



Welcome to Bluebells

Tel: 01327 871363 Website: www.badbyschool.com



Pre-School Teachers

Mrs Fleuty - Pre-School Manager

Mrs Berrel- Pre-School Assistant

Miss Dawson - Apprentice Pre-School Assistant

School Office - 8.30am-4.15pm

Mrs Broadhead - Office Manager &
Bluebells Administrator

Can be contacted by phone or Dojo - Monday,
Tuesday and Thursday

Bluebells Open Times



Gate are open at 8.50am at the rear of the School,
through the Staff car park.

Please be mindful that Staff will be arriving at School at
different times of the morning, so please keep your child
with you at all times.

Morning Session: 8.50am - 11.50am

Lunch: 11.50am - 12.20pm

Afternoon Session: 12.20pm - 3.20pm



What to Wear

We ask children to wear appropriate seasonal clothing. We also
suggest leaving a change of clothes if your child is still toilet training
or has got wet/dirty through messy play.

Children should wear study footwear - **NO** Crocs, slippers or back-
less shoes. We do ask for wellies to be left in Bluebells as we do
love jumping in muddy puddles!



Arbor

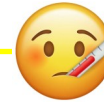
Arbor is our cashless system where you are able to book
for wraparound care, holiday club and pay invoices.

You do not have access to cancel any bookings. If you
require us to cancel any bookings we do ask you to notify
the School Office, either by Dojo or phone 8 hours prior to
cancellation. Unfortunately, we are unable to offer a
refund if we have not been notified within this timescale.
However, we do offer one change in session per term.

The parent portal allows you to update information about
your child.

The School Office will require an email address in order to
give you a login.

Illness



If your child is feeling unwell,
please contact the School Office
before 9.00am.

We ask that children who have
tummy upset or sickness to stay
off for 48 hours from the last bout.

This is to prevent spreading
throughout preschool.

Please do not send Dojo messages
to the Pre-School Team about your
child's absence as they may not be
in School on that day either.



Allergies & Medicine

If your child has **ANY** allergies, please notify the School Office immediately.

If your child has asthma, please complete an Asthma form from the School Office. Please provide the School
with an inhaler and a spacer. We can only administer prescribed medication.

Invoices



These are issued at the beginning of each
term from the iMAT Accounts Department.
We will notify you when invoices have been
added to your Arbor account. We ask that
payment is made within 14 days of issue.

Funding

If you are claiming 15 hours or 30 hours funding a contract must be completed. The Office will provide this and will require to see original documents of your child's birth certificate and a utility bill in order for us to claim.

A reminder will be sent out via Dojo to ask you to refresh your 30 hours code each quarter.

Please note that the 30 hours funding does not cover a full week's sessions and the remainder hours will be invoiced.



ClassDojo

Class Dojo is an interactive reward system that allows you to see how your children are getting on in school. After you have signed up, you will be able to see what your child is doing in school through the 'Class Story' feature. Class Story will be updated regularly and will include key events and photographs.

We also use Class Dojo for updating on upcoming events.

Leave of Absence

If you wish to take your child out of pre-school during term time, a Leave of Absence form must be completed before the date. Please ask a member of staff for a form.



Breakfast Club: 8.00am-8.40am

Early Afterschool Club: 3.20pm-4.30pm

Late Afterschool Club: 4.30pm-6.00pm

Drop off and pick up will be at Bluebells Preschool situated at the back of school. All sessions can be booked up to 3pm on the day via Arbor.

Additional or Change to Allocated Sessions

At the end of the first term a Dojo message will be sent out to parents giving you an option to either increase or change your child sessions. We will try our best to accommodate your request, but it depends on the numbers on the day.

If you require a one off session, please contact Mrs Broadhead via Dojo and we can see if we can accommodate you. Please note that this will be invoiced as funding will not cover additional sessions.



We do offer a holiday club if there is a need for it. Look out for details on the weekly Bulletin.



Fresh Start Meals are our meal provider. Their school dinners are designed to offer something tasty and exciting as well as being nutritious, fresh and healthy.

To order your child's meal you will require a login, which will be provided by the School Office.

Children in Reception to Year 2 are provided with a free school meal. These need to be booked through Fresh Start.

The order deadline is each Thursday at noon, the week before you need meals. They also offer a late ordering system which allows you to place an order online up until 9am on the day for either a Jacket Potato or Deli option.

If your child has forgotten their packed lunch or there is no meal booked, the School Office will contact you to either bring a lunch to the school or we offer a meal, but this will be charged to your Arbor account.

Driving to Badby and Parking

At Badby we operate an unofficial one-way system to alleviate the flow of traffic by driving up Pound Lane and down School Lane. Parking around the school is limited. Please remember not to block residence driveways and the Staff car park, as access is required at all times.

We ask that no one parks on the yellow zig-zag lines or in the disabled area, unless you hold a blue badge.

