



Hannah Freeman
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Dear Parent/Carer,

BHPS Xtra is the before & after school care provision for children at Biggin Hill Primary School. The provision is run and managed by existing members of staff at Biggin Hill Primary School and is based in the KS2 hall for the morning and the Hangar in the KS2 building after school.

Our main priorities for this service are:

- To provide children with a safe and stimulating environment
- To provide opportunities for children to both learn and play with their peers
- To provide a reliable and effective child care service for all our families

BHPS Xtra will be open as follows:

	Days	Times	Cost eff 30/08/2022*
Morning Club with breakfast	Monday to Friday	7.30 – 8:40am	£5.50
After school Mini Club with snack	Monday to Friday	3:15- 4.30pm	£5
After School Club with snack and tea	Monday to Friday	3:15- 6.00pm	£12.00

**sibling discounts of 50p per session will apply*

Once the children arrive they are able to participate in a wide range of activities with opportunities to play games, play with toys, physical activities, arts & crafts, complete homework, use the ICT suite and the quiet areas to relax and read. We pride ourselves in providing a caring, happy and friendly environment for all our stakeholders and this extends to BHPS Xtra. We want the children to be excited about attending each day.

All the children attending BHPS Xtra in the morning are escorted directly to their classrooms to ensure they start the school day promptly. After school the KS1 children (Year R, 1 and 2) are taken from their classroom to BHPS Xtra by staff and the KS2 children (Y3-6) make their way independently to BHPS Xtra. On arrival they will be offered a drink and a light healthy snack.

Completed registration forms must be returned, and confirmation that a place has been offered received, before children are able to attend.

REGISTRATION/BOOKINGS



All bookings are made online through Parentpay. Once a session is booked your account will be automatically charged. Completed registration form, medication administering form and signed Terms & Conditions to be returned to the School Office in an envelope marked "BHPS Xtra" or by email to xtra@bigginhillps.com

All this information is available from the school office and on our school website. Places at BHPS Xtra are limited in accordance with the guidelines set out by Ofsted so we would recommend booking early. Confirmation of a place will be provided.

Childcare Vouchers

The school will be able to accept childcare vouchers and has registered with the following childcare voucher providers:

Busy Bees	Edenred (P21116781)
Care-4 (Ref: 00544156)	Fideliti (MRS1000)
Childcare Plus (Ref: 48809)	Kiddivouchers (Ref: N93948)
Computersharevouchers (Reg No: 0022825695)	RG Childcare (ID: 95044769408)
Co-operative (A/c 85112753)	Sodexo (ID: 844422)

The school is also registered with the Tax-Free childcare government scheme. If your employer uses a different provider to those listed above please email xtra@bigginhillps.com to advise.

Please contact Ms Wythers in the school office to discuss crediting Parentpay with your vouchers.

STAFFING, RATIOS & OFSTED

BHPS Xtra is managed by trained staff all appropriately experienced and with an enhanced DBS check. There will be a qualified First Aider on site at all times. As BHPS Xtra is run directly by the school with staff employed by the school it will come under the school's own Ofsted registration and does not therefore need to register separately.

To contact BHPS Xtra please:

- email xtra@bigginhillps.com or
- call the school office on 01959 575 846 (from 9.00am – 3.45pm)
- out of school office hours emergency 3.45pm - 6.00pm 01959 575 846 option 5

We look forward to receiving your application.

Yours sincerely,



Hannah Freeman
Head Teacher and Designated Safeguarding Lead

