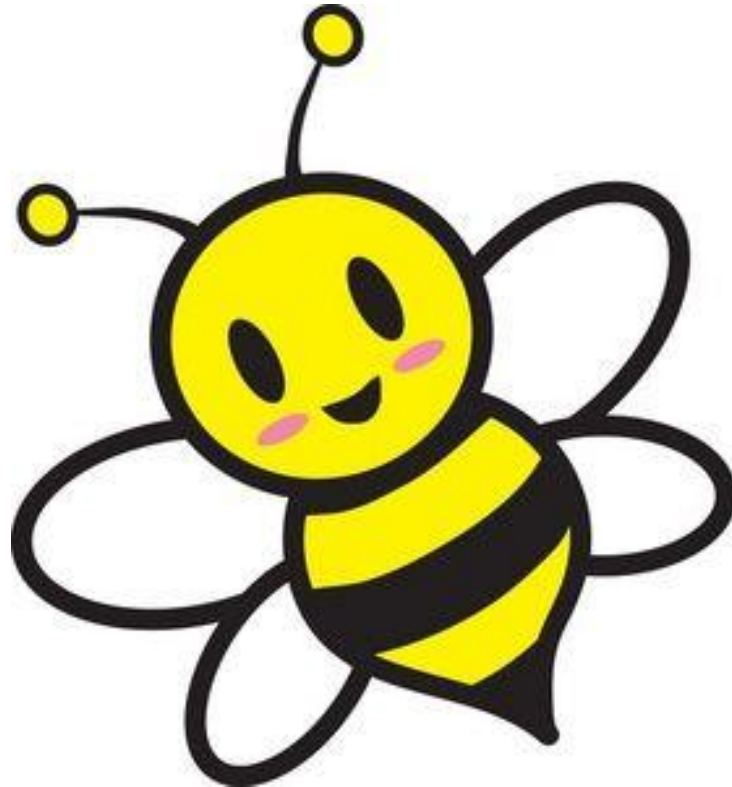


Busy Bees

Ripponden J&I School Out of School Club



**Information booklet &
Terms and Conditions
2026-27**

Welcome to Busy Bees



ABOUT THE CLUB

Busy Bees Out of School Club is based in the school grounds and is run and managed by Ripponden J&I School. The contact details are:

Address: Busy Bees – Ripponden Out of School Club
Ripponden J&I School
Halifax Road
Ripponden
Sowerby Bridge
HX6 4AH

Telephone: (01422) 823362 option 4 message service or option 3 if urgent.

Email: office@ripponden.calderdale.sch.uk
busybees@ripponden.calderdale.sch.uk

Who should I contact?

School Comms app and payments:	Mrs Pearson in the school office
Attendance/bookings:	Busy Bees staff or on the Facebook Page
Other queries:	Busy Bees staff or Busy Bees coordinator.

Our Aim

Our aim is to provide a safe, secure and relaxed environment, offering a range of exciting and varied activities for all ages, with a balance of planned activities as well as activities that reflect the interests of the children in our care. Many children enjoy playing outdoors in the school grounds or prefer some quiet time watching TV or playing with a range of games and toys. There will always be a selection of provision including dressing up, board games, construction, reading and computer games.

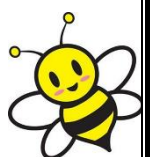
**Please note that DVDs are certificate U, or at the discretion of the coordinator PG (this will be based on the overall age group present at a particular session). Children are not allowed to bring in their own DVDs unless they comply with the above requirements and permission is sought from the coordinator in charge. Computer games will also be appropriate and relevant to the ages of the children.*

Busy Bees enjoy a close working relationship with Ripponden J&I School to ensure continuity of care and to maintain effective communication channels. Most of the policies from school have transferred over to Busy Bees to maintain consistency. Most of the staff from Busy Bees also have roles in school during the day. As a result, we will be able to ensure consistent expectations through our Branch Out ethos.

STAFFING

Busy Bees is committed to safeguarding and promoting the welfare of children. To achieve our commitment, we will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff.

