



Early Birds and Night Owls

Barnes Farm Schools - Fees



Breakfast and After School Club

Information for Parent/Carers

2023/24

At Early Birds and Night Owls Club, we provide a fun, safe and relaxed environment and a range of activities such as games and arts and crafts for the children of Barnes Farm Schools to take part in before and after school.

Early Birds and Night Owls -

Fees



Important Information

Location

Early Birds and Night Owls Infants is based in the Owlets Room in Barnes Farm Infant School. Early Birds and Night Owls Juniors is based in The Barn in Barnes Farm Junior School.

Hours

Breakfast Club will be open Monday to Friday from 7:30am until 8:45am. If your child requires breakfast please can you make sure you drop them off by 8.15am. At the end of the session the children will be taken to their classes.

After School Club will be open Monday to Friday and two session options are available. The children will be collected at 3:15pm from their classrooms and taken to the Owlets room.

The first option will be 3:15pm to 5:00pm.

The second option will be 3:15pm to 6:00pm.

Both Breakfast and After School Club will be open every day during term time (both clubs will be closed during School Holidays, Bank Holidays and non-pupil days. It is our intention that Early Birds and Night Owls Club will be open on all term time days, however if the school is closed in the event of bad weather, for safety or other reasons the decision may also be made to close the Club. In the event of such circumstances, parents/carers will be contacted as soon as possible.

For those parents/carers who will be dropping off/collecting your child/ren from Owlets, you may enter through the junior entrance and walk round, down the ramp to the double yellow doors to the Infant School, or if you have children to collect from both sites you may walk across the playground from Owlets to the Barn. To ensure that collection of children runs smoothly and that parent/carers are not waiting around too long if they have to collect children from both sites, we would ask that you collect your children from the Barn first and a member of staff will send a message to Owlets to start getting your younger child ready.



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Early Birds Breakfast Club

We will provide a fun, safe and relaxed environment and a range of activities such as games and arts and crafts for the children to take part in before school.

The breakfasts provided will be varied and will be in line with the healthy school initiative and food standards. Breakfast will be served until 8:20am. Special diets can be catered for on request.

Night Owls After School Club

At the Afterschool Club we will provide a relaxed and safe environment with lots of varied activities each day. An area will also be set aside for children to do their homework.

Children will also be able to continue to attend teacher led clubs and clubs run by outside providers and staff will collect them and take them to the Club Rooms when the clubs have finished.

Drinks, fruit and a light snack will also be included. Special diets can be catered for on request.

Our Staff

Early Birds and Night Owls Club Assistant – Mrs H Coxon

Early Birds and Night Owls Club Assistant – Mr D White

Early Birds and Night Owls Club Assistant – Mrs R Al-Zalek

Early Birds and Night Owls Club Assistant – Miss S Bentley

Night Owls Assistant – Mrs B Patel & Miss K Stacey

All staff are employed by Barnes Farm Infant School and attend all relevant training. They hold First Aid qualifications and necessary Food Safety and Allergens qualifications.

Should you need to contact staff, please phone the club numbers below, these numbers are only in use during club hours:

Owlets EBNO Infants 07754 760505

Barn EBNO Juniors 07746 624 685

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Admissions Policy

Only children attending Barnes Farm Infants or Barnes Farm Junior schools are eligible to attend the clubs.

All places are subject to availability.

A registration form must be completed with details of contact numbers and medical information must be completed before the child can attend the clubs. All food allergies must be completed on the form. Parents are reminded that it is their responsibility to update any information with the school office should any circumstances change by completing a new registration form.

Places

Places for Breakfast and After School Clubs are to be booked via Schoolcomms (online booking system) and will be payable in advance.

Once a completed registration form is received and actioned by the school office you will be added to the Schoolcomms system, you will need to download the Schoolcomms Gateway App to enable you to book your sessions.

Parents requiring ad hoc places at either club are welcome to use the club providing there are spaces and a registration form has been completed. These are booked on Schoolcomms.

Places for Breakfast Club can be made up to 2:30pm on the day prior to the club and for Afterschool club up to 11am on the same day via School Comms. Places can only be booked this way and not via the school directly.

Places will be available to book on Schoolcomms for the whole academic year.



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Payment of Fees

Fees will be reviewed annually, and any changes will be applied from September.

Sessions must be paid in advance at the time of booking and must be paid using the online payment system Schoolcomms or childcare vouchers. If you experience difficulty with payment of fees, please contact the school office as soon as possible. All matters are treated confidentially. If a debt is incurred the school reserves the right to withdraw your place.

We accept payments via the following voucher schemes:

Government Tax-Free Childcare Scheme

We are now part of the Government Tax-Free Childcare Scheme Please click on the link below for more information.

