



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 school hall and library.

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.

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. In addition other resources are available for the children to select.

What we provide

The food we provide at Abberley Acorns is not intended as a substitute for a main evening meal. 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. We promote independence, by encouraging the children to prepare their own snacks, and to clear away after themselves. We use fresh ingredients and follow statutory guidelines. Fresh drinking water is available at all times. 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. We allow children to decide when they are ready to eat, but request that food be consumed whilst sitting at the snack table.

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
3.30 – 6.00pm	£8.00
Session time for pre-school pupils (3-4 year olds)	Price
3.30 – 5.30pm	£9.00
3.30 – 6.00pm	£10.50

Booking

School children booking

Breakfast club does not need to be pre-booked and parents can drop off at this as needed. All other sessions should be booked in advance using the booking form sent out at the end of each term or found on the

website, 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, unless there is too much demand, so planning ahead is advised. However, children added on the day are not guaranteed to receive a snack.

Pre-school booking

Bookings for pre-school children are made for a half-term block and bookings need to be made one week before the end of the previous half-term in order for us to plan suitable activities. Booking forms will come available on the Abberley Acorns section of the school website, from pre-school or from the school office three week before the end of term. Please complete the booking form and e-mail or deliver it to the school office (office@abberley.worcs.sch.uk) if you would like your child to attend. **Pre-school children must be toilet trained and not in nappies** before they can attend Abberley Acorns.

Parents who register at the pre-school will have the option to register with Abberley Acorns on the form. If permission is granted information will be shared between Abberley pre-school and Abberley Primary School in line with GDPR best practice.

Payment of fees

Parents who use the service regularly and pre-school parents will be invoiced at intervals (usually half-termly) 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. In exceptional circumstance and for late booking, payment can be made after the booking.

Safeguarding

We take the safeguarding of pupils very seriously. Mr 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 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, the pupil will not be able to attend.

Staffing

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

FA – First aid trained

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 back of the hall through the side gate, where they can place their coats and bags under the shelter. Staff will be there for you to register your child.

After school club –

- Arrival - Pupils in KS2 who are attending Abberley Acorns are to gather at the rear entrance to the hall where they will be greeted and signed in by a member of staff,
- Collection - Parents come to the front of school and ring the bell on the door. Please be patient as staff may be in the middle of something. Upon collection, parents must sign their child out in the folder which will be located in the entrance foyer of the school.

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

Pre-school children

- Arrival - Pre-school children are brought across by a pre-school member of staff through the front entrance of the school. They will go directly to the hall, where they will be signed in by the member of Abberley Acorns staff. Abberley Primary School will communicate with the pre-school regarding children who we are expecting.
- Collection - Parents come to the front of school and ring the bell on the door. Please be patient as staff may be in the middle of something. Upon collection, staff will sign your child out.

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, 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 payment fee of **£5.00** per 15 minutes will be charged if you collect your child after the Club has closed. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred.

If your child remains uncollected after 6.45pm and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our **Uncollected Children Policy** and contact the Social Care team.

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.
- We require a completed set of registration forms for your child before they can attend Abberley Acorns. This information will be treated as confidential and will be stored appropriately.
- Registration and booking forms are available from the school office or can be printed from the school website.
- Bookings for the after school provision must be made in advance. For pre-school children, this must be before the end of the previous term.
- A minimum of 48 hours' notice must be given to cancel pre-booked session for school aged children, otherwise the full rate will be charged. Exceptional circumstances for short notice cancellation may be considered at the discretion of the lead supervisor.
- Pre-school sessions will be charged for the booking whether in attendance or not.
- 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.
- You must inform us, preferably in writing, if anybody else, other than those listed on the registration sheet, will be collecting your child.
- Anyone picking a child up **MUST** sign them out of the club when they leave and record the time of departure. Anyone dropping off a child in the morning **MUST** sign the register to acknowledge attendance, stating the time of arrival and whether they will require a breakfast or not.
- Parents must inform the Lead Supervisor of any change of address, contact phone numbers or changes in medical conditions.
- In an emergency trained staff will administer first aid, and accompany them to hospital if required.
- 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.
- Please do not arrive late to collect your child. Children can become distressed if they think they have been forgotten. If lateness is unavoidable please telephone us on the contact number. If your child stays into the next session the full fee for this session will apply.
- Parents who are late in collecting their child after **6pm** will incur a charge of £5 per 15 minutes except in exceptional circumstances.
- 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 behaviour issues will be dealt with in line with the school behaviour policy. Should the need arise; issues with pupils will be brought to the attention of their parents and or Head Teacher. If an issue cannot be resolved satisfactorily then in exceptional circumstances a child may be asked not to attend Abberley Acorns.
- 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. Policies are available on the school website or in the office and can be viewed upon request.

