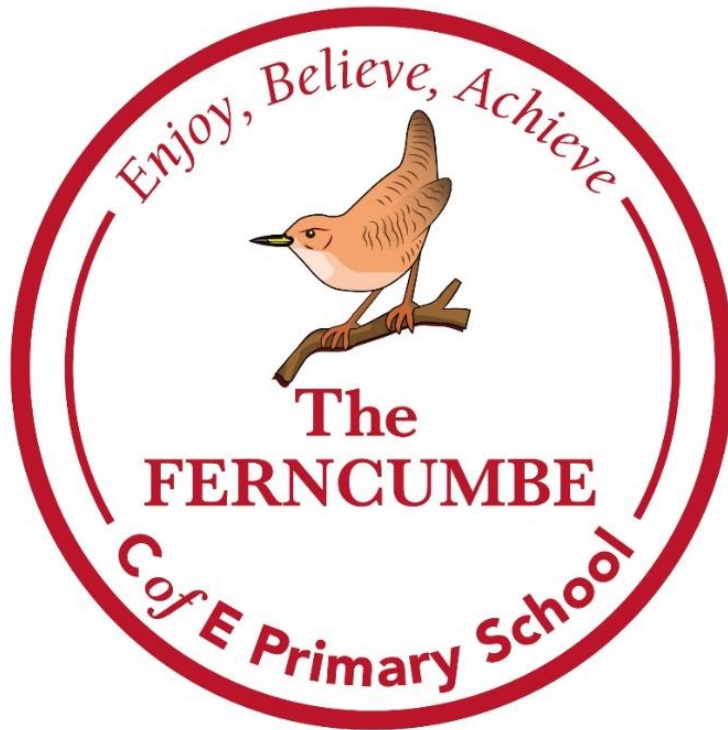


Wren's Nest

Before and After School Club



Welcome Pack

2023-2024

Wren's Nest – Before and After School Club

Ferncumbe Church of England Primary School
Hatton
Warwick
Warwickshire
CV35 7EX

Email: admin3210@welearn365.com

01926 484318 – leave a message on the Wren's Nest option 2

Welcome to Wren's Nest, we hope you will find the following information helpful.

Our aim is to create a happy and caring environment for the children in our care. We aim to meet the needs of all children, whether this is through play and creative activities, or just to rest and enjoy some quiet time.

Staffing

Sue Bosworth – Wren's Nest Co-ordinator
Manjit Bhogal – Deputy Wren's Nest Co-ordinator/Play Leader
Fiona Brumwell – Play Leader
Pawanjeet Bains – Play Leader
Angela Russell – Play Leader

Session times and charges

(8.00-8.30am)	£ 5.00
(3.15pm – 5.15pm)	£ 10.00
(3.15pm – 6.00pm)	£ 12.00

Payment

Places are booked and paid in advance for a full half term. Any changes or cancellations must be given to the School Office, in writing, 2 weeks before the end of half term. If changes are made after this time, the following half term will be charged at the full rate. Payment is made via School Gateway at the time the booking is made. There will be no credits for missed sessions due to absence. If you wish to pay via child tax vouchers please contact the school office.

Refreshments

Medical, cultural, and dietary needs will be met. Wren's Nest follows the school's 'Healthy Eating Policy'. In the morning, the children are offered a healthy breakfast between 8.00am and 8.20am. After school, the children are offered a light tea.

Drop off and collection

Please bring your children to the main school entrance. Children are collected from the same point. Please ensure your child is signed in and out by a member of Wren's Nest staff.

15/01/2024

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Medical needs and Information

At Wren's Nest we keep our own records of medical information and needs. Please advise us of any changes in your child's medical needs. All medication must be handed into the School Office by an adult only and a medical consent form must be completed.

School closure

If for any reason the school has to close in an emergency Wren's Nest will also have to close. A credit will be placed onto your School Gateway Account.

Staff illness

In the event of staff illness it may be necessary to close Wren's Nest at short notice. Parents will be informed directly and there will be no charge for the session.

Admissions Policy

The admission policy adopted by Wren's Nest is broadly based on the following:

Order of priority:

1. Current children on a first come, first served basis
2. Reception intake, siblings of the above
3. Children whose parents are at work, or training for work
4. Children who wish to attend Wren's Nest for social reasons
5. New Reception class children

Settling in

We recommend that your child does not start Wren's Nest until after their first full week in Reception.

Play policy

We believe that play should be positive, safe, educational, fun and pleasing for the children. We ensure that there are opportunities for all children to receive a variety of play experiences such as imaginative, construction, outdoor, quiet and creative play.

Involving and consulting children

We encourage children to help set up and tidy away small equipment and take responsibility for the safety of themselves and others.

Each term we ask the children to tell us about aspects of Wren's Nest they particularly enjoy and any suggestions they have for improving provision.

Behaviour Policy

The School Behaviour Policy will be followed at all times. A copy can be found on the School Website (www.fercumbefamily.co.uk) under Policies.

Persistently unacceptable behaviour will result in parents/carers being asked to find alternative after-school arrangements for childcare. As with all other areas of school life, we hope to work in a mutually supportive partnership with parents/carers.

Uncollected Child Policy

In the event that Wren's Nest has not been contacted and a child has not been collected by 6.15pm, then the child will be considered as lost or uncollected, and Wren's Nest staff will take the appropriate steps to contact Social Services. The fee for late collection is as previously stated, £10.00 per 15 minutes.

Safeguarding children

We have adopted the school's policy for safeguarding children. If arrangements change for collecting your child, we ask parents to provide a **password**. When that person arrives to collect your child, they will need to inform a member of staff of the password to collect the child. If we are not made aware of the change of collection arrangements the child will remain in Wren's Nest.

Wrens Nest Parental Agreement

Please complete and sign the form below and return to the school office.

I have received and read Wren’s Nest Handbook for Parents and I agree to adhere to policies and procedures, including the cancellation/amendment arrangements.

Signed.....Date.....

Name of Parent/Carer who has *Parental responsibility for the child*

.....

Name of Child

Parental Court Order in place Y/N

If yes, a copy is required by the school and Wren’s Nest.

**Parental Responsibility means all the duties, powers, responsibilities and authority which a parent has by law in relation to a child.*