<https://www.gov.uk/tax-free-childcare>

When searching for EBNO on the Tax-Free Childcare website, please enter Barnes Farm Infant School or our postcode (CM2 6QH) and select the Infant School as the payee reference.

Childcare Voucher Schemes

Please find below provider references if you would like to pay via a voucher scheme:

SODEXO: 879890

EDENRED: P21121209

Care4: 61680206

ENJOY BENEFITS: 24150

Kiddivouchers – Infant School postcode to locate school for payment.

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COMPUTERSHARE VOUCHER SERVICES: 28573660

Please ensure you indicate on your registration form if you will be paying childcare vouchers, as outlined above.

Attendance	Breakfast Club per morning 7:30am to 8:45am	£5
	After School Club per evening – option 1 3:15pm to 5pm	£9
	After School Club per evening – option 2 3:15pm to 6pm	£13
Cost		

Please note that you will be charged a fee if you collect your child late from After School Club. If you have requested a place until 5pm, you will be charged £4.00 per 15 minutes starting from 5:05pm until 6pm when a higher rate charge will occur. If you have requested a place until 6pm and are late, charges will occur from 6:05pm and will be charged at £10 per 15 minutes (subject to change). Any late payment fees will require full payment before you will be able to book further sessions.

Full fees will be payable if your child is absent from either Breakfast or After School Club as the fee secures their place which will not be available to others – this includes if your child is ill. If the school needs to close the Breakfast and/or After School Club for any reason the cost of this session will be credited to your Schoolcomms account.



Early Birds and Night Owls

Barnes Farm Schools

Data Protection Policy

Barnes Farm Infant School collects and uses personal information about staff, pupils, parents/carers and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education and other associated functions. Where relevant, we may share information with other schools, the DFE, the Local Authority or other third parties where the law allows us to do so.

Our full online privacy notice can be found at:

<https://www.barnesfarminfants.co.uk/> or you can call 01245 467474 if you are unable to access the internet. (Please note it is your responsibility to ensure that those named above are happy for us to hold their personal data. It is important that these details are up to date so please contact us if you wish to make changes).

For more information on how we share pupil data see:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Early Birds and Night Owls

Barnes Farm Schools



— Club Expectations

Whilst children are at the club being cared for by our staff, they will be expected to follow the positive behaviour expectations below, which link to Barnes Farm School's Behaviour policies.

We expect all children to do the following:

- Be respectful to staff, listen and follow their instructions
- Walk carefully around the club (no running)
- Have good manners, particularly at breakfast/snack time
- Take care when using the equipment and toys and other club resources
- Use respectful language (no swearing)
- Play kindly (no fighting, including play fighting, as this can result in accidents and injuries)

Bullying is not tolerated at all within the club and this will be dealt with straight away.

Children must respect all other children and staff members, including visitors regardless of their age, gender, race, religion and abilities.

Everyone at the club will be treated as an individual in order that their needs are met.

Children are encouraged to inform a member of staff if they are unhappy about something so that this can be dealt with.

Children are also encouraged to give staff ideas for activities or games that they would like to be involved in. This is to ensure that the staff are providing a wide range of fun, challenging and stimulating activities for all the children to enjoy.

All personal information is dealt with in the strictest confidence by all members of our staff.

Staff members are trained to deal with challenging behaviour.

To promote positive behaviour within the club, rules and expectations are used.

These rules and expectations are very important to ensure all children are aware of what behaviour is acceptable and what is not. The club will never exclude a child without trying to help the child first.

Barnes Farm Schools – Club Expectations

There are many ways in which the club promote positive behaviour for all children.

- Praising the children for good behaviour.
- Talking to children
- Implementing rules and expectations.
- Recording unwanted behaviour and informing parents/carers.
- Time out sessions.
- Working in partnership with parents/carers and the school and organisations where appropriate.
- Dealing with all incidents and unwanted behaviour in confidence.

What happens if a child does not follow our Behaviour Policy?

Children are expected to follow the above rules at all times in the club. We aim to provide a safe, relaxed and nurturing provision for all children. If a child does not follow the above expectations and with reminders of good behaviours choices, continues to present with challenging behaviour that is at risk to themselves, their peers or the staff then parents/carers will be contacted. A plan will then be made to support the child but if challenging behaviours persists the child may not be able to attend the club in the future.

What happens if toys, equipment and resources are not treated with respect?

If club toys or equipment are not treated with respect and consequently become lost or broken, it is the parent/carer's responsibility to pay for the equipment to be replaced as in line with our policy.

The club is aware that equipment will not last forever with lots of children using it, but we have found children are sometimes not looking after the equipment. Please encourage your children to tidy away after themselves and to look after the equipment like it is their own.

If you have any concerns regarding behaviour at Early Birds or Night Owls, please contact the school office 01245 467973.

