



# Penllergaer Primary Wraparound

Pontarddulais Road, Penllergaer, Swansea SA4 9DB

Headteacher/Responsible Individual: Mrs. J. Woolcock,  
Deputy Headteacher/Responsible Individual: Mrs S. Burns  
Persons in Charge: Mrs. L. Tucker /Mrs D. Smallbones

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## Operational Plan

Penllergaer Primary Wraparound's operational plan supports and underpins our statement of purpose. It describes how we organise our resources to operate flexibly and effectively and our approach to improving the quality of care we provide. Any changes to the operational plan will be reflected in the statement of purpose.

Penllergaer Primary Wraparound's aims are described in our statement of purpose. Penllergaer Primary Wraparound encompasses a Wide Awake Club for 4 – 11 year olds (Reception – Year 6 pupils), a Nursery Wraparound for 3 – 4 year olds and a After School Club for 4 – 11 year olds (Reception – Year 6 pupils).

## Organisational Structure:

<p><b>Penllergaer Primary Wraparound</b> Penllergaer Primary School Pontarddulais Road, Penllergaer, Swansea SA4 9DB</p>
<p><b>Telephone:</b> 01792 892354</p>
<p><b>Email:</b> <a href="mailto:penllergaer.primary@swansea-edunet.gov.uk">penllergaer.primary@swansea-edunet.gov.uk</a></p>
<p><b>Legal status:</b> Penllergaer Primary Wraparound is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 to provide day care. The registered organisation is Penllergaer Primary School's Governing Body and the Responsible Individuals are Mrs Jayne Woolcock (Mrs Sarah Burns deputises in her absence). The persons in charge on a day to day basis are Mrs Donna Smallbones and Mrs Louise Tucker.</p>
<p style="text-align: center;"><b>Age range of children cared for and type of care:</b></p> <p>Term Time Full Day Wrap Around Care for Nursery pupils aged 3 – 4 (Max number 22) Wide Awake Club for 4 – 11 year olds (Max number 128) <b>from 14/9/2020 – 50 places</b> After School Club for 4 – 11 year olds (Max number of 40 excl nursery)</p>
<p style="text-align: center;"><b>Operational times:</b></p> <p>Nursery Wraparound 7.55 a.m. – 5.20 p.m. Wide Awake Club – 7.55 a.m. – 8.20 a.m. from 19/9/2020 <b>(temporary 50 places)</b> ASC – 3.20 p.m. – 5.20 p.m. from 19/9/2020 <b>(temporary 50 places)</b></p>

**Please note temporary Covid-19 numbers**

**Background information:**

The Breakfast and After School Club have been running successfully for a number of years and now we have added our Nursery Wraparound Service which opened in September, 2015 in a purpose built classroom in the lower building of the school where we have use of a kitchen, staff and children's toilet facilities and outdoor play area.

'Wide Awake Club' and 'After School Club' is situated in the main school hall and has use of the sports barn, outdoor adventure area, school yard and field.

**Security of the premises is maintained by operating a:**

- CCTV system
- Keypad system
- One door entry
- Fenced boundary

Penllergaer Primary Wraparound implements policies and procedures that ensure the smooth operation of the provision. The policies and procedures are developed and maintained in line with and/or exceed the national minimum standards and regulations. They are reviewed regularly (at least annually) and updated as necessary. The policy pack is available for all who visit, work in or use Penllergaer Primary Wraparound to see.

