



**WELCOME TO  
WILLOWBROOK  
BREAKFAST AND  
AFTER SCHOOL CLUB**

**Opening Hours**

Monday – Friday term time only

7.45am - 8.45am

3.20pm – 6.00pm

A healthy afternoon snack is provided

**Session Capacity**

24 children from Reception to Year 6

**Cost**

£3.20 per session per child – Breakfast Club

£8 per session per child – After School Club

Willowbrook School, Summer Lane, Exeter, EX4 8NN

Tel: 01392 466208

## CLUB STAFF



Mrs B Barnes



Miss L Welsh



Mrs S Welsh



Mr A Stapleton

All staff currently work as Teaching Assistants in our school and all have an Enhanced DBS check. There is always someone present with Paediatric First Aid Training and a level 3 Safeguarding qualification.

Insurance is covered by Devon County Council's Public Liability Insurance.

All policies and procedures followed, such as safeguarding, behaviour etc, are those of Willowbrook School and are available from the Club staff or on the school website.

## HOW IT WORKS

Every child must be registered; forms are available from the school office or on the school website ([www.willowbrook.devon.sch.uk](http://www.willowbrook.devon.sch.uk)). Once registered, booking and payment will be through the School Gateway app. All sessions must be booked and paid for in advance. A pc is available in the school office for parents to use if they do not have internet access.

**REGISTRATION FORM**

CHILDS NAME: .....

ADDRESS: .....

..... POSTCODE: .....

CONTACT TEL NUMBER: .....

DATE OF BIRTH: .....

NAME OF PARENT / CARER: .....

DO YOU HAVE PARENTAL RESPONSIBILITY? YES / NO

ADDRESS (IF DIFFERENT FROM ABOVE): .....

..... POSTCODE: .....

**PERSONS COLLECTING CHILD**

**CONTACT 1:**

NAME: .....

ADDRESS: .....

CONTACT NUMBER(S).....

**CONTACT 2:**

NAME: .....

ADDRESS: .....

CONTACT NUMBER(S).....

**CONTACT 3:**

NAME: .....

ADDRESS: .....

CONTACT NUMBER(S).....

DOES YOUR CHILD HAVE ANY ALLERGIES?

.....

ARE THERE ANY MEDICAL CONDITIONS WE SHOULD BE AWARE OF?

.....

ANY OTHER INFORMATION?

.....

.....

**EMERGENCY MEDICAL CONSENT**

In order for staff to ensure that your child receives the best and most appropriate care, attention and treatment should there be an emergency, you need to complete, sign and date the declaration below:

CHILD'S NAME: ..... DATE OF BIRTH: .....

I agree to the After School Club staff taking the necessary steps to ensure that my child receives the best and most appropriate care, attention and treatment should there be an emergency or accident in the provision.

I understand that staff will make every effort to inform me of any emergency or accident as soon as possible after the event but that they may accompany my child to hospital in the case of a serious accident in my absence.

I give permission for staff to authorise hospital staff to administer essential treatment until my arrival.

SIGNED: ..... (Parent/Carer)

DATE: .....

**Permission Form**

Please can parents/carers complete this form. This form will last for the duration of your child's time at Willowbrook Breakfast/After School Club. Should you at any time wish to change any of the permissions below, please inform the school office.

Name of child ..... Class .....

**PHOTOGRAPHS IN THE NEWSPAPER**

As a school we occasionally want to publish events or achievements in the local newspaper. On these occasions photographs of children are often used and their names sometimes printed. Most parents are happy to have their children featured in this way, although for some it can be a sensitive issue. Please sign the slip below stating if you **DO** or **DO NOT** want your child featured in any press coverage.

I give permission for my child/children to feature in the newspaper

(Please circle) **YES** **NO**

**PARENTS CONSENT FOR WEB PUBLICATION OF WORK AND PHOTOGRAPHS**

I agree that, if selected, my child/children's work and photographs may be published on the school website subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

(Please circle) **YES** **NO**

**INTIMATE CARE**

From time to time children need help with toileting or intimate care following an accident. This will be always given by staff that has had appropriate experience or training. Please give your permission to allow us to assist your child in this way.

I give permission to the above (Please circle) **YES** **NO**

**CONSENT FOR USE OF DATA IN SOFTWARE PROGRAMMES**

In school we use several ICT programmes to enhance the pupil’s learning. These are programmes such as Mathletics, Accelerated Reader and Spelling Shed. They require a small amount of information about your children but are limited to their name, a username and password. These programmes are not shared with any third parties and are used purely assessment and monitoring purposes.

I give permission for my child’s personal information to be entered into software learning programmes. (Please circle) **YES** **NO**

**PARENTS CONSENT FOR INTERNET ACCESS**

I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials.

I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet.

I agree that the school is not liable for any damages arising from use of the internet facilities.

Signed .....(Parent/Carer)

Date .....

## **HOW IT WORKS**

- Breakfast/After School Club will take place in the Community Room
- Children will be escorted to the After School Club from their classrooms
- Collection will be via the external Community Room doors – all children must be signed out on collection

## **ENVIRONMENT**

Our safe happy environment gives children the chance to relax and socialise after school.

We encourage them to be independent, caring, confident, self-motivated and sociable.

During the summer months we encourage children to enjoy the outdoor space the school provides. In the winter months children are encouraged to maximise the indoor space we have.

**Chill zone:** Comfy and relaxed sofa area with lots of self-selected games and toys.

**Craft zone:** Endless opportunities for children to be creative

**Hall:** Suitable indoor space for the winter period. Great space to have a wide range of activities from dancing to team games.

**Front playground:** Fun space for ball games and playground equipment alongside the fitness trail.

**Field:** Used during the summer period for a wide range of activities and team games.

**Forest area:** Great for den building and exploring nature. Children can help maintain the polytunnel and vegetable beds learning valuable skills.

As an integrated part of Willowbrook School we follow the guiding themes set out by the Early Years Foundation Stage for Reception children in our care.

## **ADMISSION AND FEES**

- Breakfast Club costs £2.50 per session for each child
- After School Club costs £8 per session for each child
- Fees are payable at the time of booking
- All booking must be made online via the School Gateway
- Children should not turn up for Breakfast/After School Club if the session has not been booked
- A late collection fee of £5 will apply

**CANCELLATIONS**

- We require 48 hours' notice if you wish to cancel your child's session. We regret that failure to do this will result in the fee for that session remaining payable
- There will be no charge if your child has been sent home from school or has to stay home through illness

**ILLNESS**

- If your child is taken ill while at Breakfast/After School Club we will contact you straight away to collect them
- Children should not attend the club when they are ill. This prevents infection being transferred to other children and staff
- If your child is suffering from diarrhoea or vomiting, please ensure they do not attend the club for 48 hours after the last bout of illness

**CONDUCT**

The Breakfast/After School Club will follow the same behaviour policy as Willowbrook School.

If you have any questions about the After School Club please call the school office on 01392 466208.

I hereby consent for my child to take up a place at the Breakfast/After School Club. I understand the expectations and obligations relating to both myself and the Club and agree to abide by them.

I confirm that the information given is correct and I will contact the Breakfast/After School Club as soon as there is any change of details.

SIGNATURE: ..... (Parent/Carer)

DATE: .....