited to, Lego and Knex, play dough, dolls, painting, drawing, games, dressing up, etc. The children can choose to play in the outdoor area if they wish. Following their snack and further time for activities, the children are encouraged to tidy up the activities they played with earlier. Weather permitting, they are taken to play outside.

What food is available for the children

At 4.15 pm, they are provided with a healthy snack.

What are the staff ratios and qualifications?

The staff ratio is approximately one adult to eight children and staff are trained in Food Hygiene and Paediatric First Aid.

What is the cost of each session?

The After School Club operates from 3.05 pm – 5.45 pm and costs £13.00 per session.

THE SMALL PRINT: TERMS & CONDITIONS

EARLY BIRDS BREAKFAST CLUB

- Children should wear their school uniform to the sessions.
- Please ensure that staff are aware of any food allergies. Nut products will of course not be available.
- Parents should sign their children in on the register and ensure that they are left in the care of a member of staff.
- At the end of the session, children will be taken to their respective classrooms by a Breakfast Club staff member.
- Children should not bring any toys, games or valuable items to the Club.
- School policies will be applied to the Breakfast Club, e.g. Behaviour and Discipline Policy.
- All information exchanged during the course of the Club will be kept strictly confidential.

AFTER SCHOOL STAY & PLAY CLUB

- Children should wear their school uniform to the sessions.
- Please ensure that staff are aware of any food allergies. Nut products will of course not be available.
- Children will be collected from the class teacher by a member of the Club staff.
- Please note that in the event of an emergency, parents should contact the Club to advise them of alternative arrangements and use the predetermined password. Children will not be released to anyone under the age of 18 years.
- Children should not bring any toys, games or valuable items to the Club.
- School policies will be applied to the After School Club, e.g. Behaviour and Discipline Policy.
- All information exchanged during the course of the Club will be kept strictly confidential.
- At the end of the session, children must be signed out and collected promptly by 5.45pm as the school is locked and secured at 6.00pm. There will be a late charge of £1.00 per minute if you do not arrive by 5.45pm. Children will only be released to known parents, carers or nominated adults (as identified on the Child Information Sheet).

The success of the Clubs depends on the co-operation and feedback between those involved. Your comments are welcomed.

CLUBS ARE OFSTED REGISTERED