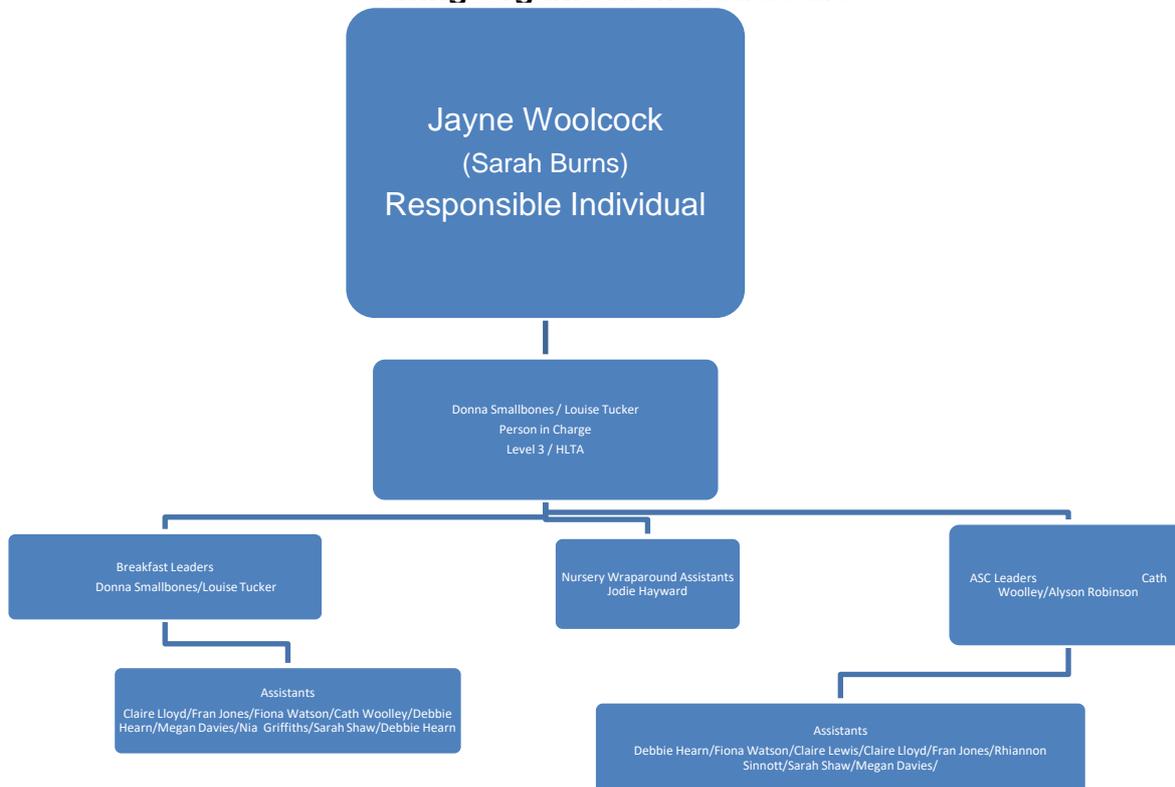
**Penllergaer Primary Wraparound Staffing Roles and Responsibilities:**

- Recruits, vets and employs staff in line with regulatory requirements.
- Maintains or exceeds legal qualification levels.
- Develops and maintains staff training plans and the continual professional development plans reflect our commitment to continuous improvement.
- Please refer to our recruitment policy and procedure.
- Staff meetings are held termly and records are kept of decisions made, which contribute to our on-going improvement plans.
- We have a pool of suitably trained staff to utilise at short notice to provide staff cover for unplanned staff absences.
- Maintains or exceeds legal staff: children ratios at all times.
- Arranges care for children of 3-11 years to a maximum of 22 children aged 3-4 years for Wraparound Nursery (accommodated in Nursery Early Years room lower building), 120 children aged 4-11 years (temporary 50 due to Covid-19), for Wide Awake Club and 50 children aged 3-11 years After School Club (temporary 50 due to Covid-19). Both Wide Awake and ASC accommodated in main school hall with use of Sports barn and playground). Clubs offer free play activities and a carousel of groups with a maximum of 26 (temporary 20) in a group at any one time. The four groups are: sports in the Playground/Barn, Dining, Board games and Craft/Colouring. When dining and playing children of similar ages tend to sit and play together. Activities are set for different age groups. However, older children (over 8 years) are encouraged to be good citizens and act as good role models to younger children. Older children may well support younger children by leading a cricket game, reading a story or making a craft collage.
- Maintains a key worker system.
- Keeps a consistent but flexible staffing routine to enable positive relationships between staff and children to develop.
- Ensures relevant information is shared routinely with parents/carers about their child. (See data protection/confidentiality policy).

**Specific Roles:** (*Wraparound accesses school resources*)

- Child protection officer – Jayne Woolcock
- Complaints officer – Jayne Woolcock
- Behaviour management officer – Jayne Woolcock
- Premises Maintenance – Jayne Woolcock
- ALN Leader – Helena Griffiths
- Safety officer/Data Protection Officer – Paul Smallbones
- Named first aiders: Debbie Hearn / Karen Bowles
- Paediatric first aiders: Louise Tucker and Donna Smallbones

**Staffing Organisational Structure**



**Quality of care review and action plans**

Penllergaer Primary Wraparound is committed to making improvements to the quality of care we provide. We do this by:

- Undertaking an annual review of our operational practice and management systems.
- Involving staff, parents/carers and children in the review as appropriate.
- Reporting on the outcomes of the review.
- Sharing the report of the outcomes with those who contributed to the review.
- Developing action plans from the reports that are monitored for timely implementation.
- Undertaking a quality assurance scheme (*Wales PPA's quality assurance scheme of which we are a member*).
- Applying a reflective approach to all our work and including what we learn in our staff team meetings, which in turn contributes to the overall review of care.

This **Operational Plan** was passed for use in **Penllergaer Primary Wraparound**

On: 16<sup>th</sup> July, 2021 By: **Jayne Woolcock** Position: Responsible Individual

Date of planned review: Reviewed 3/9/2020 due to Covid-19. Temporary changes in red