All staff and volunteers are DBS checked and receive regular training in child protection issues. All staff have food hygiene certificates. A minimum of one member of staff at any session will hold current a Paediatric First Aid Certificate and a DSL (Designated Safeguarding Lead) is always 'on call' during club sessions.



James Haigh Coordinator	Lydia Donnelly Play worker	Andrea Whiteley Play worker	Chloe Fearnley Play worker
			
SEN/Inclusion, Health & Safety, First Aid coordinator, DSL, Fire Safety, planning/provision. Work experience/volunteers. Staff and duty rotas. Paediatric First Aid Trained	Planning/Provision Journals	Planning/Provision Journals. Holiday coordinator cover. Paediatric First Aid Trained	Planning/Provision Journals.

Jude Kenny Headteacher	Gemma Pearson Administration Assistant
	
Staff supervision & CPD Safeguarding Policies and procedures	Billing and app queries

All staff have a duty of care to child protection and safeguarding and therefore, the right to take reasonable action to ensure the safety and welfare of pupils. All staff will follow the child protection and safeguarding procedures, policies and reporting of concerns provided by the school and Local Authority. There are five members of staff trained as Designated Safeguarding Leads (DSLs) – Mrs Kenny is the DSL and Mrs Lomas, Miss Smith, Mr Haigh and Miss Sladdin are the deputy DSLs.

If you have any query or concern at any time, please speak to the coordinator in the first instance. If you prefer, please contact Mrs Kenny via the main school office.

Busy Bees Out of School Club is very flexible and reasonably priced. Children have a choice of breakfasts and after school snacks during term times. Pick up times can vary depending on parents' schedules.



Our Out of School Club is a popular facility; therefore, places must be booked in advance to ensure we have the correct staffing levels to enable us to fulfil our safeguarding responsibilities.

You and your child are welcome to visit the club before your child's first day, to familiarise yourselves with the setting and to help your child settle in. During your child's first session, time will be set aside for an induction. The induction will include running through the club's rules and routines (including mealtimes, collection etc) and introducing your child to the staff and other children. Another child will usually be allocated to act as your child's buddy for the first few sessions.

TO REGISTER

Parents wishing to use Busy Bees out of school club are asked to carefully read the information and terms and conditions in this booklet. Key points of the main policies are included in this handbook and copies of the full policies are on the school website for parents to consult if necessary.

Terms and conditions are reviewed annually. There may be occasions when changes to terms and conditions occur prior to annual review and parents will be notified of these in writing and asked to sign and return an acknowledgement.

Our club aims to be accessible to children and families from all sections of our local community. Admission to the club is organised by Mrs Pearson in the school office. We require a registration form for your child before they can attend the club (available from the main school office). This information will be treated as confidential and will be stored appropriately.

OPENING TIMES – with effect from September 2026

TERM TIME:

The morning session is open from 7.30am until 8:45am.

The afternoon session is open from 3.15pm until 6pm.

Children are provided with a choice of breakfast and afternoon snack. The food that we provide at the club is not intended to be a substitute for a main evening meal, but we do provide healthy snacks, including fresh fruit and vegetables, as well as a 'fun tea' once a week. We use fresh ingredients and fresh drinking water is always available. We can meet any individual dietary requirements; therefore, please inform the club should your child have any food allergies.

SCHOOL HOLIDAYS:

All children are welcome at the Holiday Club. This includes children from other schools. All we ask is that sessions are booked in advance and that the registration forms are completed before the child starts the first session in the holidays.

During the school holidays, the Holiday Club runs from 8am - 6pm, the half a day option are 8am - 1pm or 1pm - 6pm.

Additional information

- Under no circumstances should parents use the school car park when dropping off or collecting children.
- Staff will always ensure full supervision of children.
- The following outside areas of the school premises are also available to the club: the school playground and equipment and the school field (weather permitting)
- Activities vary from day to day depending upon the age group of the children and whether they are to play indoors or outdoors.

FEES – with effect from September 2026

Fees are reviewed annually, and any increase (if applicable) is with effect from September each year. Parents will be given advance notice of rate changes.



