



Wraparound Care at Iford and Kingston Primary School

Launching April 2025



INSPIRING ACTIVITY



Based on over 20,000 reviews

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 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 Iford and Kingston

Primary School

We are delighted to be supporting Iford and Kingston Primary School with their Wraparound Care provision.

From April 2025 we will be providing wraparound care on the school premises, which is an extension to the school day – reflecting the school ethos and high standards. Premier Education will be continuing the great work of the former provider with many of their staff continuing to work at the provision. However, we will also be adding some of our skilled activity professionals to deliver a range of active sessions, which will also allow the maximum number of children being able to attend by up to 32 children a day.

Further more there will be no registration fees or deposits needed!

Premier Education have been running 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 Iford and Kingston Primary School. The after school 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 Monday - Friday.



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 Iford and Kingston Primary School are eligible to attend Wraparound Care. Children from other schools may attend the holiday care.

All places are subject to availability. The Wraparound Care provision is limited to 32 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 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.





Session Details - Before School Wraparound Care

Time: 7:45am - 8:40am

Year Groups: Reception - Year 6

Price: £7 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 55 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.

After School Wraparound Care..

Year Groups: Reception - Year 6
Monday - Friday

3:15pm-4:15pm - £6

3:15pm-5:00pm - £10

3:15pm-6:00pm - £13.50

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 or 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 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...

3:15pm – 3:45pm

Children go to the after-school provision. Put school bags away. Register, wash hands and recharge with a healthy snack.

3:50pm – 4:15pm

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

4:15pm

Early collection

4:20pm – 5:45pm

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

5:45pm – 6pm

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 gate and call 07823 859254.

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.



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 on an Accident Form.

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.

Late Fees...

- When the parent or carer arrives, they will be reminded that they must call the Venue to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

Over 15 minutes late – penalty fee of £5.00

- If a parent or carer is more than 15 minutes late in collecting their child, the manager will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the Venue immediately. The manager will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by a member of staff.
- When the parent or carer arrives, they will be reminded that they must call the Venue to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).
- Penalty fee to be recorded on the Outstanding Balance sheet.

Over 30 minutes late – penalty fee of £10.00

- If the manager has been unable to contact the child's parents or carers after 30 minutes, the manager will contact the local Social Care team for advice.
- The child will remain in the care of the Venue's staff until collected by the parent or carer, or until the child is placed in the care of the Social Care team.
- Penalty fee to be recorded on the Outstanding Balance sheet. Managing persistent lateness

Parents and carers will be reminded that if they persistently collect their child late, they may lose their place on the course.

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

You must have pre-booked your child into the session online. Any child not pre-booked is not 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 Iford and Kingston Primary School and click "search".
4. Click on "view venue" when you see Iford and Kingston Primary School in the search results.
5. Select the activity you would like to book (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

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.

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.

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.



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

Childcare voucher providers tbc

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 Iford and Kingston Primary School Wraparound Care

Ofsted registration number: 2614860

Setting reference number: tbc

Premier Education Group

Head Office: 01953 499040

Setting contact number: TBC

Email: office-18@premier-education.com

Wraparound Care Manager: TBC

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