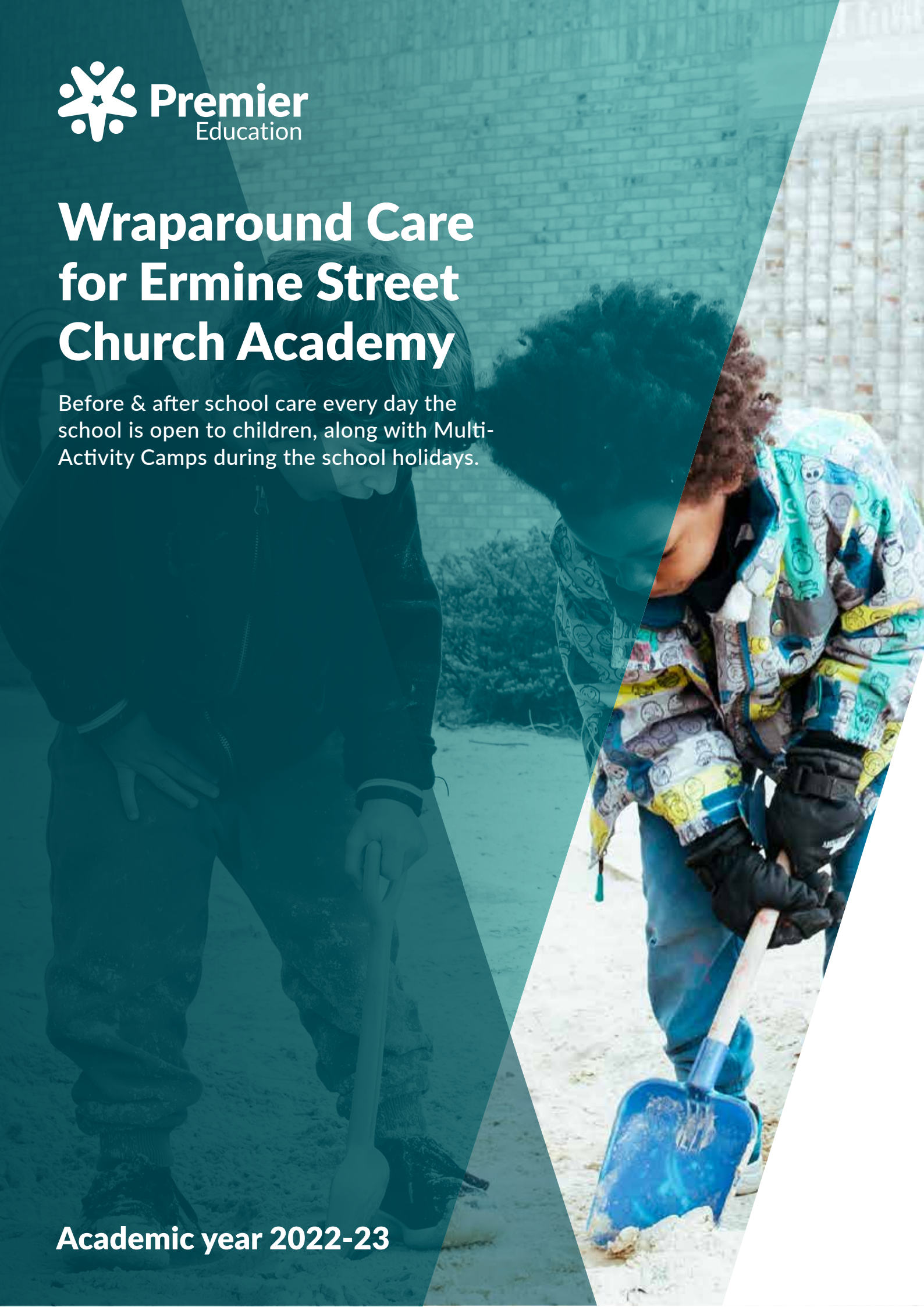




Wraparound Care for Ermine Street Church Academy

Before & after school care every day the school is open to children, along with Multi-Activity Camps during the school holidays.

Academic year 2022-23



About Premier Education...

