



Exning Wrap-Around Care



Parent/ Carer Booklet



ABOUT THE WAC CLUBS

Exning Primary School Wrap-Around Care Club (WAC) offers before school 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. All clubs are based in the Group Room at the school. There is access to the outside playground, school playing field and woodlands. During holiday club the sports field is used as well as visits to the park and local day trips.

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

We follow the Playwork Principles, allowing children to choose activities and resources. We promote independence, responsibility and consideration and encourage children to actively participate in new activities and experiences. There is a wide range of resources and activities that the children can access including dressing up, role-play, craft, board games, construction, console games, physical play and reading. Children can choose to take part in adult supported activities that may include arts and crafts, outdoor skills, food preparation, sports or other games. Weather permitting, outside play is promoted, either on playgrounds, school fields or the woods. There are often weekly extended visits to the woods for forest school sessions. Children may bring their own toys or games to HC but they remain responsible for the items, as we cannot guarantee their safety, although we will of course endeavour to do so. Please name them and do not allow them to bring precious items.

We may be able to arrange for older children to have a quiet space to complete paper-based homework, although we cannot guarantee that we will be able to assist them doing it. Younger children may share a book or read to a member of WAC staff, when possible, please let us know if you would like us to try to facilitate this.

Food

Children should not bring food to Before School (BSC) or After School (ASC) Club. At BSC they have a choice of toast or cereal with milk to drink and at ASC they have a snack (such as a cheese

roll or chicken wrap) accompanied by salad/ fruit and water to drink. At Holiday Club (HC) breakfast is the same as at BSC followed by fruit for morning snack. An afternoon snack is also provided, such as a sandwich, wrap or similar. We have 'special' foods sometimes as a treat or celebration. Packed lunches are required for HC and should follow the usual guidelines for school pack lunches and therefore be nut-free, with no fizzy drinks or confectionery items. We promote independence by asking children to help each other and to clear away. Fresh drinking water and fruit is available during all sessions. We meet individual dietary requirements, wherever possible, and recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Staffing

The club is run by staff employed by the school. We aim to provide a smooth transition between classes and the club. All staff have significant experience of working with children, and regularly undertake professional development training. We aim to maintain low staff/child ratios, wherever possible, ensuring children have the best opportunities. 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 the manager (contact details are at the back of this booklet). Rachel Donald is the assigned adult for reception-age children to ensure their needs are met. For children attending Exning Primary School there is also close liaison with teachers.

Sun Protection Lotion

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

Games and TV, Nail Varnish and Face Paints

We allow the children limited, supervised access to games and TV, some of which may be either PG or 7+, and occasionally we have nail art or face painting activities. If you have any concerns about your child having access to these please speak to the manager. Mobile phone use is not permitted.

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. These and other relevant documents, can be accessed via our webpage:

<https://www.exning.suffolk.sch.uk/parents-information/wrap-around-care> Before your child can attend you are required to register them on the online booking system, <https://exning.magicbooking.co.uk/Identity/Account/Login> . Please ensure that your account is kept up-to-date with any changes to your details.

Policies and procedures

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

Booking Sessions

The next term's sessions are released for booking the half term before the first session, usually a minimum of six weeks in advance. Notification of the release date is advised via email and ClassDojo. Sessions can either be booked as a block of regular sessions or ad hoc sessions up to 24 hours before. A promo code giving a 10% discount for early bookings is issued, upon release of sessions, and can be used until three weeks prior to the first session. Sessions canceled with less than six weeks' notice will not be refunded. Sessions that children cannot attend due to a school event (eg residential trip) will be refunded as a credit on your account. If sessions are full you can choose to be added to the waiting list and will be accepted if a space becomes available (please remember to remove sessions from the waiting list if alternative provision is made as you will be charged if approved.)

Payment of fees

Once sessions are booked, fees are payable in advance online or by childcare vouchers, including the HMRC scheme. If payment is made via the HMRC tax-free scheme please email us a screenshot of the payment, to enable us to credit your account, in good faith, prior to receiving proof of payment on the bank statement.

The price per session per child is due for all booked sessions,

including when your child is sick, or absent. Although fees are payable when sessions are booked, you can choose to pay in monthly instalments. If you wish to pay weekly, please speak to the WAC manager to arrange this. Please ensure that fees are paid promptly on the designated date as non-payment may result in places being terminated. If you are having difficulty paying fees, please speak in confidence to Rachel Donald.

Absences

Please remember to let us know if your child will not be attending the Club for any reason, including illness and holidays. Even if you have informed your child's teacher or the school office, a ClassDojo message or an email is appreciated — contact details can be found at the end of this booklet. Fees will still be due for these sessions.

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. All About Me sheets are available, which 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 rules and routines (including dropping off, meal times and collection) as well as 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

Children can be dropped off and collected at your convenience, within the session times. BSC 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 3 go through to their class, year 4 join the rest of their class in their porch area and years 5 and 6 walk themselves to their classroom from 8:35am.

An electronic register is taken when children arrive in our care, and when they are collected at the end of the day. We expect that your child will normally be collected by the people you have named when registering. 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. Please ensure this person knows

your password (the password is case sensitive).

Both ASC and HC finish at 6:00pm, please advise us if you are delayed for any reason. A late payment fee of £10.00 may be charged if your child is collected after the club has closed. Please see The *Uncollected Child Policy* for further information. HC sessions might include off-site trips affecting dropping off/ collection times; advanced notice will be given. Please ensure the gate is shut securely when leaving to ensure the children's safety.

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/ additional needs

We make every effort to accommodate and welcome any child with additional needs. We work in liaison with parents or carers to fully understand each child's specific requirements. We endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case is considered individually and risk-assessed to ensure everyone's safety. We offer SEND provision during the longer school breaks – please contact the manager for more information.

GENERAL INFORMATION

Children have created rules for acceptable behaviour at the club. These are displayed for all to see. We follow the school's behaviour system to facilitate continuity. The club promotes care, consideration and respect for everyone attending: children, staff and visitors. We encourage appropriate behaviour through: praising good behaviour; emphasising cooperative play and sharing; talking to children with the courtesy we expect from them and engaging children in activities.

Medication

Please let staff know if your child is taking prescribed medicine, including autoinjectors 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 autoinjector pen and asthma training.

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 with us, we will contact you and ask you to make arrangements for them to be collected. Please inform staff of any infectious illnesses your child contracts. If your child has vomited or had diarrhea, please do not bring them to the club for 48 hours after the last episode in line with the school's policy.

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play opportunities 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.
- Listen to your views and concerns to ensure that we continue to meet your needs.

Holidays Activities and Food Programme

We are currently receiving funding to offer free spaces at HC during the Easter and Summer holidays to children in receipt of free school meals. Please contact Rachel Donald if you are eligible for this.



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 (urgent matters only)
(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
and Lead Supervisor:** Rachel Donald

Play Supervisors: Marie Banner
Georgina Blyth
Louise Carter
Leah Riches
Aimee Figredo
Abbie Good
Gemma Devereux
Emma Cadman
Glenda Flynn

Relief Supervisors: Samantha Simpson
Olivia Sartain