



Farnsfield St Michael's

Church of England Primary School

B&A Parent and Carer Information Guide

Hello and welcome to B&A!

This document will provide you with all 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 do not 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, which 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

There are 60 places available each day for both Breakfast Club and After-School Club. There are an additional 20 sessions for the Post Extracurricular Club sessions (4.45pm-6pm).

All Breakfast and After-School Club bookings must be made via Arbor. Parents and carers should book the required sessions for each child attending. Sessions are released termly, allowing families to make bookings in advance if they wish. Parents and carers who require regular childcare are encouraged to book early, to provide greater certainty that places are secured for the sessions they require.

Bookings are subject to availability and can only be made where places remain. Payment is required at the time of booking unless sufficient credit is available on your Arbor account. If you are unable to book a session because it is full or

you experience any difficulties with the booking process, please contact the Breakfast and After-School Club team to discuss whether any additional capacity is available.

If you use the Government Tax-Free Childcare scheme, payments must be transferred to the school before booking sessions via Arbor. Once the payment has been received by the school, the Finance Department will credit your Arbor account, allowing you to use the available balance when making bookings.

If your Tax-Free Childcare payment has not been received and credited to your Arbor account before you book, you will need to pay for the sessions using an alternative payment method or wait until the funds have been credited before completing your booking.

Club	Cost
Morning	£4.75
After School	£8.50
Post Extracurricular Club (4.45pm-6pm)	£3.50

Cancellations

All Breakfast Club and After-School Club bookings are a commitment once they have been made. Places are reserved specifically for your child and staffing levels are planned based on bookings. For this reason, **ad hoc bookings cannot be cancelled, refunded or credited** if your child does not attend.

If you wish to cancel or make a permanent change to your child's regular Breakfast Club or After-School Club sessions, you must provide a minimum of **four weeks' written notice** to the Breakfast and After-School Club team by email.

Where four weeks' written notice is received, any sessions taking place after the notice period will be cancelled. Sessions due to take place during the four-week notice period will remain payable. Refunds or credits will not normally be given for cancellations made with less than four weeks' notice, except in exceptional circumstances and at the school's discretion.

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:

Helen Argyle - B&A Supervisor

Kerry Waldron - B&A Supervisor

Josh Warner - Playworker

Michele Haywood - Play Worker (AM)

Evgenia Lavrova - Play Worker (PM)

Contact Details

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

Phone: 01623 882494 and press 3 for B&A during our opening hours

Email: banda@fsmp.org.uk