Premier Education is the largest children's coaching company of its kind in the UK, delivering to over 9 million children in the last 12 months alone. Premier Education have been delivering high quality sport, performing arts and wellbeing sessions to children since 1999. We support teachers in their curriculum delivery and provide parents with an invaluable service before, during, and after school, as well as during holiday periods.

As a founding member of UK Active Kids, and the first organisation of its kind to be awarded the highly prestigious Quality in Study Support (QiSS) kite mark, Premier Education works closely with schools across the country to inspire children to live a healthy, fit and fun life.

Premier Education at Ermine Street Church Academy

We have been supporting the physical education and extra-curricular provisions at Ermine Street Church Academy for the last 12 months.

From January 2023 onwards we will also be providing wraparound care on the school premises, which is an extension to the school day – reflecting the school ethos and high standards.

Furthermore there will be no registration fees or deposits needed!

Premier Education run some of the largest wraparound care sites in the county, with up to 100 children attending some days. As you can see from the feedback below your child will be in safe hands.



As a working mum, I am thankful to have access to the Premier Education Wraparound Care. The booking process is easily done online and there is the convenient option of a flexi booking. The staff are friendly, attentive, and engaged with the kids and there is a wide variety of activities available, both indoor and outdoor. I know my son is happy there as he sometimes complains that I come to collect him too early when I pick him up in the evenings.

Njemile - Parent

Our Mission...

Our mission is to create a premium, Ofsted registered Wraparound Care facility, providing high quality out-of-school-hours care for the parents of children who attend Ermine Street Church Academy. The before school, after school and holiday sessions will provide a range of stimulating and creative activities in a safe, secure and fun environment, providing an outstanding service for busy parents.

Our Calendar...

The before and after school care will be available every day the school is open. Holiday care will be available during school holidays throughout the year, excluding public holidays and the week between Christmas and New Year. We may also open on school closure days (staff training days).



Our Staff...

Parents can have peace of mind knowing their children are in safe hands. All staff are fully trained in safeguarding and paediatric first aid, and are all DBS checked. They are also qualified and experienced in working with children in primary school environments. We call them Activity Professionals because we believe that this truly reflects the nature of their role and the dedicated approach they have to ensuring that your child learns, has fun, and is safe and well looked after.

Admissions...

Only children attending Ermine Street Church Academy are eligible to attend the before school care and after school care. Children from other schools may attend the holiday care.

All places are subject to availability. The Wraparound Care provision is limited to 70 spaces on a first come, first served basis, which can be booked online up until 30 minutes prior to the session starting.

All staff will be made aware of the details of any new child attending the session. Children's attendance will be recorded in a register, with an adult being required to physically sign them in for the morning session and sign them out for the evening session.

Fun Agreement...

The philosophy of the care will be based around the school's ethos and the Premier Education's Fun Agreement!

Fun!

Let's all have fun.

Learning!

If we enjoy what we are doing we will learn.

Safety!

No injuries or damages.

Respect!

Yourself, others and your environment.





15%
discount
for siblings

Session Details - Before School 'Start Active' Club

Full Session (breakfast included)

Time: 7.30am - 8.40am

Year Groups: Reception - Year 6

Price: £4.50 per session

Give your child a great start to the day

Evidence shows that introducing elements of physical activity and play to children before school starts can engage their minds and prepare them for the day ahead. The morning sessions will run for 60 minutes and aim to stimulate the learning experiences of your child.

Children who attend will enter school alert and ready for the day, having engaged their minds and body whilst learning a host of valuable skills including:

- *The importance of being punctual and well prepared for the day*
- *Being more alert for a day of learning within the school*
- *Understanding the importance of a healthy lifestyle*
- *Improved coordination, balance, agility and flexibility*
- *Appropriate and effective communication with others*
- *Engaging and interacting appropriately with other children*
- *Being given realistic challenges to achieve*
- *Using tactics and strategies to increase chances of success*

Breakfast brain power

We believe that it is important that children start the day with a good breakfast. Each day children will be served foods that are rich in grains, fibre and protein and low in added sugar to help boost attention span, concentration and memory.

Children will enjoy sitting down with their friends to refuel with toast, cereals, juice and water.

