



St Stephen & All Martyrs' CofE Primary School

Achieve • Believe • Care

Dear Parent/Carer

Re Out of School Provision at St Stephen and All Martyrs – Known as FABBS

Here at St Stephen and All Martyrs we have a well-established breakfast and after school club should parents need any wraparound care. This is known as FABBS and is based in our school hall. It is led by experienced school staff who will become familiar faces to pupils.

The children arrive to a warm and caring environment where they can relax with their friends or take part in planned activities. The children receive snacks and drinks which are included in the price of the session.

The breakfast club runs from 7.30am – 8.40am at a cost of £6 and the after school provision runs until 5.30pm at a cost of £9. There is a slight discount for booking a full week.

Bookings must be made on the School Money website 24 hours before the session takes place. We recognise emergencies can crop up so we do offer this facility but at a slightly higher cost to cover increased staffing or food requirements.

You will find attached the contract and some guidance on how to book any sessions. You will be given a login to the system once your child has started with us.

If you would like further information, please speak to the office staff and they will be more than happy to help.

PLEASE NOTE DROP OFF AND COLLECTION OF YOUR CHILD FOR FABBS IS VIA THE GATE AT THE TOP OF THE CAR PARK AND NOT THE MAIN ENTRANCE. THANK YOU

Kind regards

Mrs Unsworth
Headteacher

ST STEPHENS & ALL MARTYRS CofE PRIMARY SCHOOL BEFORE AND AFTER SCHOOL CLUB (Known as FABBS) CONTRACT

The Governors and staff of FABBS believe in providing a safe and caring environment for the children in our care. We want our parents and carers to be able to leave their children in the knowledge that they are happy and well looked after.

In order to do this there needs to be a formal agreement between FABBS and the parents/carers. The contract will outline the obligations and commitment of both FABBS (SSAM) and the parent(s) or legal carer of the child that is enrolled in FABBS

FABBS :

1. Is run by St Stephens and All Martyrs CofE Primary School (SSAM) via the Governors, Head and FABBS staff.
2. Operates from St Stephens and All Martyrs CofE Primary School, Radcliffe Rd, Bolton BL21NZ
Tel 01204 333 155

TERMS AND CONDITIONS

Fees

The fees are as per the attached sheet and are correct at September 2023.

Fees are payable in advance. Fees and bookings must be made at the same time and are payable 24 hours prior. It is advised to book sooner than this as there is a limit on numbers.

Failure to comply with the payments terms will result in your child not being permitted into the FABBS.

Unless you have given the necessary notice all fees are payable in full whether or not your child attends the sessions.

One month's notice will be given of any proposed variation to our fees or timings.

Commencement of contract

The first working day a place is booked within the scheme.

Termination

The contract will last until either party gives one week's notice in writing to terminate.

If a child's behaviour is or becomes such that the safety and well being of others are threatened, FABBS can at its sole discretion terminate this contract without given notice.

Insurance

FABBS have ensured adequate insurance is in place prior at all times.

Sickness

Any infectious disease must be notified to staff as soon as possible. The staff/committee reserves the right to refuse admission to a child who is unwell. Please refer to the sickness policy.

Personal Property

The Governors and school cannot accept responsibility for loss or damage to personal belongings.

Emergency Contacts

Staff must be supplied with the name, address and telephone number of at least two people who will act as emergency contacts for your child. Parents and carers must fill out full contact sheet before leaving their child in FABBS care.

Fire Precautions

The Governors and staff have ensured all requirements are met in regard to fire precautions.

Fire drills are held on a regular basis and written records kept.

The scheme has a no smoking policy.

Drop off and Collection

When you drop off your child you should report to a member of the FABBS staff only so they can be booked in. Please note that it must be a FABBS member of staff. It is essential in order to ensure that your child is marked on the register and the FABBS staff know they have charge of your child.

Parents/Carers must sign their child in and out in the Signing In/Out Register. Children cannot be left at the entrance and will not be permitted to come into FABBS without being signed in by a responsible adult.

Children must be collected at the agreed time. Late collection of children will charged a fee of £15 for each occurrence.

Collection of children must be by a named person specifically authorised on registration documents or as an emergency, prior notice is to be given by parent/carer to the change in this procedure. Security measures will be in place to ensure collection by another person is correct. Please see staff to arrange pass word or other security measures.

Complaints/Concerns

FABBS sincerely hope that you will experience no difficulties but if they occur, then FABBS are anxious to ensure they are resolved as soon as possible. Please refer to our complaints procedure.

Statutory Public Holidays

When a statutory holiday falls on a contracted day of care, the scheme will not be available.

Contracted Days & Times of Care

FABBS is available during the following times:

7.30am – 8.50am

3.30pm – 5.30pm

During term time only.

PARENT/CARER AGREEMENT

The governing body and staff aim to provide the following:

- A varied programme of activities for your child
- A safe, caring and stimulating environment
- High quality care at all times
- Experienced and committed staff
- A commitment to equal opportunities
- Safe equipment which meets British Standards
- Policies and procedures which meet Ofsted requirements
- Be available to discuss the care of your child at a mutually convenient time

The Governors and staff expect the following from parents and carers:

- A completed agreement form
- A completed registration, contact details and medication documents which must be kept up to date including any additional requirements your child may have
- To become familiar with the FABBS policies and working procedures
- To sign in your child with a member of the FABBS staff.
- To collect your child on time and sign them out in the Signing Out Register. To provide notice of any changes to the collection procedure.
- To inform the staff of any absences due to illness or holidays
- To conform to the payment terms including full payment for any absences
- Be available to discuss the care of your child at a mutually convenient time

Fun Activities Before and Beyond School

St Stephen and All Martyrs' C E Primary School

Radcliffe Road, Bolton BL2 1NZ

Telephone 01204 333155

Email: fabbs@ssam.bolton.sch.uk

7.30am to 8.50am

3.30pm to 5.30pm

Booked in Advance of 24 hours Session Prices WITH EFFECT FROM SEPTEMBER 2023

Morning session 7.30am-8.50am Breakfast Included	Evening Session 3.30pm-5.30pm Snack Included	Full week discount will be applied for all morning and evening sessions booked
£6.00	£9.00	£70.00

Booked on the day or less than 24 hours Session Prices WITH EFFECT FROM SEPTEMBER 2023

Morning session 7.30am-8.50am Breakfast Included	Evening Session 3.30pm-5.30pm Snack Included	Full week discount will be applied for all morning and evening sessions booked
£7.00	£10.00	No concession

The above prices include breakfast, afternoon snack and drinks

**St Stephens and All Martyrs CofE Primary School –
CONTRACT & FEE AGREEMENT**

Child's Name:

Parent's/Carer's Name:

Address:

Postcode:

Home Number:

Work Number:

Mobile Number:

2nd Emergency Contact and Number :.....

Agreement

I/we have read and understood the above terms and conditions and I/we agree to follow and meet them.

I/we agree to complete and keep up to date relevant registration forms and contact sheets.

I/we understand that fees are to be paid in advance on Teachers2Parents with a minimum of 24 hours notice. Unfortunately fees cannot be refunded.

I/we understand and agree that I will be required to pay for sessions booked if my child does not attend.

I/we understand non/late payments may result in the loss of my child's place.

I/we have agreed to the contract and all conditions stated.

Parent/Carer Signature:

Parent/Carer Name:

Date:

Staff Signature:

Staff Name:

from

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Full Week					

DOB

DOB

Work.

Any other relevant information (eg. Allergies etc)