



Abberley Acorns

Wrap around care at Abberley Parochial Primary School is provided as a service by the school to enable children to enjoy extra-curricular activities and for parents to manage their schedules. Our prices are very competitive and the intent of this care is to provide a service to families and not to make a profit. Any profit made is invested in improving the provision for the children who attend.

Abberley Acorns runs from 8am to 8.50am and from 3.30pm to 6.00pm and is located in the mobile at the back of the school.

Aims

At Abberley Acorns 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 at a very competitive price. Abberley Acorns is a service for our parents and it is not our aim to profit from this but to make this service self-sufficient.

What we offer

Abberley Acorns follows the Play work 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, art & craft, board games, construction, computer games, physical play, cookery, and reading.

We tend to follow the following schedule:

3.15 – 3.30pm – Registration at Abberley Acorns, drink and toilet time

3.30 – 4.30pm – Activities or clubs

4.30 – 5.00pm – Reading, colouring, homework, thinking skills activities

5.00 – 5.30pm – Snack or supper time

5.30 – 6.00pm – Child initiated

What we provide

For those staying after 5.00pm, we provide a healthy snack, including fresh fruit and vegetables. However, if children bring their own snack they can choose when they have it.

For children staying later a supper is available for an extra £1.00. Examples include stew and potatoes, chilli and rice, soup and bread, spaghetti Bolognese, beef ravioli.

We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. Drinking water is available at all times and in the colder weather the children are sometimes treated with a hot chocolate. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting.

Sessions and prices

Session times for school pupils	Price
8.00 – 8.50 am	£2.50 or £3.00 to include a light breakfast
Drop off session: Our breakfast provision does not require pre-booking.	
3.30 – 4.30pm	£3.50
3.30 – 5.00pm	£5.00

3.30 – 5.30pm	£6.50 (£7.50 with supper)
3.30 – 6.00pm	£8.00 (£9.00 with supper)
Session time for pre-school pupils (3-4 year olds)	Price
3.30 – 5.30pm	£9.00 (£10.00 with supper)
3.30 – 6.00pm	£10.50 (£11.50 with supper)

Booking

School children booking

Breakfast club does not need to be pre-booked and parents can drop off **and sign their child into this service as directed by Breakfast club staff** as needed.

All other sessions should be booked in advance using the booking form sent home with children at the end of each term or found on the website or by telephoning or e-mailing the office and speaking with Mrs Day (01292 89633 office@abberley.worcs.sch.uk). Usually, we will be able to add additional children on the day as required. Please call the school office if you need to arrange this. However, children added on the day are not guaranteed provision.

Pre-school booking

Bookings for pre-school children should be made for a half-term block and with a minimum of three weeks' notice from the time of booking to the first session. Booking forms are available online in the Abberley Acorns section of the school website or by following [this link](#).

You will receive an e-mail confirmation within 5 working days. Confirming your booking at Abberley Acorns.

Pre-school children must be toilet trained and not in nappies before they can attend Abberley Acorns.

Payment of fees

Parents will be invoiced at intervals (usually monthly) throughout the year. Details of payment can be found on the invoice with payments being made directly to the county council. For occasional use, parents can pay cash or cheque to Mrs Day in the school office upon booking. Payment cannot be accepted by Abberley Acorns staff.

Signing in and out

Pupils in breakfast club and at Abberley Acorns are signed in and out using our digital visitor management system. Parents are directed to sign their children out of this when they collect their children. The time of sign out will be used to calculate payments for the service.

We take the trust you place in us seriously and ensure we provide a positive service. We aim to ensure that invoices are accurate and will only invoice for services rendered.

Failure to pay

Parents are to call the school office if there are any queries relating to payment. If following an invoice, payment is not received within thirty days, pupils will no longer be able to make use of any paid for service, such as Abberley Acorns, music tuition, residential visits etc, without full payment being made in advance.

Safeguarding

We take the safeguarding of pupils very seriously. Joel Turvey is the Designated safeguarding lead for the school, with Mrs Claire Shelley as the deputy and any concerns should be directed to them. We take a vigilant approach to safeguarding and all employees will adopt a professionally curious approach. All concerns are recorded on CPOMS in line with our school safeguarding policy which is updated annually and can be found on the school website.

First Aid and administering of medicine

First aid will always be administered by someone who is qualified to do so. Please refer to the school policies for first aid and support for pupils with medical conditions.

Please advise the school if your child has a medical condition and if medication is required. The school will create a health care plan for your child in consultation with parents.

