



# Farnsfield St Michael's

Church of England Primary School

## B&A Parent and Carer Information Booklet

Hello, and welcome to B&A!

This document will provide you with all of the necessary information on the service we provide at Farnsfield St Michael's. We hope you find this document informative, but if you have any additional questions, please don't hesitate to contact us.

### Our Mission

At B&A, we endeavour to create a safe, inclusive, and enjoyable environment, where children can flourish and thrive. We want children to look forward to attending!

Our aim:

- ✓ To offer a child centred service, promoting safety and wellbeing.
- ✓ Encourage positive play.
- ✓ To develop physical literacy.
- ✓ Provide arts and crafts opportunities, that capture the imagination.
- ✓ Create a safe and happy environment for children to learn, play and chill.
- ✓ Reliable, consistent, and professional childcare for parents and carers.
- ✓ We would like our children to develop fantastic listening skills and learn respectful table manners.

To achieve this mission, B&A is guided by the school's policies and procedures, which are available on the school website.

## Our Values

The school Rainbow Values are very important to us! At St Michael's, we try to apply them to every aspect of school life.

- ❖ We **accept** others and try to be a friend to everyone.
- ❖ We always try to be **honest** and tell the truth.
- ❖ We want everyone to have a **happy** time.
- ❖ We always **persevere**, even when it's not easy.
- ❖ We **forgive** each other, even when it's hard.
- ❖ We take **responsibility** for ourselves, each other, and the equipment we use.
- ❖ We **respect** everyone.

## Our Rules

We embrace the school's Rainbow Rules of:

-  Being kind
-  Being polite
-  Being brave

## The Sessions

**Breakfast Club** - 7:30am until 8:40am

**After School Club** - 3:20pm until 6:00pm

B&A is located in the Allsorts Room, which is accessed from the B&A gate, in the staff car park.

## Breakfast Club

- Drop off from 7:30am at the B&A gate in the staff car park.
- A selection of cereals, toast with preserves and drinks are served until 8:20am. However, if children arrive afterwards and still require breakfast, then a breakfast bar and drink will be offered.
- During the morning session, children will be encouraged to engage with board games, arts and crafts, fine motor activities, and imaginative play.
- At 8:40am, children will then be escorted to their classroom, by a member of the B&A staff.

### After School Club

- F2 and KS1 children who are attending B&A are collected from their classroom at the end of the school day.
- Children in KS2 will line up in the corridor, in the Y3/Y4 shared area.
- Once children have arrived at B&A, snacks and drinks are served.
- If the weather is fine, then we will go outside to play. We have a range of outside sports equipment, toys, and scooters for the children to play with.
- If we are inside during the afternoon session, children will be encouraged to engage with board games, arts and crafts, and toys. We also have DVDs which the children enjoy watching.

### Please Remember

- After school club closes at 6:00pm. Please collect your child from the B&A gate in the staff carpark, allowing yourself enough time to be off site by 6:00pm. We have a charge for parents and carers who are continually late in collecting children, at a cost of £5 per 5 minutes. Continued lateness may result in the place at B&A being withdrawn.
- If your child will not be attending their B&A session, it is your responsibility to inform a member of the B&A staff before the session.
- Please let B&A staff know in advance if your child will be collected by anyone other than parents or carers.
- If your child is attending any after school club run by school, please make B&A staff aware of this so that they can be accounted for. A snack and drink will be provided for them on their return to B&A.
- Please make sure that you remind your child that they are attending after school club.

### Access to the main school building

For safeguarding purposes, confidentiality and health and safety, we do not allow access to the main school building via the B&A doors. If you wish to speak to a teacher or if your child leaves something in their classroom, please notify a member of B&A staff who may be able to assist you. If, for any reason, the B&A staff cannot help you, then please exit through the B&A gate and make your way to the school office who will be happy to help.

## Booking, Prices and Payment

We have 50 places for the morning club and 60 places for the after-school club. B&A will be booked through Parent Pay for the date and session you require, e.g. Friday 6<sup>th</sup> September breakfast club. If you wish to book another session, for example, a Friday afternoon session, you will also need to select this item and add it to your basket. You will need to do this for each child you have accessing the B&A club and for each session you wish them to attend. All sessions for each half term throughout the whole year are available to book - giving you the added security of being able to book for the year if you would like to.

Although these items will be added to your basket there will be an option to pay later. This means you do not need to pay anything up front, this includes for the sessions for the first half term in September. This means although your space will be booked and allocated, and you will have the security of knowing you have the space, you will not be charged at this time. Of course, if you would like to pay at this time then you can do so, and this will then be complete.

Payment will be due on the first week of each half term for the sessions you have booked for that half term through Parent Pay. You will receive a reminder email on each Monday of each subsequent half term, to go on to Parent Pay to pay for the half term's sessions you have booked.

**Dates for final payments** to be made by each half term will be:

- Friday 6th September 2024
- Friday 8th November 2024
- Friday 10th January 2025
- Friday 28th February 2025
- Friday 25th April 2025
- Friday 6th June 2025

Payment must be made otherwise the system will revert to a pay now item and if places haven't been paid for, they will then be released again, and the system will remove these from your basket. You will then need to go back in and see if there is any availability to rebook a space and pay as you checkout. We will contact you and remind you to check these items out to secure your place. Just to clarify, if you have not paid for your sessions by the end of the first week of that half term then your place will not be allocated for the remainder of that half term, until you go in and rebook the sessions if available and make payment.

Regarding the Government Tax-free Childcare Voucher System, you will need to have these sent through to us in advance of the payment date for each half term. Our finance department will then add these into your account and clear the amount due. If you have sent in too much and will have credit, this will be

held in your account and go toward or clear the following half term's payment when it is due. If your vouchers have not covered the amount owed and you have some payment still to make, this will show on your Parent Pay account and will need you to settle this by other payment option by the due date of the first Friday of each half term. We will send you a reminder email at the end of each half term to make sure you send in the payment through the scheme as these will take at least 3 days to clear in our account and be processed by the finance department. If you do not send these in on time, you will need to settle the account on Parent Pay by another option for that half term as the system will revert to pay now and the places will not be allocated to you if you have not paid.

Just to clarify the costs have increased by 50p per session due to the increasing cost of staffing, utilities, and food. There will be no sibling rate as all the costs have been equated per person attending the club.

Club	Cost
Morning	£4.50
After School	£8.00

### Our Staff

B&A have a team of friendly and approachable play workers. All the staff are first aid trained, and staff involved with food preparation, have food hygiene certificates.

Our current members of staff are:

Edd Yates - B&A Supervisor

Helen Argyle - Play Worker

Kerry Waldron - Play Worker

Michele Haywood - Play Worker

Andy Proffitt - Play Worker

Mel Brumpton - Play Worker

### Contact Details

Please do not hesitate to contact us if you have any questions

**Phone:** 01623 882494 (Leave a message with the office or press 3 for B&A during our opening hours)

**Email:** [banda@fsm.org.uk](mailto:banda@fsm.org.uk)