



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 at a sustainable cost for them and the school. We also want to provide additional enrichment to pupils at the school and pre-school during this time.

Abberley Acorns runs from 7.50am to 8.50am and from 3.15pm to 6.00pm and is based in the school hall.

Flexible provision is available until 5.20pm every school night. Provision is available to 6.00pm only if it is pre-booked at the start of the term. All sessions for pre-school children and provision for school pupils until 6.00pm must be booked and paid for/invoice for in advance.

Provision is only available for pre-school children who are a minimum of three years and six months in age or who will be starting school the following September and who are toilet trained.

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. Our goal is to enrich those who attend alongside the aim of our school curriculum. 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 and well-resourced so it can be enjoyed by all pupils in the future.

What we offer

There will always be a selection of activities and resources available, including dressing up, art & craft, board games, construction, computer games, physical play and reading.

We tend to follow the following schedule:

3.20 – 3.30pm – Registration at Abberley Acorns, drink and toilet time

3.30 – 4.25pm – Activities or clubs

4.30 – 5.10pm – Reading, colouring, homework, thinking skills activities

5.10 – 5.45pm – Snack or supper time or tidy up and collection

5.45 – 6.00pm – Tidy up and collection

What we provide

For those staying after 5.20pm, we provide supper. The advanced booking allows us to ensure that we have food that the children enjoy and which is healthy. Parents are welcome to provide their children with a snack for Abberley Acorns which they can enjoy at a time agreed with staff.

Examples of supper include stew and potatoes, chilli and rice, soup and bread, spaghetti Bolognese, beef ravioli or Jacket Potato.

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
7.50am – 8.50 am	£4.00 to include breakfast
8.20am – 8.50am	£2.00
Drop off session: Our breakfast provision does not require pre-booking and is only available for pupils registered at the school.	
3.20pm – 4.30pm	£4.00
3.20pm – 5.20pm	£7.00
3.20pm – 6.00pm	£11.00 includes supper. Advanced bookings only.
Session time for pre-school pupils (3-4 year olds)	Price
3.20pm – 4.30pm	£6.00 Advanced booking only
3.20pm – 5.20pm	£9.00 Advanced booking only
3.20 pm– 6.00pm	£13.00 includes supper - Advanced booking only

Please note that charges will be invoiced by the sign out time. It is parent's responsibility to ensure that they sign their child out of Abberley Acorns using the ipad at the front office.

Booking

School children booking

Breakfast club does not need to be pre-booked and parents can drop off and sign their children into school in the hall.

Booking after school clubs

A booking form is sent home either at the start of term in autumn or the end of the previous term for parents to book after school clubs. This form should be returned to the school office by the detailed deadline.

Booking Abberley Acorns from 3.20pm – 5.20pm

Advanced booking is completed using the online form which can be found on the school website. These should be made the day before the service is required. Bookings on the day should be made by calling the school office on 01299896332, but we cannot guarantee there will be space.

Booking for provision from 5.20pm

A booking form is sent to parents for clubs and this provision. This needs to be completed and submitted before the date on the form.

Pre-school booking

Booking for pre-school children should be completed on the pre-school booking form available to print from the Abberley Acorns section of the website, from the school office or from pre-school. Forms and payment should be made to the school office.

Booking forms for the next half-term must be submitted before the conclusion of the previous term. For example, booking for the first spring half-term should be in before the school breaks up for the Christmas holidays. The exception to this is the first autumn term where bookings can be made during the first week back at school.

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

Provision is only available for children who are a minimum of three years and six months.

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.

Invoices for clubs, pre-school provision and provision until 6.00pm will be issued upon receipt of the booking forms.

Invoices can be paid using childcare vouchers or through HMRC. Please discuss this with Mrs Day if you are unsure.

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. If parents forget to sign their child out of Abberley Acorns, parents will be charged until 5.20pm.

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 and money owed to the school exceeds £100, 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.

Children who are not booked into Abberley Acorns after 5.20pm must be collected on time. If children remain uncollected at 5.30pm an additional £10 will be charged to cover the cost of overtime payments to staff.

Clubs finish at 4:30pm and the gate for clubs collection will close at 4:35pm. Any collection after 4:35pm will be charged the additional £3.50 from 4:30pm to 5:20pm.

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. This will not be categorised as an exclusion from the school.

