



BERKSWELL WINDMILL WRAPAROUND



Information Pack

Berkswell Windmill Wraparound (BWW) is a school-run childcare provision for pupils of Berkswell Church of England Primary School

Our aim is to provide wraparound provision to support families and their children. This will continue the high quality of provision the children experience throughout the day, under the umbrella of the school's Christian ethos and values system.

The term-time provision consists of:

Before-school Childcare – 7.30am – 8.50am

After-school Childcare - 3.20pm – 6.00pm

Contact details:

Provision Manager: Miss Kate Tyler

Leaders: Mrs Raksha Chauhan (mornings)
Miss Claire Sargeant (afternoons)

Telephone: 01676 532141

Address: Berkswell Windmill Wraparound
Berkswell Church of England Primary School
Berkswell
Coventry
CV7 7BJ



Contents

1	Sessions, Fees and Bookings	
2	FAQ's	
3	Policies	
4	Staffing Ratios	
5	Staff Qualifications	
6	Staff Identification	
7	Key Person	
8	Child Protection	
9	Arrival/Departure	
10	Late Collection	
11	Uncollected Children	

BWW Partnership with Parents

- We value our relationship with parents and are committed to working in partnership with you to provide quality care for your children
- We will be consistent and reliable to enable you to plan with confidence and peace of mind
- We will constantly listen to your views and concerns to ensure that, where possible and practical, we continue to meet your needs
- We abide by the school's Equality Plan
- We abide by the school's policy for Inclusion and will work closely with the school's SENCO and other members of staff as is necessary

BWW is a self-funded provision and the main school budget cannot be used to support this provision – any surplus from the provision will be used:

- to maintain the fabric of the specific building areas used by the childcare provision
- maintain resources and stock of equipment and materials used by the provision
- to fund absence and absence cover of staff employed by the school who work specifically in the childcare provision

1. Sessions, Fees and Bookings

Session	Time		Fees (Autumn Term)
Before school	7.30am -8.50am	The price includes breakfast of cereal, toast, fruit and yoghurt	£7.60
Afterschool 1	3.20pm – 4.30pm	The price includes a snack	£6.85
Afterschool 2	4.30 pm – 5.00pm (after clubs)	The price includes a snack	£3.00
Afterschool 3	4.30 pm – 6.00pm (after clubs)	The price includes a hot/ cold snack and fruit	£6.00
Afterschool 4	3.20pm – 5.00pm	The price includes a snack	£7.60
Afterschool 5	3.20pm – 6.00pm	The price includes a hot/ cold snack and fruit	£12.85

Booking requests should be made using the booking form available from the school website or the school office.

2. FAQ's

- ✓ Sessions are booked in advance on a **termly** basis
- ✓ Fees will be due on a calendar month basis in advance on the 1st of the month (no refund/transfer will be given for any requested sessions that are not used)
- ✓ **All** fees are payable one month in advance at the start of the calendar month (where fees have not been received by the due date and no contact has been made from the parent, it will be assumed that the place is no longer required and the child will be removed from the register)
- ✓ Fees will be payable through the schools' cashless ParentPay system or by using Childcare Vouchers
- ✓ One full months' written notice will be required for permanent cancellation of sessions
- ✓ Regular registered users of the provision will be able to book additional ad-hoc sessions to their regular sessions. Additional sessions will be added to their Libacura account.
- ✓ Where children attend the childcare provision and school activity clubs (either before or after school), the teacher/provider of the activity will take the children to the school hall.
- ✓ We recognise that there may be occasions where parents are unavoidably delayed – late fees of £5 per 15 minutes or part thereof will be applied
- ✓ Childcare will not be available on school enforced closure dates (e.g. due to adverse weather conditions)
- ✓ Childcare will not be available on INSET days, although we hope to review this in the near future
- ✓ Where children attend until 6pm they will be encouraged to complete some homework, if set
- ✓ If possible where children do not normally attend a particular childcare session, but would normally attend a before/after school activity club – in the event of the club being cancelled at short/no notice the provision will try to accommodate them this will be dependent on the staff/pupil ratios. You will be charged for the full session.
- ✗ No refund will be given for a child's absence due to sickness or absence

3. Policies

BWW is a childcare provision that operates as part of Berkswell Church of England Primary School; as such the provision is incorporated into the schools Ofsted registration.

