

Barnes Infant Academy – Barnes Buddies FAQs

What times do the club run?

Breakfast Club will run from 7.45am Monday to Friday, term time only.

After School Club will run until 5.30pm, Monday to Friday, term time only

What is the daily charge?

The cost of our breakfast club is £3 per day.

The cost of our after school club is £7 per day.

What activities will take place?

Children will take part in a range of fun and engaging activities such as:

- Arts and crafts
- Board games and puzzles
- Reading and quiet time
- Outdoor play (weather permitting)

What food will be served?

Breakfast Club: A selection of cereals, toast, fruit, yoghurts and drinks (milk or water).

After School Club: A light snack such as sandwiches, wraps, fruit, or biscuits, plus a drink (water or juice).

Menus are agreed annually and meet the school food standards.

What will happen if I am late to collect?

All children should be collected by 5.30pm. If due to unforeseen circumstances you are going to be late, you should inform the academy at the earliest opportunity. A late collection is any time after 5.35pm. A late collection fee of £5 will be charged. All lateness will be recorded and monitored and persistent lateness could result in the child's place being withdrawn.

Why do I need to agree a set pattern for the academic year?

Agreeing to a set pattern of days for the academic year is very important because it allows us to:

- **Plan staffing levels effectively** – we must ensure that there are enough staff available to safely supervise the children in line with statutory adult-to-child ratios.
- **Meet safeguarding and compliance requirements** – regulations require us to maintain correct ratios and ensure children are cared for in a safe, well-organised environment.
- **Plan resources and food** – knowing numbers in advance means we can order the correct amount of food, including meeting any dietary requirements and provide suitable activities without unnecessary waste.
- **Keep the clubs financially sustainable** – our breakfast and after school clubs are not funded by the school budget, so income from booked sessions must cover staffing and running costs.
- **Guarantee your child's place** – a set pattern ensures that your child's space is secured and helps us avoid overbooking.

By committing to a set pattern, you help us maintain a high-quality, reliable, and sustainable club provision for all families.

Can you book odd sessions?

No, places must be booked on a set weekly pattern for the academic year to ensure compliance with regulations and availability. You may give four-weeks notice to change your set pattern.

How much notice must I give to change my set pattern?

You must give 4 weeks' notice to any changes to sessions and full payment must be made during the notice period.

Are there any exceptions to the set pattern policy?

Unfortunately, no. To ensure fairness, the set pattern policy must be applied consistently to all families, regardless of individual circumstances. This is because:

- We need to plan staffing, food, and resources in advance.
- We must maintain compliance with safeguarding and ratio requirements.

- The club must remain financially sustainable and cannot be subsidised by the school budget.
- Allowing exceptions for some families would make it difficult to apply the policy fairly for everyone and would create administrative difficulties.

We appreciate that this may not always be convenient, but having a clear and consistent approach ensures the smooth running of the club for all children.

Can I book part of a session?

No. Sessions must be booked in full, as we cannot split them into smaller parts. Each session is classed as one whole day (Breakfast Club or After School Club). This ensures that staffing, food, and resources are planned appropriately and that the club remains sustainable.

What if I need an emergency place?

If you require an emergency place, you should contact the school office as soon as possible to make a request. Emergency places are considered on an individual basis and depend on staffing levels and availability on the day. Please note that an emergency place cannot be guaranteed.

How do I pay?

You pay using school comms. Payment must be received one week in advance where possible. Any balance must be cleared by the week end. A child's place may be withdrawn if your account is in arrears.

How do I book?

To book, you must complete the booking form, accept contract terms and conditions and agree a set pattern of days for the academic year. Places are allocated on a first-come, first-served basis. If places are oversubscribed, you will be added to the waiting list.

How can I change my pattern?

Submit a request in writing (via email to school office) with four weeks' notice.

If my child doesn't attend do I still pay?

Yes, payment is required even if your child does not attend, as staffing and resources are planned in advance.

Do you accept childcare vouchers and tax free childcare?

Yes, we do. You can use childcare vouchers (through your employer, if they still offer them) or the government's Tax-Free Childcare scheme to help pay for your childcare with us.

Please note: you'll need to check your own eligibility and set this up directly with your provider.

- Tax-Free Childcare – Check eligibility and apply on GOV.UK
- Childcare Vouchers – These are closed to new applicants, but if you are already enrolled through your employer, you can continue to use them. More info: Childcare Vouchers on GOV.UK

When setting this up, you'll need to:

1. Register our setting as your childcare provider with your voucher company or via your Tax-Free Childcare account.
2. Ensure payments are made in advance to meet your invoice deadlines.
3. Provide us with a payment reference so we can match your payment correctly.