Staffing

	Lead supervisor	Assistant supervisor	Additional EYFS ratio staff if required
Monday	Sarah Andrews (PFA) EYFS	Mandy Crisp (PFA)	Joel Turvey (PGCE)
Tuesday	Patricia Birch (PFA) EYFS	Michelle Lench (PFA) EYFS	
Wednesday	Sarah Andrews (PFA) EYFS	Mandy Crisp (PFA)	Claire Shelley (PGCE) (PFA)
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.

PGCE – Staff member is a qualified teacher and is therefore taken into consideration when determining pre-school pupil ratios

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**.

Arriving and collecting children

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 rear door of the school hall where a member of staff will sign them in. KS1 and reception pupils will be brought to the hall by their class teacher.
- 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 is from the front office of the school.

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 – Collection before 4.25 is from the front office of the school. Please ring the Abberley Acorns bell. Parents come to front school playground for collection after clubs from 4.25pm, where the children are released and signed out by Abberley Acorns staff. For later collections, parents will need to ring the bell at the school office where they 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.

Abberley Acorns finishes at 5.20pm unless a booking until 6.00pm have been received. If you are delayed for any reason please telephone the the school on 01299896332. The school phone rings on the mobile phone which is located in the hall.

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 and provision after 5.20pm, this should be made in the previous term
- Pre-paid clubs and Abberley Acorns provision will not be refunded if a child does not attend due to illness or a change in plans.
- You will not be charged if the club is forced to close due to snow, heating failure or other circumstances beyond our control. Refunds for pre-paid provision will be issued in this instance.
- 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.



Abberley Acorns Pre-school and 6.00pm provision booking form

Name of child: _____

Date of birth: _____

I confirm that they are toilet trained (pre-school children only):

I confirm that they are at least three years and six months on the first day of provision:

Please circle your required collection time on the dates you wish to book:

Month – September 2022

1 4.30 5.20 6.00	2 4.30 5.20 6.00	3 4.30 5.20 6.00	4 4.30 5.20 6.00	5 4.30 5.20 6.00	6 4.30 5.20 6.00	7 4.30 5.20 6.00
8 4.30 5.20 6.00	9 4.30 5.20 6.00	10 4.30 5.20 6.00	11 4.30 5.20 6.00	12 4.30 5.20 6.00	13 4.30 5.20 6.00	14 4.30 5.20 6.00
15 4.30 5.20 6.00	16 4.30 5.20 6.00	17 4.30 5.20 6.00	18 4.30 5.20 6.00	19 4.30 5.20 6.00	20 4.30 5.20 6.00	21 4.30 5.20 6.00
22 4.30 5.20 6.00	23 4.30 5.20 6.00	24 4.30 5.20 6.00	25 4.30 5.20 6.00	26 4.30 5.20 6.00	27 4.30 5.20 6.00	28 4.30 5.20 6.00
29 4.30 5.20 6.00	30 4.30 5.20 6.00	31 4.30 5.20 6.00				

Month – October 2022

1 4.30 5.20 6.00	2 4.30 5.20 6.00	3 4.30 5.20 6.00	4 4.30 5.20 6.00	5 4.30 5.20 6.00	6 4.30 5.20 6.00	7 4.30 5.20 6.00
8 4.30 5.20 6.00	9 4.30 5.20 6.00	10 4.30 5.20 6.00	11 4.30 5.20 6.00	12 4.30 5.20 6.00	13 4.30 5.20 6.00	14 4.30 5.20 6.00
15 4.30 5.20 6.00	16 4.30 5.20 6.00	17 4.30 5.20 6.00	18 4.30 5.20 6.00	19 4.30 5.20 6.00	20 4.30 5.20 6.00	21 4.30 5.20 6.00
22 4.30 5.20 6.00	23 4.30 5.20 6.00	24 4.30 5.20 6.00	25 4.30 5.20 6.00	26 4.30 5.20 6.00	27 4.30 5.20 6.00	28 4.30 5.20 6.00
29 4.30 5.20 6.00	30 4.30 5.20 6.00	31 4.30 5.20 6.00				

Payment has been made in advance by cheque or cash

I would like an invoice issued

Signed _____

Date: _____

Registration form (pre-school children)

<u>Parental contact name and relationship</u>	<u>Telephone number</u>
1.	
2.	
3.	

<u>Main contact address</u>	
<u>Main contact e-mail</u>	

<u>Child's full name</u>	
<u>Child's date of birth</u>	
<u>Child's address (if different to the main contact)</u>	

<u>Medical needs or allergies</u>	
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<u>Special Educational needs</u>	
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I consent for my child's photo to be included in the school newsletter, which is published on the school website. Yes No

Signed: _____

Date: _____

Print: _____