

## Meet the *BHPS Xtra* Team

- Mrs Snelling - Breakfast Club Lead  
Mrs Spear - Breakfast Club Assistant
- Mrs Greenslade - After School Club Lead  
Mrs Archer - Learning Support Assistant

## What is BHPS Xtra?

BHPS Xtra is the before & after school wraparound provision for children at Biggin Hill Primary School. Our fully inclusive 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 and After School Club room 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 Opening and Closing times

Before School <small>(with breakfast)</small>	Monday to Friday 7.30am - 8.40am <small>(current until 21st July 2023) (from 29th August 2023, 7.30am-8.30am)</small>
	£5.50
After School <i>Mini</i> <small>(with snack)</small>	Monday to Friday 3.15pm - 4.30pm ( <i>Mini</i> )
	£5.00
After School Club <small>(with snack and 'packed tea')</small>	Monday to Friday 3.15pm - 6.00pm
	£12.00 <small>*sibling discounts of 50p per session will apply</small>

For more information about *BHPS Xtra*, please call our friendly office team

## A little about BHPS Xtra

**Breakfast club from 7.30am** - once the children arrive they enjoy breakfast and are able to participate in a wide range of activities. There are opportunities to play games, play with toys, take part in physical activities, enjoy arts & crafts and enjoy quiet areas to relax and read.

**After School Club *Mini* 3.15-4.30pm** - once the children arrive and have a drink and snack, they then can enjoy a weekly timetable of different and engaging activities on offer.

**After School Club 3.15-6.00pm** - once the children arrive and have a drink and snack, they then enjoy a weekly timetable of different and engaging activities on offer. Once a 'packed tea' has been served and finished, there is a variety of 'free choice' activities on offer each day.

Our staff plan exciting and safe activities for each session. A list of daily 'Activities on Offer' can be found on our website at: <https://www.bigginhillprimary.com/BHPS-xtra> or via our main office.

***We pride ourselves in providing a caring, happy and friendly environment for all children who attend BHPS Xtra.***

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 (Pre-school, Year R, 1 and 2) are taken from their classroom to BHPS Xtra by staff and our KS2 children (Y3-6) make their way independently to BHPS Xtra. On arrival they will be offered a drink and a light, healthy snack.



**BHPS Xtra**

Produced by  
Biggin Hill Primary School



# *BHPS Xtra* Before and After School Club & *Mini*



## How can I book a place for my child at BHPS Xtra and Mini?

All bookings are made online through ParentPay. Once a session / sessions are 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](mailto:xtra@bigginhillps.com)

## Childcare Vouchers

The school is able to accept childcare vouchers and has registered with the following childcare 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](mailto:xtra@bigginhillps.com) to advise.

## Do you need before and after school care for your child?

*Breakfast Club from 7.30am  
After School Club Mini 3.15 - 4.30pm  
After School Club 3.15-6.00pm*

## Staffing and Ratios

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 (URN 137244) and does not therefore need to register separately.



To contact BHPS Xtra:

- email: [xtra@bigginhillps.com](mailto:xtra@bigginhillps.com)
- call the school office on 01959 575846 (from 9.00am - 3.45pm)
- Out of hours emergency 01959 575846 press 5  
*(out of hours number is for the after-school club only and should only be used by parents/carers who need to contact them urgently.)*

## Before School and After School

Before school, the KS2 hall is used and after school, the Hangar and After School Club room is used for Biggin Hill Primary School Xtra.



## Do you need before and after school care for your child?

## What do I need to do to use this provision?

Parents and Carers must complete a registration form, which is available on our website. Registration forms must be returned to the school office and confirmation that a place has been offered will need to be in place before a child is able to attend.



## Do you need before and after school care for your child?

For further information, please contact our friendly office staff on [01959 575846](tel:01959575846) or email: [admin@bigginhillps.com](mailto:admin@bigginhillps.com)

*If you would like to see Biggin Hill Primary School 'Xtra' in action, please contact us for a visit. We would be more than happy to introduce you to our staff and show you around.*

*"We understand how important it is for our families to have access to reliable, flexible, high-quality wrap-around care. Our in-house BHPS Xtra provision offers an exciting range of activities to support your child to explore their interests, develop friendships, play and relax within a safe, happy and stimulating environment."*

*Mrs Tully*

*Chair of Governors, Biggin Hill Primary School*