Behaviour

Abberley Acorns follows the behaviour policy adopted by the school which is published on the school website. Resources to deal with ongoing inappropriate behaviour are more limited in the Abberley Acorns environment. If persistent poor behaviour occurs and a risk assessment suggests that risks to the child, school property or other pupils cannot be mitigated, the pupil will not be able to attend Abberley Acorns.

Staffing

	Lead supervisor	Assistant supervisor
Monday	Sarah Andrews (PFA) EYFS	Mandy Crisp
Tuesday	Patricia Birch (PFA) EYFS	Michelle Lench (PFA) EYFS
Wednesday	Sarah Andrews (PFA) EYFS	Mandy Crisp
Thursday	Patricia Birch (PFA) EYFS	Sarah Andrews (PFA) EYFS
Friday	Patricia Birch (PFA) EYFS	Sarah Andrews (PFA) EYFS

PFA – Paediatric First aid trained

EYFS – The member of staff is level 3 qualified or above and can therefore be taken into consideration in early years ratio allocations.

Special needs

Abberley Acorns recognises that some children have additional needs or physical disabilities that require particular support and assistance. We will assess the individual needs of each child in consultation with their parents prior to their attending the Club, and will make reasonable adjustments to ensure that children can access our services and are made to feel welcome. We will endeavour to accommodate all children of all abilities, whilst working within the Acorn's limitations. Where one-to-one support is required we will assist parents in accessing the funding required to provide the additional care.

For more details on equal opportunities and special needs, see our **Equality of information and objectives** and our **SEND policy and information**.

Arrivals and departures

School children

Breakfast club – Parents are to bring children around to the mobile through the side gate, where they can place their coats and bags. Staff will be there for you to register your child.

After school club –

- Arrival - Pupils in KS2 who are attending Abberley Acorns are to line up at the Abberley Acorns mobile with their teacher who will sign them in.
- Collection - Parents come to the front of school and ring the ring bell on the door. Please be patient as staff may be in the middle of something. Staff will bring the child to the door for collection where parents can sign their child out.

Collection before 4.30pm will only be available with prior arrangement as many of the children and staff will be involved in activities and after school clubs during this time.

Pre-school children

- Arrival - Pre-school children are brought across by a pre-school member of staff to the entrance of Abberley Acorns. They will go directly to Abberley Acorns with the pre-school staff, where they will be registered on site.
- Collection - Parents come to front school playground for collection after clubs at 4.30pm, where the children are released and signed out by Abberley Acorns staff. For later collections, parents will need to ring the bell at the entrance to Abberley Acorns and then parents will be required to sign their children out.

We expect that your child will normally be collected by the people you have named on the registration form with the school or completed online for pre-school aged children. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

The club finishes at 6pm, if you are delayed for any reason please telephone the Club to let us know. Please note the telephone extension to Abberley Acorns runs through the school office first. Your call will be answered but there will be a short delay. A late collection fee may apply.

TERMS AND CONDITIONS

Before we can accept your booking, you must read and agree to the following terms and conditions of the club:

- Your child must be registered with Abberley Parochial V.C. Primary School or Abberley Pre-school to attend Abberley Acorns.
- Bookings for the after school provision should be made in advance. For pre-school children, this must three weeks in advance.
- Pre-paid clubs will not be refund if a child does not attend.
- You will not be charged if the club is forced to close due to snow, heating failure or other circumstances beyond our control.
- Payments will be invoiced monthly. Please ensure that fees are paid promptly. Methods of payment are printed on the reverse of the invoice.
- Childcare vouchers are accepted. Please go to the school office to arrange this service.
- Please inform the school of any change in address or contact details
- Staff will administer medicine such as those provided for asthma, diabetes providing it is in line with the child's health care plan already established with the school.
- Children who are ill must not attend Abberley Acorns and in the event of sickness or diarrhoea must be off for 48 hours after the sickness or diarrhoea has finished.
- If your child is ill whilst at Abberley Acorns, staff will contact you to collect your child.
- The Lead Supervisor may have to contact the Police and / or Children's Services if a child is left for more than 45 minutes without prior consent and ALL emergency contact numbers have failed to establish a link with the family.
- Any concerns should be referred to the Lead Supervisor and / or Head Teacher in the first instance.
- Should you wish to make a formal complaint about Abberley acorns please follow the school complaints policy and procedures.

- All children will be registered by the Supervisor upon their arrival at Abberley Acorns. The Supervisor and Play workers will adhere to all Abberley Parochial V.C. Primary School policies along with relevant legislation such as: Disability discriminations Act, Race Relations Act, Sex Discrimination Act, Children's Act, Data Protection Act and adheres to other school policy and procedures such as Safeguarding and Bullying. Polices are available on the school website or in the office and can be viewed upon request.

