



Improving children's
health and wellbeing
through active learning.

Premier Wraparound Care Ocklynge Junior School.

Opening January 2022

About Premier...

Premier 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 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 works closely with schools across the country to inspire children to live a healthy, fit, and fun life.

Premier at Ocklynge Junior School...

We have been supporting the physical education and extra-curricular provision at Ocklynge Junior School for the last two years, delivering curricular lessons, before school clubs, lunch time provision, after school clubs and holiday camps.

With the school striving for excellence, they want to provide a high-quality wraparound care for working parents.

From January 2022 we are delighted to be providing Premier Wraparound care on the school premises, which will be an extension to the school day and reflect the school ethos and high standards.

Furthermore, there will be no up-front registration fees or deposits needed!

In last couple of years Premier have been running 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 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 Wrap Around Care facility, providing high quality out-of-school-hours care for the parents of children who attend Ocklynge Junior School. 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.

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, ensuring that your child learns, has fun, and is safe and well looked after.

Admissions...

Only children attending Ocklynge Junior School are eligible to attend the before school and after school. Children from other schools may attend the holiday care.

All places are subject to availability. The wrap around care provision is limited to 60 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 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 & ENVIRONMENT

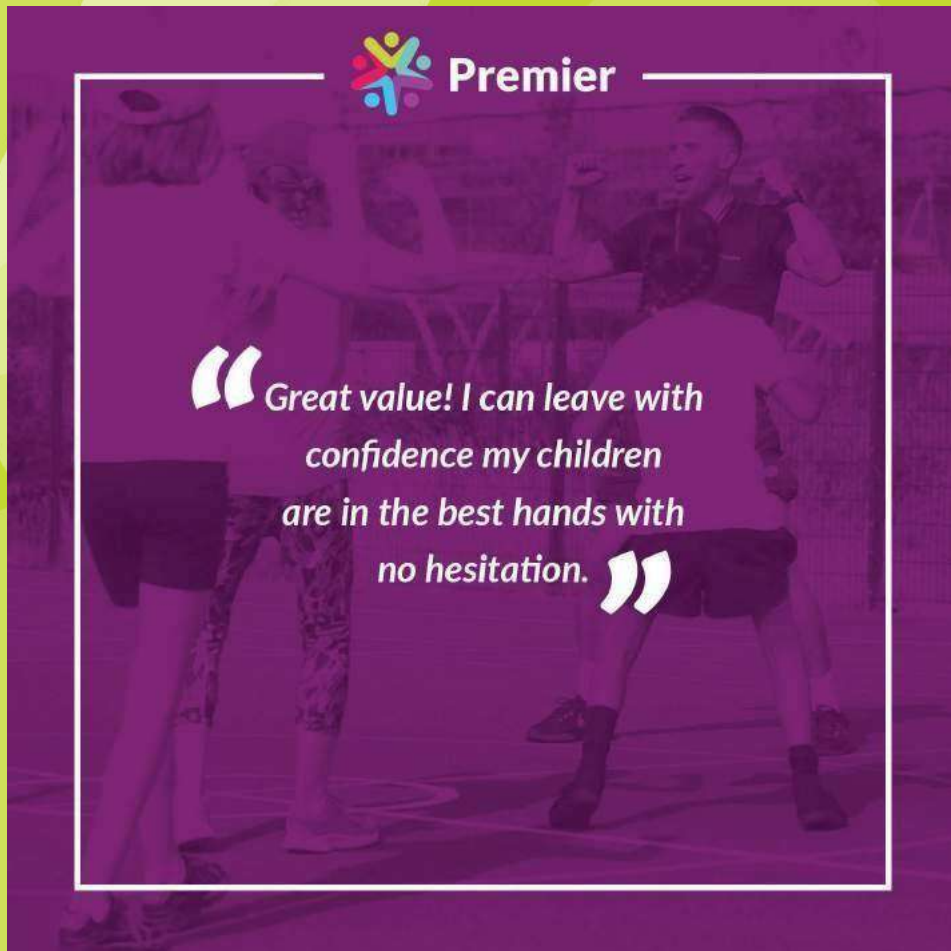


Premier

“

*Great value! I can leave with
confidence my children
are in the best hands with
no hesitation.*

”



Session Details...

Before School 'Start Active' Club:

Time: 7.15am - 8.45am Year Groups: Reception - Year 6

Price: £6 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 90 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 mealtimes to encourage a "family" type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink comply with dietary and religious requirements.



Timings...

7.15 am – Registration opens

8.00 am - Food is served

8.15 am - Range of fun games activities

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

8.40 am - children collect their coats and bags. 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

Time: 3.20 pm - 4.20 pm

Price: £4.00 per session

Late half session

Time: 4.20 pm - 6.00 pm

Price: £6.50 per session

Full session

Time: 3.20 pm - 6.00 pm

Price: £11.00 per session

Siblings
automatically
receive a 15%
discount when
booking online!

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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 down time in 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 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.

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 while 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...

3.20 pm – 4.15 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

4.15 pm – 4.45 pm

Children wash hand and recharge with a healthy snack.

4.20 pm - 4.45 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.

4.20 pm:

Children only staying for the first part of the session are collected.

4.45 pm – 5.15 pm:

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

5.15 pm – 5.45 pm:

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

5.45 pm - 6.00 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 mealtimes and encourage a “family” type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink comply with dietary and religious requirements. Fresh fruit and drinking water are 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 always adhered to.

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 to children who attend Ocklynge Junior School, 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.

Before Camp 'Stay Active' Club

Time: 8.00 am - 8.45 am

Cost: £4.00

Premier Multi Activity Holiday Camps

Time: 8.45 am - 4.00 pm

Children required to bring packed lunch

Cost: £13.50

After Camp 'Play Active' Club

Time: 4.00 pm - 6.00 pm

Children required to bring a healthy snack

Cost: £6.50

Total cost per day: £24 *(before early bird booking & siblings discounts)*

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.

Behaviour...

Whilst attending breakfast club or 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, the breakfast club or 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 wrap around 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. Breakfast club & 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 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 Ocklynge Junior School and click "search".
4. Click on "view venue" when you see Ocklynge 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 you should instruct your scheme provider to pay).

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 6.00pm 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 can alter your booking at any time up to the start time of the activity.

Paying with Childcare Vouchers...

We are currently waiting for our Ofsted registration number to come through before we open in January. In the meantime, we still want parents to be able to book to guarantee their child's place.

Once we have this number, we will be able to register Premier Wraparound Care Ocklynge Junior School with all the relevant Childcare Voucher providers.

Below you will see instructions of how you can still book the provision whilst we wait for our Ofsted number to come through.

When you book you will get an email confirmation of what is owed so you will be able to keep a record of this. This will also be stored on your online account with us, so we will have a record too. Once we have our Ofsted number, we will let you know what you owe and what you need to do so your provider can release the funds.

In the meantime, you can still book and reserve your child's place in the following way...

How to book using childcare vouchers...

1. E-Mail mharcombe@premier-education.com and we will add you on manually

For now, that is all you need to do. Once we have our Ofsted registration, we will be in touch with information on what you need to do for your provider to release the funds owed.

We hope that you find all 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 / Ocklynge Wraparound Care contact details...

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BN24 5NJ

Ofsted Registration Number TBC

T: 01435 812295

E: mharcombe@premier-education.com

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

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YEARS

OF Premier
Education



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