Staff are seated with the children during meal times to encourage a "family" type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements.

Timings...

7.30am - Registration opens

7.45am - 8.00am - Food is served

8.00am - 8.25am - Range of games and activities

8.25am - Tidy up time. This encourages children to take responsibility for the school environment.

8.30am - Children go to class. All children will be escorted to the appropriate area of the school where they will meet up with the rest of the children awaiting the start of the school day.

Signing in & out...

In the morning, parents must accompany their child to the door of the hall where a member of staff will greet them and ask them to sign the register, indicating that they have handed their child into our care.

After School 'Play Active' Club...

Year Groups: Reception - Year 6

Early half session (for parents who do not need care until 6pm)

Time: 3.15pm - 4.15pm

Price: £6.50 per session

Middle session

Time: 3.15pm - 5.15pm

Price: £8.50 per session

Full session (from the end of school right up until 6pm)

Time: 3.15pm - 6.15pm

Price: £11.50 per session

Half session (for children who wish to attend another club before attending the wraparound care)

Time: 4.15pm - 6.15pm

Price: £8.50 per session

Siblings automatically receive a 15% discount when booking online! (7.5% per child)

The after-school club reflects how important the school consider a healthy lifestyle to be, and therefore the activities are set up to engage the children's mind, body and soul. The club will provide a relaxed environment to support children's learning and individual interests. Activities will be designed to be engaging and challenging for the ages and abilities of each child.



There will be a range of indoor and outdoor activities daily as well as a quiet area where children can relax and do some homework reading if they wish. Children will be encouraged to take part in physical activity each day to help them stay fit, but also have some quieter activities with friends to recharge their batteries.

The fun, physical activities are designed to appeal to every child – not just sporty children. Our Play Active sessions encourage fun-based physical activities, rather than traditional sports. The aim is to encourage children to get physically active through play, placing emphasis on inclusion rather than specific sports skills and techniques. This, in turn, improves social skills, self-esteem, balance, coordination and physical wellbeing



In addition, children will develop a wide variety of skills that they can use beyond the sports field, including...

- **Celebrating perseverance and acknowledging achievement**
- **Engaging and interacting appropriately with other children**
- **Setting achievable personal goals to reach**
- **Improving self-esteem and the confidence to try new things**
- **The ability to follow rules and respect themselves and others**
- **Understanding the importance of a healthy lifestyle**
- **Improving control, coordination, balance, agility and flexibility**
- **Communicating appropriately and effectively with others**



Children will have a wide range of activities to keep them occupied each day such as capture the flag, parachute games, archery, dodgeball, quiet reading, watching cartoons, playing board games or completing jigsaw puzzles.

Once a week we will also add specialist activities such as dance, yoga or cooking.

Planned Activities...

The after school club is an extension of the school day. With this in mind, it has been designed to run smoothly, whilst reflecting the school's outstanding quality.

Our staff are trained to adapt each day based on particular children's needs or the weather. However, the structure and timing for each day will be consistent.

The below table shows an example of what the main planned activities each day could look like. Activities will be designed to fit in with the schools termly theme, to compliment classroom activities.

DAYS OF THE WEEK	ACTIVITIES
Monday	Arts & Crafts Children get to be creative and improve their coordination whilst colouring, drawing and cutting. Activities include: finger painting, origami, making paper chains, hat making and colouring in.
Tuesday	Music, Dance & Drama See your child grow in confidence through engaging, accessible activities! This incorporates anything from street dance and cheerleading to acting and musical theatre.
Wednesday	Sport & Games Children get to develop their communication and leadership skills through team games. They'll be able to try sports and activities they may not have tried before. Sports include tug of war, fencing, archery and yoga, to name a few.
Thursday	Cooking & Technology Children can help prepare their healthy snack whilst learning about the importance of a healthy diet. Our practical Fun-Trition lessons will allow the children to have a hands-on experience. Activities include 'the digestions race' and making fruit pizzas!
Friday	Fun Activities Friday fun day! A great way to end a productive week. Includes parachute games, giant Jenga, nerf play, laser tag and more.



Timings...

