

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

☎: (01792) 892354

☎: (01792) 891767

✉: penllergaer.primary@swansea-edunet.gov.uk

Website: www.edunet.link/penllergaer/



Statement of Purpose

Penllergaer Primary Wraparound aims to:

- Provide high quality day care that enhances the development and care of all children in a safe and stimulating environment.
 - Provide a setting where all children learn through play and collaboration between our staff and other children. We believe this philosophy promotes the development of positive self-esteem, independence and confidence in children.
 - Embrace the ethos and principles of Wales Pre-school Providers Association.
 - Use 'The Foundation Phase' approach and 'The Skills Framework' at relevant ages and ability levels in order to provide broad and balanced learning activities to support the physical, emotional, social and intellectual development of each child.
 - Assist every individual to reach their full potential and develop life-long learning skills.
 - Meet children's needs as individuals and within groups as a provider of full day care.
 - Celebrate, develop and promote the Welsh language through the daily use of incidental Welsh.
 - Celebrate diversity and promote tolerance and respect of other cultures.
- Penllergaer Primary Wraparound is an English medium setting.

Legal Status:

- Penllergaer Wrap Around is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 to provide full day care. Mrs. Jayne Woolcock is the responsible individual (Mrs Burns in her absence) and the persons in charge on a day-to-day basis are Mrs Donna Smallbones and Mrs Louise Tucker.
- Our CIW registration certificate is displayed in the Wraparound facility.
- Penllergaer Primary Wraparound welcomes boys and girls and is registered by CIW to care for up to 22 children aged 3-4 years for Wraparound Nursery (accommodated in Nursery Early Years Room in lower building), 150 children aged 4-11 years, in our Wide Awake Club (accommodated in main school hall with use of Sports barn and playground) (temporary 50 due to Covid-19) and 50 children aged 4-11 years in our After School Club (accommodated in main school hall with use of the Sports Barn and outside playgrounds). Wide Awake Club offers a carousel of groups with a maximum of 26 (temporary 20 due to Covid-19) 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.

- Penllergaer Primary Wraparound is covered by public liability and employer's liability insurance. Certificates are displayed in the wrap around facility.
- Our admissions policy gives details about how applications for admission to Penllergaer Primary Wraparound are managed.

Operational hours:

- Our setting offers day care between the hours of 7.55 a.m. and 5.20 p.m. and various sessional care options. We are open during term times only (excluding INSET days) and cater for children between the ages of 3 and 11.
- A variety of sessions are available – Wide Awake Club, Nursery Wraparound and After School Club.

Staff:

All staff are recruited, employed within and work to or exceed, regulatory requirements at all times. Penllergaer Wraparound welcomes students on placement, volunteers and visitors who enrich the experiences of children (risk assessments as appropriate would be undertaken). Policies and procedures that ensure children's safety and wellbeing are paramount at all times are used.

Facilities available:

Nursery Wraparound – 07.55 – 5.20 p.m.

We operate Nursery Wraparound in the lower school building (breakfast and after school club is taken in the main school hall).

- **Main Nursery room:** Main room which also has toilet facilities and wash basins.
- **Dining Area:** Table area within main room.
- **Kitchen:** Fridge, sink unit and food preparation area
- **Outdoor Facilities:** school yard, climbing frame, woods

Our booking form gives the sessional times/options from which parents can choose childcare.

Settling in Service:

Our settling in service enables parents to support their child if they feel that a full day is a big step to make. There are two options:

- **Option 1** – Book reduced hours initially and build up over time.
- **Option 2** – Stay with your child for the first few days to ease the transition to new arrangements.

Nutrition:

- Children require a packed lunch if they are in school during the lunchtime.
- They will be provided with a light healthy snack in the morning and afternoon session in line with our healthy eating policy.
- Children's individual needs and preferences are noted and recorded as they register to join the provision.

Wide Awake Club – 7.55 a.m. – 8.20 a.m. (Temporary numbers capped at 50 until further notice due to Covid-19)

We operate in the main school hall.

- Breakfast is supplied by school's catering staff
- Children are supervised at all times

- Sports Barn, field and Year ½ yard can be accessed

After School Club – 3.20 p.m. – 5.20 p.m. (Temporary numbers capped at 50 until further notice due to Covid-19)

We operate in the main school hall.

- Children are supervised at all times
- A light snack is supplied
- Various activities are available
- Sports Barn, adventure play area, field and yard can be accessed

Special Educational Needs/ Additional Learning Needs:

We can immediately access highly trained staff to deal with any additional learning needs and support required. The School’s Special Educational Coordinator (Mrs Helena Griffiths) supports educational planning throughout the service, if required. An appointment can be made to discuss any special requirements. We endeavour to cater for children with special needs and each case will be considered individually. Funding is not always available if your child requires 1:1 support but we will do our best to support you and your child.

