



**SPRINGFIELDS FIRST SCHOOL**  
Yarnfield, Stone, Staffordshire, ST15 0NJ  
**'ACHIEVING EXCELLENCE TOGETHER'**

Dear Parents/Carers,

Please see all information regarding Springfields Care Club staffing and childcare payments below:

- Staffing information

Before school:

Mrs Shelagh Sanders - Out of Hours Club Supervisor

Mrs Emma Stewart - Senior Play Worker

Mrs Margaret McKnight - Extended School Support Teaching Assistant

After school:

Mrs Shelagh Sanders - Out of Hours Club Supervisor

Mrs Louise Foxley - Senior Play Worker

Mrs Zoe Gilpin - Extended School Support Teaching Assistant

- Childcare vouchers / 'childcare choices' payments are accepted

Springfields First School is registered with the following providers:

- Busy Bees Benefits
- Care 4 ( provider number 63686986)
- Computershare (provider number 0019625705)
- Edenred (provider number P21249029)
- Sodexo (provider number 224756)
- Allsave Limited
- Enjoy Benefits
- Fideliti
- Kiddivouchers

Depending on a provider, they will request the schools provider number (if applicable) and / or schools' Ofsted registration number (124141) and / or schools postcode (ST15 0NJ).

Please remember to reference your payment with our cost centre **231592/68238** followed by initials if possible, to enable Staffordshire County Council finance



Headteacher  
Alison Bagnall

Telephone: 01785 337310  
office@springfields-first.staffs.sch.uk

department to allocate funds correctly. Without this reference, allocation will not be available and your Springfields Care Club account will stay in arrears.

Springfields First School is also registered on a gov.uk website - '**childcare choices**'. If you choose to pay through childcare choices, please ensure you email the school office with your TFC reference number eg. RSKE12345TFC, so we can inform Staffordshire County Council for the correct allocation of funds.

Please ensure you make all Springfields Care Club voucher payments to the Springfields First School account, not the Springfields Out Of School Club - SOOSC (which will only operate during school holidays) as the payment is not transferable between these two provisions.

If you choose to pay for the childcare via childcare vouchers or childcare choices, please remember it can take up to 4 working weeks for your ParentPay account to update with the payments made as all payments go via Staffordshire County Council account and are allocated to individual schools accordingly.

- Parents working various shifts:  
As some professions require various shift patterns, the governors have agreed to pre-book care club sessions on a rolling basis with 4-6 weeks notice, as soon as the shift pattern is released for each particular period.
- Springfields Care Club will **NOT** accept older siblings from local middle schools for the before and after school care until the guidance regarding class / school bubbles changes.

Please remember to return the booking form as soon as possible to secure a place at our care club.

If you require an ad hoc or an emergency booking, you will need to email [careclub@springfields-first.staffs.sch.uk](mailto:careclub@springfields-first.staffs.sch.uk) before 6.30pm day before or before 12.30pm for an afternoon session to check the availability as we will not be able to accept children if the club is full for that session / day.

If you are running late or you cannot contact us via email before 12.30pm for the afternoon session, please phone the school office on 01785 337310 so we can check the availability.

If you have any further questions regarding the matter please do not hesitate to contact us.

Yours sincerely

A Bagnall  
Headteacher