

Wraparound Care Information

Inkpen Primary School



Inkpen Primary School

Inkpen Primary School,
Weavers Lane,
Hungerford,
West Berkshire,
RG17 9QE
Tel: 01488 668219

How to Book

All of our bookings are made online in advance. Our booking periods are linked to calendar months and we advise to ensure your booking has been made as early as possible. We have maximum numbers and all bookings are on a first come first served basis. We can accept on the day bookings via the website if our ratios allow. All bookings can be managed via your online account. If you are having any issues with your booking please get in touch.

Breakfast Club is £6.75 per session

After School Club is £15.00 per session

[Book Breakfast and After School Club Here](#)

Flexi Booking and Sibling Discounts

We offer a sibling discount for all of our clubs which is applied automatically when booking. We also offer a flexi-booking option, which for a small additional charge allows you to change your booking date in advance. This could be useful if you work shifts or have unexpected things

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crop up. If you book using flexi booking you must email in advance to change any of your dates via - info@premier-education.com.

Cancelations

No refunds/credits will be given if your child does not attend. For flexi-bookings, dates can be rearranged.

Club Timings

We run every single weekday except for school holidays and school inset days.

Breakfast Club - 7.45-8.35am

After School Club - 3.15-6.00pm

Timetable and Activities

We have a termly timetable for all of our clubs. This incorporates weekly themes (linked in with the school) and a daily timetable. Our activities range from archery to crafts, tennis to puzzles and plenty inbetween! We encourage activity and healthy pursuits and provide a daily opportunity for children to participate in structured activities and have the opportunity for play. You can see our latest timetables on our Club Board.

Food

We provide a full breakfast every morning for each child. This includes a selection of cereals, toast, butter, spreads and fruit. After School we provide a snack for all children. This includes fruit, vegetables and sandwiches. We encourage healthy eating on a daily basis.

Location for Drop-off and Collection

Breakfast Club takes place in the school hall and adjoining outside spaces. Drop off is from 7.45am. Currently, we are using the main entrance of the school for drop-off. However, we are planning to use the side entrance in the near future. Please press the doorbell on arrival. Our Club Manager, Sunny will send out comms to all parents when this will take place.

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If we are unable to welcome you please call our club phone.

After School Club takes place in the school hall and adjoining outside spaces. There is no allocated collection time. However, we close at 18:00. Collection will be from the school hall through the main entrance. However, this will change to the side gate, in the very near future. If we are unable to answer the doorbell, please call the club phone and we will bring your child round to the school hall.

Club Telephone – 07340 419520

Collection Passwords

When you first book in with us we will collect all the information we need to safely provide childcare to your child. This will include a collection password which will be kept securely and only visible to our staffing team for registration purposes. This password may be used to verify before we allow children to be collected.

All About Me Forms

When you first book in with us we will collect all of the information we need to safely provide childcare to your child. We also have an 'All About Me' form for every child in our setting. This helps us with extra information, such as routines, activities they like, if they have any pets etc. These will be available to complete onsite. Please contact Sunny Kelly to receive an All About Me form.

Tax Free Childcare and Vouchers

As an OFSTED registered provider we accept Tax Free Childcare and various Voucher schemes. Please see below the link for how to use these towards paying for childcare with us. If you need any further support do not hesitate to get in touch.

[Click Here for information on how to register](#)

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OFSTED

We are fully OFSTED registered and compliant, our organisation registration number is 2754623.

Designated Safeguarding Lead

Our organisation DSL is Sally Paton -

spaton@premier-education.com

Telephone - 07816 534 879

Our Club Lead and DSL is Sunny Kelly-

skelly@premier-education.com

Staffing

Each session will be run by our Wraparound Care Lead (Sunny Kelly). Every member of our Premier Education team has Paediatric First Aid, Safeguarding Certification and an Enhanced DBS as a minimum requirement.

Ratios

We adhere to a maximum 1:8 ratio for Early Years children (Year R) and 1:10 for Year 1-6.

EYFS

Our club caters for all children from Year R through to Year 6. Our Early Years Children (Year R) will be assigned a Key Person who will be their main point of contact. We follow the EYFS Statutory Framework and provide suitable activities for our youngest children.

Policies

We have a huge range of policies to meet statutory and OFSTED requirements. Should you wish to see any of our policies please get in touch, we have key policies printed out securely on site and our full range available online.

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SEN

If your child has any special educational needs that we should be aware of please give us as much information as possible. The more information we have in advance of your child starting with us the better we can accommodate all children. We collaborate with the School SENCO and always aim to provide the most inclusive environment possible for every child in our care.

Allergies

We are able to cater for allergies and food preferences or intolerances. Please ensure we have up to date information when booking so we are able to accommodate.

Medications

Inhalers are kept on site in a locked unit, along with other medical equipment needed. A form is listed on site with the name of the child and permission to administer by a parent. It is your responsibility to ensure we have all medical information needed and are updated to any changes.

First Aid

Accidents will be treated by a trained first aider and the accident will be recorded in the accident book and a copy given to the child's primary contact on collection. All of our staff are Paediatric First Aid trained.

Club Telephone

Our WAC Lead manages our Club Phone on a daily basis. If you need to get in touch with us during club hours please use our **Club Telephone – 07340 419520**.

Media Permissions

When booking in your child for the first time you will be able to notify us of media permissions. We will ensure these are followed as periodically our WAC Lead will take some images of activities to be used in parental updates, newsletters and external communications. Should there be any changes to your child's media permissions please contact us.

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Fire Procedures

We follow the school's fire and evacuation procedures and all of our team are trained on this policy. We practice our own fire drills and are updated by the School if there are any changes to the current procedure.

Safeguarding

Safeguarding children is the cornerstone of our organisation. All of our staff attend regular safeguarding training, annual safeguarding certification and we ensure we always have a minimum of 1 Designated Safeguarding Lead on site during club hours. All of our staff are enhanced DBS checked.

Behaviour

Behaviour expectations for After School club and Breakfast Club are the same as during the school day. We run a 3 strike rule on a daily basis and if a child persistently misbehaves, a warning letter will be sent to parents and a further incident could result in the child being refused a place at the club.

Parental Communication

We have a regular Friday Update which provides the latest news and information. This will include activities the children have taken part in, weekly themes, upcoming events and camps plus parental surveys and other key items. We welcome any parent (and child!) feedback to help us continually improve our service.

Booking Email - info@premier-education.com

Club Email - skelly@premier-education.com