All policies of the school apply equally to the childcare provision and can be found on the school website.

(The school's policy on Intimate Care will be adhered to; parents will need to complete the BWW form for children of the relevant age group – this will be in addition to the form completed for care during the school day)

4. Staffing Ratios

The following staffing ratios will be applied at **all** times (with a minimum of two staff members being present should the total number of pupils in a session fall below the specified ratio):

Aged 8 and under 1:8

Over 8 1:10

5. Staff qualifications

The provision follows the Statutory Framework for the Early Years Foundation Stage (effective from September 2014) which details that:

- ✓ The manager will hold at least a full and relevant level 3 qualification
- ✓ At least half of all other staff will hold at least a full and relevant level 2 qualification.
- ✓ The manager should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience.
- ✓ The deputy will be capable and qualified to take charge in the manager's absence.
- ✓ At least one person who has a current paediatric first aid certificate must be on the premises and available at all times when children are present.
- ✓ Staff will have sufficient understanding and use of English to ensure the wellbeing of children in their care.

6. Staff Identification

All provision staff will wear a black polo shirt with the gold BWW logo and have photo Id on a lanyard. A list of current staff will be maintained on the school website under Childcare.

7. Child Protection

The provision abides by the school's Child Protection Policy.

Berkswell CE Primary School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. All staff will have received the necessary pre-employment checks and their details will have been entered onto the school's Single Central Record.

During school hours the Designated Member of Staff (DMS) for Child Protection is Mrs T Drew. For the out of hours provision, the DMS will be the provision lead who will report any information/concerns to the appropriate body.

The safety of your child is our priority – the Child’s Emergency Contact and Medical form must be completed and returned 1 week prior to the commencement of the child attending any session - this will support us in ensuring that a safe environment is maintained for your child and that all necessary information is clearly understood by the provision staff - your co-operation with this is greatly appreciated. This form will be sent out with your first invoice.

*NOTE – although BWW is operated by the school, BWW staff will not have access to school pupil records and vice versa. It is therefore imperative that any medical information (or changes to medical information), including allergies, is shared by the parent/carer with **both** establishments.*

8. Arrival/Departure

The provision will open at 7.30am and parents/carers and children will not be admitted to the building before this time. The provision will operate from the school hall, however, the provision will be able to access different areas and resources around the school.

Children will be dropped off and collected from the hall door by the green gates

Children will be taken to/collected from their class by BWW staff.

Only persons nominated by parents/carers in the children’s Emergency Contact & Medical Form will be authorised to collect your child. If someone not on the form is going to collect the child at any time, the parent must inform the setting in writing, by providing a name, address, contact number and relationship to the child, at least 24 hours in advance.

9. Late Collection

Incidents of late collection will be recorded by the manager and discussed with the parent/carer at the earliest opportunity. Persistent late collection will result in the loss of a child’s place in the provision.

10. Uncollected Children

If a parent or designated adult is more than 15 minutes late in collecting a child the Provision Lead will be informed. If no contact has been received from the parent or designated adult that was due to collect the child, the Provision Lead will call the parent and other emergency contacts to ascertain the cause of delay and how long it is likely to last.

If after 30 minutes of the designated collection time, the child has still not been collected and there has been no contact with parents or emergency contacts, it is our policy to contact the Solihull Children’s Service Duty Assessment and Referral Team (DART) for further advice and guidance regarding next steps.

Under no circumstances will a child be taken to the home of a member of staff or away from the setting in the course of waiting for them to be collected at the end of a session. The child will remain in the care of the setting until they are collected by the parent, carer or designated adult or alternatively placed in the care of Social Services.