Burman's Buddies

Information Booklet

2026-2027

Welcome to Burman's Buddies

Burman's Buddies offers a warm, safe and welcoming environment where children can relax, play and enjoy their time outside the school day. Our team is dedicated to creating a space that feels like a home-from-home, supporting children's wellbeing while encouraging fun, creativity and confidence.

We focus on:

Positive relationships — building trust, kindness and strong connections between children and staff.

Play-based learning — encouraging curiosity, imagination and problem-solving through meaningful play.

Safety and wellbeing — ensuring every child feels secure, supported and valued.

Clear communication with families — working in partnership with parents and carers to support each child's needs.



Our Staff Team



Mrs Bhogal – Club Leader

Qualified Teaching Assistant with dedicated experience in Early Years and Infant settings. Mrs Bhogal is skilled in play-based provision, behaviour support and building strong relationships with young children. She has a wealth of experience in supporting children both in the classroom and within wraparound

care, creating a nurturing, engaging and inclusive environment where every child feels safe, confident and valued.

Mrs Randle – Assistant Club Leader

Qualified in Children's Care Learning and Development, with a wealth of experience in childcare settings and across different age groups. Mrs Randle values trust, engagement and making time to listen to children in her care and brings managerial experience with her, from previous roles.

Mrs Power – Playworker

Well known to our Children, as one of Burman's Lunchtime Supervisors. Mrs Power has experience in all relevant policies and procedures and thoroughly enjoys spending quality time engaging and playing with our children, before their school day begins.

At Burman's Buddies, we aim to:

- Provide a happy, safe, nurturing and stimulating environment where young children feel secure, valued and welcomed.
- Support children in their early development through play-based experiences that encourage curiosity, imagination and independence.
- Value children's choice and voice, recognising that play is essential to their learning and wellbeing.
- Foster positive relationships, helping children to develop confidence, kindness and respect for themselves and others.
- Promote inclusion by ensuring that all children, regardless of their background or needs, feel welcomed and supported.
- Work closely in partnership with parents and carers to support each child's individual development and wellbeing.
- Reflect on and continually improve our provision to ensure we meet the needs of all children and families within our school community.

We are committed to providing:

- High-quality care and rich play opportunities that are tailored to the needs, interests and safety of young children.
- An enabling environment with resources that inspire exploration, creativity and independent learning.
- A broad range of engaging, age-appropriate activities that support early learning, confidence and self-esteem.
- Safe access to a variety of indoor and outdoor facilities, encouraging active play and development.
- A caring, experienced and approachable staff team who understand early childhood development and support both children and their families.
- A provision that adheres to current legislation.

- An inclusive and respectful environment where every child and family is valued and discrimination of any kind is not tolerated.

Activities

Indoor and outdoor activities are planned daily, offering children a balance of creative, active and calm play opportunities. Our daily planning is displayed on the board within the setting so parents / carers can easily see what is available each day.

Children are encouraged to join in with the planned activities but they are also free to choose from a wide range of resources and play equipment available, throughout the session.

We value children's ideas and they are invited to share suggestions for new activities, resources or equipment through our Burman's Buddies Children's Voice Board. Where possible, appropriate requests are added to future planning, to ensure children feel heard and involved in shaping their Buddies experience.

Important Information

Opening Hours

Burman's Buddies operates Monday to Friday during **term time only**:

Before School: 8:00am – 8:55am / 9:00am (Nursery)

After School - Early: 3:30pm – 4:30pm

After School – Standard: 3:30pm – 5:00pm

After School – Late: 3:30pm – 6:00pm

Drop-off and Collection Routine

A member of staff takes the children to their classrooms at **8:55am / 9:00am (Nursery)**.

At **3:30pm**, a member of staff collects the children directly from their classrooms and brings them into Buddies.

If a child attends another after school club first, an adult from the club will bring them to Buddies, afterwards.

Arrival & Collection Information for Parents / Carers

Parents / Carers should drop off and collect their child/ren from the Burman's Buddies building (located on the school Car Park). Please ring the Burman's Buddies bell and wait for a **member of staff** to open the door.