3.15 pm – 4.00 pm

Children go to the after school provision. Put school bags away. Register and take part in free play and games before being split in to KS1 and KS2 groups.

4.00 pm – 4.30 pm

Children wash hands and recharge with a healthy snack.

4.15 pm

Children attending the early session are collected.

4.15 pm - 4.30 pm

Children who have attended one of the other 1 hour after school clubs at the school join the rest of the children and have their afternoon snack.

4.30 pm – 5.15 pm

Children can then choose from a wide range of play and planned activities, both indoors and outdoors.

5.15 pm

Middle Session pick up time

5.15 pm – 5.45 pm

Planned fun activity of the day based on the theme of the week.

5.45 pm - 6.15 pm

Children tidy up. Children take part in quiet reading or watch an educational programme before home time.

Food & Drink...

Children will be provided with food and drink daily. Healthy snacks include wraps, sandwiches, vegetable sticks, fresh fruit and water. The menu will be displayed each week and we will be open to suggestions from children and parents.

If your child has any allergies or dietary requirements please ensure that these are added on to the booking form online. Please feel free to discuss any special food requirements your child may have with the after school club manager.

Staff are seated with the children during meal times and encourage a “family” type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements. Fresh fruit and drinking water is available to children at all times.



Signing in & out...

When collecting their child, parents must come to the hall door where a member of staff will meet them and check their ID if necessary.

Parents must sign the register to confirm that they have taken their child from our care. This is an important safeguarding procedure and must be adhered to at all times.

If a friend, relative, family member or neighbour is collecting their child, the parent will have to inform us in the morning session, via email or with a phone call. Each child will have a collection password, which will need to be quoted on collection.

Holiday Camps!

The ultimate solution for working parents - Our holiday camps offer a full range of activities to entertain your children whatever their interests. Available only to children who attend Ermine Street Church Academy, providing a safe, affordable, friendly and fun environment to keep the kids entertained all day long on site!

Giving children the chance to try a little bit of everything. Activities include Nerf play, Archery, Fencing, Football, Athletics, Dodgeball, Tennis, Laser tag, Tag rugby, Basketball, Table Tennis, Gymnastics, Netball, Handball, Arts & crafts, Team building games, Den Making, Outdoor Adventure, Dance and Circus skills. Our break time activities include quizzes, colouring competitions, face painting, cup stacking and more.

Starting at just £24.95per day
(15% discount for siblings)

We may arrange people of interest to come in to deliver activities as a treat. Details of these individuals will be shared with parents so they can decide whether they wish their children to participate or not. There will always be a staff member present supervising these activities.

Occasionally we may arrange some excursions/ one day trips to add to the children's experience. There will be an option to attend or stay based at the school for the day. There may be an additional cost for such trips.

15% OFF

when booking
online 2 weeks
before start date



Behaviour...

Whilst attending the after school club children are expected to:

- Follow the school values.
- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Sticker rewards.
- Informing parents about individual achievements.
- Weekly awards given out during Friday's whole school assembly for exceptional accomplishments

Dealing with inappropriate behaviour:

Challenging behaviour will be addressed in a calm, firm and positive manner. In the first instance, the child will be given the opportunity to reflect on their behaviour and make the correct decision on how to behave moving forward. If a child doesn't choose to improve their behaviour it may be necessary for a child to be temporarily removed from the activity. Staff will explain why the behaviour displayed is deemed inappropriate. Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation. Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If, after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, after school club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer. All behaviour issues will be recorded.



First Aid...

All incidents are dealt with by a qualified first aider and will be recorded in the Wraparound Care accident book.

Incidents will be accurately reported to the parents/carer upon collection and signed by a member of either breakfast or after school club staff.

Accident records will give details of time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.

Parents of any child who becomes unwell during either breakfast club or after school club will be contacted immediately. If a child is sent home during school hours, the after school club will be informed of their absence by a member of the school admin/office staff.

Missing or Uncollected Children...

In the unlikely event that a child goes missing, the following procedure will be undertaken:

1. Senior school staff will be informed of the missing child.
2. Afterschool supervisors will search the inside of the building and delegate an outside search of the building to another member of staff.
3. If the child remains missing, the emergency services and parents/guardians will be contacted.



