



Dear Parents/Carers

Thank you for expressing an interest in Brambles. I am writing with some introductory information that will be useful and necessary. Our Holiday Club/Before and After School Club provision will become known as the BEST out of school club – **Brambles Extended School Time**.

The children will be encouraged to play, have fun and relax before school, after school and/or during their holidays. Our staff will be skilled and the children will have access to a wide range of high quality indoor and outdoor resources including our forest, field and school garden.

All requests/booking made so far have been granted and we look forward to seeing your child/ren very soon. We hope they are as excited about Brambles as we are. We have been shopping and bought ALL of their wish list and look forward to seeing their faces 'light up' when they see the toys they have asked for.

Contracts

Please would you kindly complete the enclosed contract and return this to the school as soon as you possibly can, by hand, email or post. Also enclosed is a change to hours form. If you have any changes from your original request please let me know on this form and we will amend them accordingly. Going forward, please request one of these forms from Brambles office if you need to make permanent changes to your current contract.

Staffing

Natalie, Jayne, Naomi, Liz, Ange and Wendy are all working (different days, different shifts) throughout the school holidays. Staffing rotas for September are dependent on bookings (numbers). Forecasts are currently influenced by the impact of COVID-19 (as with most areas of the economy, unfortunately) but please be assured that we are committed to consistency and there is no intent to replace before and after school staff.

Communication

If you have a query with regard to extra days required, non-attendance (e.g. if your child is going home for tea with another child or grandparents are picking up etc.), payment, Parentpay, childcare vouchers or any other administrative query then can you please speak to the staff at Brambles. The provision manager will liaise closely with us, as appropriate.

May I ask that if your child isn't coming to the Brambles for any reason you will need to let us know as soon as possible. On the morning you can call Brambles direct on 01538 714845. Please ensure that you speak to a person rather than leaving a message, please bear with us as we may be busy seeing in other children.

Payments

On the contract you will see a section where we ask for details of Tax free childcare/childcare vouchers/additional 15 hours funding (free or paid). Please can you ensure you complete this section if it applies to you so we have all information at the start.

Invoices will be sent out around the 1st of the month for payment for the month in advance. Please note your first invoice will also include payments for sessions over the last 2 weeks of July if you have used the provision.

With this being a brand new financial set up in the St Edwards office, please bear with us and be reassured that any anomalies will be rectified accordingly. If you have any invoicing queries, please let us know at office@stedwardscheddleton.co.uk

Arrival and dismissal

On arrival, you will be welcomed by our staff with a friendly smile. Handover will take place at Brambles 'main entrance (the usual place). When collecting your child, please wait for your child to be brought to you. We will be requesting that you sign your child out on collection each day. This will give us a register that can be used for safeguarding/fire incidents and invoicing queries. During COVID it will also give us a track and trace list

Meals and snacks

Please be advised that due to COVID 19 no hot meals are currently prepared on site. Meals will consist of the following:

- Breakfast – toast, cereal, fruit, yogurt
- Lunch – combination of sandwich/wrap/bagel, fruit, cucumber/tomatoes, crisps, biscuit and drink
- Evening – ‘on toast’ or toasties (beans, egg, spaghetti hoops) (ham, cheese, tuna melt) etc.

Children are welcome to bring in their own drink bottle, filled with a drink, however when this is empty, it cannot be refilled at school and it will need to be taken home every day to be thoroughly cleaned.

Safeguarding

The Academy Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) roles and responsibilities extend to Brambles provision too. Mrs Leese, the academy Assistant Personal Development, Behaviour and attitudes Lead, will also provide support to the provision manager and Brambles staff in relation to welfare needs.

We are confident that you and your children will be pleased with our provision. However we welcome all feedback and would love to hear what works well, so we can continue with this, and what doesn't so we can look to improve in these areas. Please provide your comments via e-mail at office@stedwardscheddleton.co.uk

We look forward to welcoming you all very soon.

With very best wishes,

Mrs Bloor (School Secretary) and The Brambles Team