Activities:

We offer a wide range of activities that are planned to suit children’s age, developmental stage and individual needs, meet our aims and objectives and reflect Welsh Government current strategy. We provide adult-led and child influenced experiences that are planned on a termly, weekly and daily basis. Planning is flexible depending on child’s needs and interests.

A sample of a typical day’s routine is:

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| <p>Wide Awake Club 7.55a.m. – 8.20 a.m. Registration, breakfast, board games, colouring, sports barn for older children.</p> |
| <p>After School Club 3.20 p.m. – 5.20 p.m. Registration followed by free play or organized activities and games, computer apps/games, indoor and outside e.g. drawing, colouring, painting, jigsaws. We also have an outside adventure playground or use the sports hall for activities in inclement weather. A healthy snack is provided.</p> |
| <p>Nursery Wraparound 7.55 a.m. – 5.20 p.m. 7.55 – 9.00am Registration followed by breakfast. Selection of activities supplied. 9.00 – 11.30am Registration followed by variety of activities, linked to Foundation Phase Areas of Learning Curriculum e.g. water, sand, playdough, number/counting rhymes in Welsh and English. Music time with dance and exercise, inside and outside play, A healthy snack is provided 11.30 – 12.45pm Lunch (provided by parent). We have insufficient refrigerator space and therefore suggest a cool pack be placed in your child’s lunch box. Toilets, wash hands and clean teeth. The setting works in partnership with WG</p> |

Design to Smile agency.

12.45 – 3.15pm

Registration followed by a variety of activities, inside and outside play.
A healthy snack is provided.

3.15 – 5.20pm

After School Club – Registration followed by free play or organized activities and games, indoor and outside e.g. drawing, colouring, jigsaws.

A healthy snack is provided

We use 'pupil voice' as often as we can to inform decisions and planning

Pets:

No pets are kept at the setting and no dogs (except guide dogs) are allowed on site. Occasionally animals may be brought into the setting for educational purposes. Parents will be informed beforehand when this happens and be given specific information as to time, date and purpose.

Security:

We have a large yard, suitable for the range of ages attending. This is securely fenced and gated. The children are supervised at all times. The buildings are only entered through secure access door entry. CCTV is in operation in key areas both indoor and outdoor, across the school.

Parental involvement:

We believe that parents/carers are the prime carers and educators of their children and as such should be involved in all aspects of the provision. We welcome parents/carers who would like to become involved in:

- *Assisting with the management of the provision*
- *Fundraising*
- *Attending relevant training courses and workshops that we may offer*

The lasting benefit of parental involvement in a child's development and pre-school education is now clearly supported by academic research, as well as providing a lot of pleasure for parents/carers and their children.

Training:

Penllergaer Primary Wraparound is a member of Wales Pre-school Providers Association (PPA). This ensures that we are kept up-to-date with current developments and initiatives in the field of childcare and education. We receive small talk, Wales PPA's magazine, which offers practical advice and up-to-date information, and we are happy to share this with parents/carers. The provision also has access to other publications from Wales PPA.

We work with the support of Wales PPA to invest in our staff's commitment to their continuous professional development through reliably endorsed courses, events and training pathways, and parents/carers are kept informed about these.

Staff have child care qualifications and a Paediatric First Aid qualification. In addition, they undertake regular health and safety, fire and safeguarding training. After School Club staff follow the National Playwork Principles.

Policies and Procedures:

Penllergaer Primary Wraparound has produced a pack of policies and procedures that describe arrangements for dealing with routine operational practice, admissions, collection of pupils, complaints, concerns, and any emergency that may occur during operational hours.

If your child is unwell and unable to remain in school, you will be informed. Please make sure that we have your current contact telephone number as it prevents problems should we need to contact you. We also request you inform us of any allergies that your child may suffer from any head injuries incurred at the setting are reported immediately to parents via telephone, for you to make the decision whether to collect your child early. A head injury slip will be sent home with your child explaining time, context of injury and surface hit in case there are delayed symptoms. We suggest you take the slip to hospital with you if medical advice is needed.

We aim to provide the best quality and affordable service, but should you have a concern please contact the person in charge or the Responsible Individual in the first instance who will endeavour to support and resolve your issue. The complaints policy outlines the formal procedures should you feel this is necessary.

Our policies are designed to ensure effective and safe management of our service and to offer the best possible environment and experience for the children and families who use it. The policies and procedures are developed and maintained in line with and/or exceed national minimum standards and regulations. They are reviewed regularly (at least annually) and updated (CIW are informed of any changes) as necessary. The policy pack is available for all who visit, work in or use Penllergaer Primary Wraparound to see. All documents can be found on the school website Wraparound section, school office and in the wraparound setting.

Fees per day (see also admissions policy):

We accept cash, cheques (made out to Penllergaer Primary School) and Childcare Vouchers

Reception to Year 6 children (ages 4 – 11)

Bookings through SQUID system. Government Gateway and 30hr Childcare Voucher Scheme are accepted. Parents eligible for any of these schemes must book separately by selecting the 'voucher scheme' option on SQUID, booking the slots and use your vouchers in the usual way.