TERM TIME:	FIRST CHILD	ADDITIONAL SIBLINGS
Morning session (7.30-8:45am)	£6.25	£5.75
Afternoon session (3.15-6pm)	£9.00	£8.50

*During term time, breakfast is provided, along with an after-school snack.

1. Term Time wrap around care (morning and afternoon)

- Bookings must be made on the School Comms system.
- Once a place has been booked payment needs to be made by the end of the month. If payment is not received this will result in the place being suspended until the debt is cleared.
- Payments can be made using our online payment system School Comms or childcare vouchers into our bank.

Bank details: **Lloyds Bank PLC**
Account number: 69926268
Sort Code: 30-93-76
Account Name: Ripponden Junior & Infants School

School DFE registration number for vouchers and Universal credit is - 3812061

- You can book a place for breakfast club up to 7:30am on the day, you can book a place up to 1pm for the after-school session, once places are booked, they cannot be cancelled after this time. **TERM TIME ONLY**
- If monthly payments are not made (or a payment plan agreed), places will be suspended.

Holidays – FEES – with effect from September 2026

SCHOOL HOLIDAYS:	FIRST CHILD	ADDITIONAL SIBLINGS
Half day (8am-1pm or 1pm-6pm)	£14.00	£13.00
Full day (8am – 6pm)	£28.00	£26.00

*During the school holidays, children required to bring a packed lunch and water bottle. Breakfast is provided along with mid-morning and mid-afternoon snacks.

- **Late collection charge:** If you fail to collect your child/children by 6pm, we will have to pay our staff to stay late, therefore a charge for late collection will be added directly onto your account, this will be **£15.00. If repeated late collection occurs, then places at the club will be withdrawn.** To minimise any upset from your child/children, please telephone the club to advise that you will be late.
- **Management of debt:** For any outstanding debt – if agreed payments are not made, the school will seek to:
 - Arrange a meeting with the School Business Manager or Headteacher and parents to discuss the issue.
 - Set up a payment plan.
 - Monitor payments regularly.
 - If payments are not made as agreed, places at the club will be withdrawn.

If debts continue to be unpaid, the school will pursue the outstanding debt through the small claims court.

THE AGREEMENT – to be signed and returned to the club



BUSY BEES OUT OF SCHOOL CLUB AGREES TO:

- Provide a safe and stimulating environment where children and parents are valued, ensuring confidentiality at all times.
- Ensure that all children are safely escorted to the club by members of staff (or later if they are attending an after-school activity club) and always supervised during club opening hours.
- Not allow any child to leave the club with anyone other than the parent/carer unless a message has been left by the parent with the school office or busy bees.
- Notify the parent/carer if your child is showing signs of being unwell, making every attempt to contact one of the people listed on the Registration Form to arrange collection of your child.
- Deliver the Early Years Foundation Stage curriculum to Reception children so that all areas of development are supported.
- Provide a range of creative and stimulating play, recreational and educational opportunities, ensuring equality of opportunity in all activities.
- Provide breakfast and an afternoon snack for your child/children (children requiring breakfast must be on site before 8.25am)

PARENTS/CARERS AGREE TO:

- Support the ethos of the club and its work in after school childcare. This includes supporting the rules which are essential for the good behaviour, the safety and general welfare of all children in the club.
- Ensure the school office is informed of any changes relating to the registration form e.g., address, home telephone number, mobile numbers, and health needs etc.
- Make sure payments are made by the end of the month.
- Discuss all matters concerning your child/children on Out of School procedures with staff, in a constructive manner.
- Only allow named adults as per your child/children's record to collect your child/children. Any unnamed adult arriving to collect your child/children **will not** be allowed to collect your child/children.
- Encourage your child to act independently and to take responsibility for himself/herself and his/her belongings at the club.

PUPILS AGREE TO:

- Respect myself, all staff and other children and behave sensibly at all times.
- Be kind to others and share the equipment, always treating the equipment with respect.
- Follow our Branch Out values in Busy Bees as well as in school.
- Tell an adult if I have a problem.
- HAVE FUN!

I agree to the terms and conditions contained in this Information Booklet.

Signed:

Print name:

Parent/carer of:

Date: