



The School House Wraparound Childcare

Statement of Purpose

The School House, 4 Bangor Road, Johnstown, Wrexham LL14 2SW

Telephone: 01978 840643 (Option 2)

Email: SchoolHouse@yrhafodjohnstown-pri.wrexham.sch.uk

Section 1: About the provider

Service provider

The School House Wraparound Childcare

Address of Service provider

Registered address:

The School House Wraparound Childcare

4 Bangor Road

Johnstown

Wrexham

LL14 2SW

Legal Entity

Our corporate body is the Charitable Incorporated Organisation (CIO), and we are registered with the Charity Commission. Our registration number is 1180206. Our voluntary management committee oversees our operations and provides support for the successful running of the business. We have joint Registered Persons.

Registered Person

Contact name:	Mrs Rhian Evans-Trott
Position:	Responsible Individual & Treasurer (Trustee)
Telephone number:	01978 840643
Email:	Evan-TrotR@Hwbcymru.net
Address:	Ysgol Yr Hafod 4 Bangor Road Johnstown Wrexham LL14 2SW

Person in Charge

Childcare Manager	Sarah Wynne
Person in Charge (Little Miners)	Sophie Harlow
Person in Charge (After School Club)	Lindsey (Louise) Jones
Playworker (Little Miners)	Claire Jones Mia Tomlinson
Playworker (After School Club)	Jude Page Mia Tomlinson Claire Jones
CIW Responsible Persons	Rhian Evans-Trott

Contact name:	Miss Sophie Harlow	Miss Lindsey (Louise) Jones
Position:	Person in Charge Little Miners	Person in Charge After School Club
Telephone number:	01978 840643	01978 840643
Email:	schoolhouse@yrhafodjohnstown-pri.wrexham.sch.uk	schoolhouse@yrhafodjohnstown-pri.wrexham.sch.uk
Address:	*** The School House *** 4 Bangor Road Johnstown Wrexham LL14 2SW	*** The School House *** 4 Bangor Road Johnstown Wrexham LL14 2SW

Section 2: N/A (For childminders only)**Section 3: N/A (Details of pets or other animals on the premises)**

No pets or other animals are kept on the premises.

Section 4: Aims and Objectives of the Service

The aim of The School House Wraparound Childcare is to support the development and to enhance the play opportunities of children aged 3 to 11 years by providing quality, accessible wraparound childcare, offering a range of play based activities within a newly custom designed and built setting. The wraparound childcare setting includes a Nursery Plus provision, from 11.30am until 3.00pm for 3 to 4 years following their Nursery Education session or Early Education session in the morning at our adjoining school, Ysgol Yr Hafod Johnstown. The setting also includes an Out of School childcare provision, After School Club, from 3.00pm until 6.00pm for primary school aged children, 3 to 11 years following their school day at Ysgol Yr Hafod Johnstown. In the future, we also plan to extend our service to a Holiday Club, open Monday to Friday during school holidays from 8.00am to 6pm for primary school aged children aged 3 to 11 years.

In doing so, we are supporting our local community and working families whose children need to be looked after for a period which is longer than their usual school day. We do this in a warm, welcoming, safe and engaging environment where children can feel a sense of belonging, know that they are valued, be healthy, become confident and grow their skills and learn new ones in a fun way, led by the needs of each individual child to promote the best outcomes for our children.

To ensure the quality of care we offer is continuously improving, we welcome suggestions and constructive criticism from children and their families to help us maintain a high-quality provision. Families are encouraged to speak to the Childcare Manager or Persons in Charge if they would like to make any suggestions. We treat our families with respect by being open and honest with the information we share with them and ensuring a consistent message is shared with all where appropriate, keeping two-way communication lines open. We ask our children and families for their opinions in the form of questionnaires from time to time which we review, and act upon the feedback given as we continually strive to be better at what we do. The School House Wraparound Childcare has a culture of continuous improvement, whether this be for staff completing courses for their own continuing professional development or for children and families feeling their voices are heard.

Section 5: Details about the children for whom care is provided

The School House Wraparound Childcare operates mainly for children, male and female attending Ysgol Yr Hafod, Johnstown or other children within our local community (subject to availability).

We care for children aged 3 to 4 years for the Nursery Plus provision, and for children aged 3 to 11 years for the Out of School childcare, After School Club, as stated in our admissions policy.

The School House Wraparound Childcare Nursery Plus provision, Little Miners, caters for 35 children, in line with our Care Inspectorate Wales (CIW) registration.