Cancellations must be made 48 hrs in advance by phoning the school office.

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| Wide Awake Club – 7.55 – 8.20 am | £1.50 |
| After School Club - 3.20 – 5.20 pm | £8 |

- All fees must be made in advance
- Wide Awake Club and 'After School Club' bookings and payments to be made on the first day of the week of the booking (normally a Monday)
- Cancellations must be made 24 hours in advance

Nursery Wraparound ages 3 - 4

Bookings through paper form submitted to Nursery WA staff. Government Gateway and 30hr Childcare Voucher Scheme are accepted. Please tick the relevant box on the paper form and include URN.

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| Wide Awake Club Nursery 7.55 – 9.00 am | £3 |
| Wraparound 9.00 – 12.45pm | £11 |
| Lunchtime Care 11:30 – 12:45 | £ 5 |
| Wraparound 11.30 – 3.15pm | £11 |
| After School Club 3.15 – 5.20 | £8 |

- Nursery Wraparound payments to be made no later than the **Wednesday before the week booked**
- A minimum of 4 weeks' notice is required to cancel a booking or terminate a contract
- Fees must be paid for dates booked. If your child does not attend due to a short-term illness or another reason, payment for the day/days booked will still be required as the place and staff will have been booked.
- If the site is closed due to weather, etc. then fees are refundable
- Parents/carers are advised to speak to Mrs Tucker/Mrs Smallbones about payment of fees in cases of prolonged absence
- A child's continued place at Penllergaer Primary Wraparound is dependent on continued payment of fees

Starting in the provision:

Penllergaer Nursery Wraparound acknowledges the importance of parents/carers and staff working together to help children settle in the provision and develop confidence to participate in all the activities offered. Some children take longer than others to settle. The treatment of each child as an individual is our main concern. Parents/carers may stay for the whole or part of the session, depending on the needs of their child (as described above in our Settling in Service).

Observations, Assessment and Record Keeping:

Our staff take a reflective approach to their work, using observation as a tool to plan activities and ensure children's needs are met. The progress of children is assessed by observation and recorded. Penllergaer Primary Wraparound has a duty to share some information with the local authority and CIW. Our records are kept in line with our confidentiality policy, data protection policy and retention schedule and are available for discussion with parents/carers at any time.

Terms and Conditions:

These are set out in the contract between parents/carers and Penllergaer Primary Wraparound and implicit within our policies and procedures.

The contract must be signed and the registration form must be completed by parents/carers before their child attends.

Copies of all documents can be obtained from the office.

Covid-19

Due to the Covid-19 pandemic PWA was temporarily closed from Mon 24th March 2020. It will reopen on Mon 14th Sept 2020 with restrictions in place. These include capping number of places and booking on a first come first served booking basis.

In line with the WA operational standard procedures and risk assessment, on no account should a child or staff attend the club-setting if they:

- Feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, or a high temperature or loss of or change to their sense of taste or smell) or they have tested positive to COVID-19 in the past 7 days
- Live in a household or are part of an extended household with someone who has symptoms of COVID-19 or has tested positive for COVID-19 in the past 14 days.

The daily register includes the name of the child and the location to support test, track and trace. Where possible, we aim to:

- Maintain contact (year) groups at all times eg If a pupil attends more than one setting i.e. school and wrap-around or after school provision, the child should remain in the same contact year group across both settings where possible.

- Maintain staff social distancing where possible, but particularly adult-adult.
- Apply a table service for breakfast/snack
- Maintain a 'clean as you go' regime
- Maintain regular hand washing
- All equipment/ toys/ resources/ individual (play packs) cleaned or rotated after each use. Some equipment has been removed but children will continue to have a say in decision making around what activities and equipment can be safely offered.

Whilst we endeavour to ensure a safe environment we cannot mitigate against every risk. PWA has an operational plan and full Risk Assessment in place.

CIW¹ and parents carers are informed of any changes to this statement of purpose which is reviewed at least annually or as a result of a change in operational practice. (This statement of purpose is supported by Penllergaer Primary Wraparound's operational plan and any changes to one will be reflected in the other.)

Contact CIW:

South West Regional office:

Government Buildings
Picton Terrace
Carmarthen
SA31 3BT
Telephone: 0300 790 0126

E-mail: CIW.southwest@wales.gsi.gov.uk

Equality Impact Statement

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This **Statement of Purpose** was passed for use in **Penllergaer Primary Wraparound**

On: 16th July, 2021

By: **Jayne Woolcock** Position: Responsible Individual

Date of planned review: 3rd September 2020 **due to Covid-19 – temporary restrictions in place.**

¹ Whenever practicable CIW is notified 28 days before a change is to take effect.