For Parents: Booking your child's place...

You must have pre booked your child into the session online. Any child not pre booked will not be covered by our insurance and will not be allowed into the session. There are a limited number of spaces available for each session and these are allocated on a first come, first served basis.

How to book online

1. The simplest way to book your child onto any of the Premier Education Group Activities is to visit; www.premier-education.com
2. Click on 'Book a course'.
3. In the 'Location' box type in Ermine Street Church Academy and click "search".
4. Click on "view venue" when you see Ermine Street Church Academy in the search results.
5. Select the activity you would like to book (before school, after school or holiday session) and click "book now"
6. Register your details or log in if you are a returning customer.
7. Follow booking and payment process through to complete your booking (to pay with Childcare Vouchers tick the relevant box in the Extras section).
8. You will receive a booking confirmation email (if paying with Childcare Vouchers this email confirms how much your booking came to).
9. Those paying with childcare vouchers will receive an invoice from us at the end of the month for the outstanding amount owed, enabling you to instruct your provider how much they need to pay us.

****Online payments are subject to a 49p processing fee****



Last minute bookings:

We understand that plans change, often at short notice, and we will try to be flexible to accommodate most situations.

You may book your child into any session online right up until 30 minutes prior the start of the session, subject to a place being available.

Late Fees...

If a child has not been collected by 6.15pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. Late collection of your child/children will result in a late fee of £1 per minute, which can be paid in cash or via the wrap around care card machine stored on the premises.

Flexi booking...

In addition to our booking terms and conditions all bookings confirmed by us are final and non-refundable. However, if you chose to pay for flexi booking costing an additional £3.50, you are able to alter your booking at any time up to the start time of the activity.



Paying with Childcare Vouchers....

1. Visit www.premier-education.com
2. Click on 'Book a course'
3. In the 'Location' box type in your child's primary school name
4. Click on 'View Venue' when you see your child's school in the search results
5. Select the activity you would like to book and select 'Book Now'
6. Register your details or log in if you're a returning customer
7. Follow the booking and payment process through to complete your booking and select 'Pay with Childcare Vouchers' in the extras section
8. You will receive a booking confirmation via email, which confirms how much you should instruct your scheme provider to pay us **WITHIN 7 DAYS** of making the booking
9. Contact your childcare provider to let them know the total they need to forward to us. Please quote your child's name in full and the booking reference number to help us reconcile your payment when it comes through
10. When payment is received your provider sends us confirmation so we can make a note that you have paid.

Please try and instruct your provider the amount owed as soon as possible after making a booking. For bookings made with the flexi-booking option, any amendments or cancellations will be added as a credit to your account to be used against future bookings.

If payments are not made within the 7 days of booking we may stop a child from attending until outstanding payments have been made.

If payments are not paid within 30 days a 10% administration charge will be added to the outstanding balance

We have registered with the following childcare voucher providers. Please look at the list below. Let us know if the voucher provider you use is not on there by email rgammon@premier-education.com so that we can get them added.

- **Computershare Voucher services** – 0026900007
- **Edenred** – P21336031
- **Sodexo Benefits & Rewards**
- **Kiddivouchers** – 2712000 (setting address PE28 4XG)
- **Tax Free Childcare** – Search setting name or address (2712000)
- **Fideliti** – PRE157C

If you don't see your scheme provider listed above don't worry, an account can be set up with a new provider within 3-5 working days.

We hope that you find all of the information that you need within this document and that you find it of use. If you have any other questions or queries please do not hesitate to contact us. We look forward to working with you and your children!



Premier Education Wraparound Care Ermine Street Church Academy, PE28 4XG

Ofsted registration number: 2645677

Setting reference number: 2712000

Premier Education Group
Cambridge Innovation Park
Waterbeach
CB25 9PB

Wraparound Care Manager: Sophie Day / Richard Gammon

All of our policies and procedures, including safeguarding can be found online at www.premier-education.com

Registered Office: Old Apple Store, Church Road, Shropham, Attleborough, Norfolk, NR17 1EJ
Registered Number: 3774725