Please do not park in the staff Car Park at any time.

Authorised Adults — Only adults listed on your iPAL contacts are permitted to collect your child.

Password Verification — Any adult collecting a child / children must provide the agreed password, when collecting.

Age Requirement — Individuals under 16 years of age are not permitted to collect children from Buddies.

Absence Notification — If your child will not attend a booked session, please inform the Club directly, as soon as possible.

Contact Details

Burman's Buddies Mobile: 07469 912 142 (please leave a message, if outside of opening times)
Email: buddies@burman.solihull.sch.uk

Registration and Bookings (via iPAL)

Please see the iPAL User Guide

All registrations and bookings are completed online, through **iPAL**

Parents / Carers are required to provide the following information:

- Child details
- Emergency Contacts
- Medical and Allergy Information
- Collection Password
- Permissions

Children cannot attend Burman's Buddies until their iPAL Registration is completed and approved.

Fees & Payments

- Fees are paid via ParentPay
- Tax-Free Childcare Vouchers are accepted and can be used for payment via iPAL
- Booked sessions are non-refundable.
- Late collection charges apply at £5.00 per 15mins.
- Absences due to any of the following, will still be charged at the full fee cost:
    - Parent / Carer or child sickness
    - Parent / Carer occasional day off (when already booked in advance)
    - Annual holidays during term time (arranged after sessions have been booked)

Before School: 8:00am – 8:55am / 9:00am (Nursery)	£8.00 (including breakfast served until 8:30am)
After School - Early: 3:30pm – 4:30pm	£8.00 (including a light tea / snack and a drink)
After School – Standard: 3:30pm – 5:00pm	£15.00 (including a light tea / snack and a drink)
After School – Late: 3:30pm – 6:00pm	£17.50 (including a light tea / snack and a drink) *Children may also bring a 'tea box' – optional)

Late Collection

If a child is not collected at the end of their booked session, a late fee will be applied. A charge of £5.00 for the first 15 minutes, followed by £5.00 for each additional 15 minutes, will be added to your account. Parents / Carers must collect their children no later than 6:00pm. Any collection after 6:00pm will be recorded and the late fee will be automatically added through iPAL.

Breakfast, Snacks & Tea

Burman's Buddies is a nut-free club.

We provide:

- Breakfast, including a variety of cereals and toast
- A light tea / snack for all children attending after school. A range of options is offered and varies daily (examples include items such as bagels, crumpets, crackers with cheese, toast or wraps).
- Water - available throughout the session, with squash (no added sugar) offered as an optional alternative.

- If your child is staying until 6:00pm, you may choose to send a 'packed tea' if you feel they will need additional food. This is optional and entirely at parent / carer discretion.

Behaviour & Expectations

We follow the Burman Infant School Positive Attitudes, Values and Behaviour Policy to maintain a calm, safe and positive environment for all children.

Burman's Buddies Rules are:

- Be kind
- Use gentle hands
- Listen to adults
- Look after toys and each other

If a child's behaviour causes concern, parents / carers will be informed at collection.

Safeguarding

The safety and wellbeing of children is our highest priority. All staff follow the Burman Safeguarding and Child Protection Policy and are trained to report any concerns, in line with statutory guidance.

Please see all safeguarding policies on the school website.

Safeguarding concerns are reported to the school's Designated Safeguarding Leaders **Miss Saxty and Miss Goddard.**

We ensure a safe environment through the following measures:

- Enhanced DBS Checks for all staff
- Regular safeguarding training for all team members
- Clear reporting procedures followed consistently, across the Club.
- Strict collection procedures, including authorised adults and password verification
- Health and safety practices to maintain a secure environment
- Confidential handling of information, shared only with appropriate professionals
- Safeguarding is everyone's responsibility and as part of Burman Infant School we ensure children are protected, supported and safe at all times.

Working Together

We aim for Burman's Buddies to be a supportive and welcoming community for all families. Please speak to us regarding:

- Any changes at home
- Concerns or worries your child may have
- Additional needs or support requirements
- Suggestions for activities or experiences

Our priority is to ensure your child feels safe, happy and confident during their time with us.