



CONTACT INFORMATION

Exning Primary School Wrap-Around Care
Exning Primary School
Oxford Street
Exning
SUFFOLK
CB8 7EW

Club mobile number: 07914565828 (during opening hours)
School telephone: 01638 600123 (during school hours)
Rachel Donald: 07775731873
(Please leave a voice message or send a text if there is no reply.)

Email address: exningwraparoundcare@email.com
Web address: www.exning.suffolk.sch.uk

Ofsted Registration No: 124544

Club Staff

Manager: Rachel Donald

Lead Supervisors: Rachel Donald
Johanna Cross
Sharon Clayson
Georgi Blyth

Deputy Supervisors: Karen Ellis

Play Supervisors: Lucy Bailey
Lesley Malone
Shirley Taney
Zoe pillinger
Sam Simpson

School Head Teacher: Mr J Clark



Exning Wrap-Around Care



Parent Booklet





ABOUT THE WAC CLUB

Exning Primary School Wrap-Around Care Club (WAC) includes a breakfast provision from 7:45 am until school time, after school sessions from the end of the school day until 18:00 pm and holiday care during most school holidays from 8:00 am until 18:00 pm. The club is based in the Group room at Exning Primary School. There is access to the outside playground and school playing field. During holiday club sessions the big school field is used as well as visits to the park.

Aims

At WAC Club we aim to provide a safe, secure and relaxed environment, offering a range of activities to reflect the interests of the children in our care.

Activities

Our Club follows the Playwork Principles, so the children are free to choose activities and resources as they wish. There will always be a selection of activities and resources available, including dressing up, role-play, craft, board games, construction, computer/ console games, physical play, cookery, and reading.

We have a wide range of resources and activities that the children have access to. There is often an adult supported activity that the children can choose to take part in, this could be arts and crafts, cooking, sports or other games. Whenever the weather allows we play outside either on the playground or on the school field. Children may bring their own toys or games to holiday club but they have to be responsible for the items, as we cannot guarantee their safety, although we will of course endeavour to do so. Please name them where possible and do not allow them to bring precious items. Any toys from home will need to stay in book bags during the school day.

We can arrange for older children to have a quiet space to complete their homework in although we cannot guarantee that we will be able to assist them doing it.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected. Please inform staff of any infectious illness your child contracts. If your child has been vomiting or had diarrhoea please do not send him or her to the Club for 48 hours after the last episode in line with the school's policy.

Medication

Please let staff know if your child is taking prescribed medicine, including epi-pens and inhalers. If your child needs to take medicine whilst at the Club you will need to complete a **permission to administer medication form** in advance. We have an emergency Salbutamol inhaler for children who are prescribed asthmatics and a bottle of Piriton for children with notified allergies. These would only be administered in emergency situations and you will be asked to complete a form to acknowledge this. Staff have completed epi-pen and asthma training.

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children.

We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus, and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Listen to your views and concerns to ensure that we continue to meet your needs.



for any reason please contact us to let us know. A late payment fee of £10.00 may be charged if you collect your child after the Club has closed. Please see the *Uncollected Child Policy* for further information.

The school gates are generally open before Breakfast Club until approximately 8am and until 9 am at Holiday Club for early drop-offs. In the evening the gates remain shut until it is safe to open them, on warm, sunny evenings they may not be opened at all as wherever possible we aim to provide the children with access to outdoor play. Please factor parking into dropping off/ collecting your children.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without prejudice based on race, gender or sexuality.
- We will challenge inappropriate attitudes and practices
- We will not tolerate any form of racial harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

GENERAL INFORMATION

Children and staff have created rules for acceptable behaviour whilst at the Club. These are displayed at the Club for everyone to see. We follow the school's behaviour system to facilitate continuity.

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors. We encourage appropriate behaviour through: praise for good behaviour; emphasis on cooperative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

Food

Children should not bring food to Breakfast Club or After School Club. At Breakfast Club they have a choice of toast or cereal with fruit juice or milk to drink and at After School Club they have a snack (such as a cheese roll or chicken wrap) accompanied by salad/ fruit with squash or water to drink. At Holiday Club breakfast is the same as at Breakfast Club, with fruit for morning snack. In the afternoon snack is also provided, usually something the children have cooked or made themselves. Packed lunches are required for Holiday Club and should follow the usual guidelines for school pack lunches and therefore be nut-free, with no fizzy drinks or confectionary items. We promote independence by asking children to help each other and clear away. Fresh drinking water and fruit is available during all sessions. We meet individual dietary requirements wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

If your child is going to another activity straight after being collected they can bring a packed tea to have at after school club, and if necessary change into other clothes.

Staffing

Our Club is run by staff employed by Exning Primary School. We aim to provide a smooth transition between classes and the club. All of our staff have significant experience of working with children and undertake professional development training. All staff members are DBS (CRB) checked. We maintain a staff/child ratio of 1:8 for children wherever possible to ensure the best opportunities for your child.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you prefer to arrange a more convenient time for a meeting please contact Rachel Donald (contact details are at the back of this booklet).

Rachel Donald is the adult assigned to for reception-age children to ensure their needs met. For children attending Exning Primary School there is also close liaison with the class teacher.

Policies and procedures

The Club has adopted the policies and procedures of Exning Primary School as well as policies specific to the running of the club. Copies of the full policies are available for parents upon request.



Sun Protection Lotion

When necessary we will supervise the children applying sun protection lotion. Children are encouraged to bring their own lotion to school (named), however we do have some at WAC that they can use. If you do not wish your child to use our sun protection lotion please put this in writing.

Games and DVDs, Nail Varnish and Face Paints

We allow the children limited, supervised access to games and DVDs, some of which are either PG or 7+ and sometimes we have nail art or face painting activities. If you have any concerns about your child having access to these please speak to Rachel Donald. We do not allow mobile phone use at our clubs.

TERMS AND CONDITIONS

Admission

Our Club aims to be accessible to children and families from all sections of our local community. See our *Admission and Charging Policies* for more details.

We require a completed registration form for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately. Please ensure you notify staff of any changes to your details.

Payment of fees

The current fees are £2.50 per child for breakfast club and £9.00 per child for after school club sessions, Holiday Club is £25.00 for the full 10-hour session. Fees are payable in advance by cash, cheque or childcare vouchers. Cheques should be made payable to Exning Primary School. The price per session per child is payable for all booked sessions including when your child is sick, or absent. You can elect to pay weekly, monthly or half-termly and will be issued with invoices as appropriate. Cheques should be made payable to Exning Primary School. We accept childcare vouchers. Please ensure that fees are paid promptly at the beginning of your selected period as non-

payment may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to Rachel Donald.

Changes to days and cancelling your place

You must give us two week's notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact Rachel Donald. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's teacher, we would appreciate a voicemail, text or email message—contact details can be found at the end of this booklet.

Induction

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. We provide an All About Me sheet for you to complete with your child to enable us to ensure that we can provide activities that will engage your child. During your child's first session time will be set aside for an induction. The induction will include running through Club's rules and routines (including meal times, collection, children's meetings), 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.

Arrivals and departures

After Breakfast Club staff will ensure that children arrive at their class ready for school. Years 1, 2 and reception class children are taken to their classrooms, year 4 line up on the front playground with the rest of their class and the years 5 and 6 walk themselves to their classroom from 8:45pm.

A register is taken when children arrive in our care, and you must sign out your child when you collect them at the end of the day. We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, please notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation. The After School and Holiday Clubs finish at 6:00pm, if you are delayed