The School House Wraparound Childcare Out of School childcare provision, After School Club, caters for 35 children, in line with our Care Inspectorate Wales (CIW) registration.

Section 6: Range of needs of relevant children to be met

We have experience caring for children with additional needs. On occasion, we have worked with our local authority, Wrexham County Borough Council, to secure funding for children with additional needs to ensure they are able to access our services. The support provided may mean we can employ staff to work with children on a one-to-one basis or enable us to purchase specific resources or equipment to meet the child's individual needs. During this process, we invite families into the setting to discuss their child's individual needs and preferences with us and we continue to keep the lines of communication open between us. This will help us to work together to try to meet those individual needs and abilities through the promotion of equality and diversity in line with our Equality and Diversity policy.

We treat our families with respect by listening to them, being open and honest with the information we share with them and ensuring a consistent message is shared with all where appropriate, keeping two-way communication lines open. Each child and their family are unique, and we will adapt our approach when necessary to ensure the care we provide is specific to each of them. All children and adults are treated with equal respect. No child or family will be discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We track children's progress mainly in photographic form to share with their families. We are currently looking into which electronic sharing platforms to use more efficiently in the future.

Section 7: Languages used

The main language of The School House Wraparound Childcare is English.

Bilingual signs will be used where appropriate, and we use incidental language in Welsh when talking to and encouraging the children, teaching some vocabulary such as colours, numbers, items of clothing etc.

We are registered with Clybiau Plant Cymru to work with Childcare Wales Learning & Working Mutually's (CWLWM) resource, The Welsh Promise. This will help us to embed the Welsh language into our setting using manageable actions and ideas tailored for the Childcare sector. This is a positive step forward for us to provide the Active Offer in the future.

In the event we have children attending who use English as an additional language, we will invite their family into the setting and work with them to learn familiar phrases to use with their child/children and to share this with other children attending the setting. This we hope will add to the feeling of belonging we aim to create.

Section 8: Opening hours

The School House Wraparound Childcare setting opens between 11.30am and 6.00pm every day, Monday to Friday, during school term time.

The Nursery Plus provision, operates between 11.30am and 3.00pm every day, Monday to Friday, during school term time.

The Out of School provision, After School Club, operates between 3.00pm and 6pm every day, Monday to Friday, during school term time.

In the event of late, non-collection or non-contact from families we will:
Telephone the emergency contact numbers given on the registration form to arrange collection and discuss the situation.

In the event of no contact being made, the Person in Charge will contact the Duty Officer at Social Services to advise them of the situation and take advice on further action. The Responsible Persons will also be informed.

Section 9: Staffing

Staffing levels always meet the requirements set by the 'National Minimum Standards for Regulated Childcare for children up to the age of 12 years' and where possible, we aim to exceed them. There will be an absolute minimum of two qualified

and experienced members of staff to care for our children, using a ratio of 1 qualified staff member to 8 children up to the age of 11 years, even if the children are aged 8 or over. Our staff are suitably qualified and experienced to care for children up to the age of 11 years.

Volunteers and students may assist in The School House Wraparound Childcare at various times. All staff, students and volunteers have Disclosure & Barring Service enhanced checks and where relevant, checks by the Independent Safeguarding Authority as well as receiving a full induction to The School House Wraparound Childcare.

Section 10: Full details of provision

The School House Wraparound Childcare offers a child centered approach and environment, meeting the physical, intellectual, language, emotional, social and creative needs of children. We recognise that every child is unique and the varying individual needs of each child who attends. We are fully inclusive, and we always promote equality and diversity through our policies and procedures as well as our everyday practice and care.

Facilities available – The School House Wraparound Childcare is based within The School House building, which is on the grounds of Ysgol Yr Hafod, Johnstown. We have use of the following areas: the Early Years ground floor classroom base, integral kitchen (not catering kitchen), integral toilets, including two accessible toilets, a ground floor lockable storeroom for additional resources and an outdoor play area. There is also an office on the first floor which we have sole use for management and leadership activities including a lockable storeroom for physical data storage.

Our indoor play space includes opportunities for sensory experiences using Playdough (touch and smell), Water (touch), Lights (sight), Sound and Music (hearing) and where possible satisfies all of the senses. We provide opportunities for physical development to be explored to enhance the children's skills in both their gross and fine motor skills with the use of wooden tools, peg boards, puzzles and tweezer games. Children's creativity can be explored with the use of a workshop full of different materials for children to cut, stick and mould, mark making materials, painting equipment and loose parts such as glass beads, curtain rings, natural resources like pinecones and stones. We provide opportunities for small world, blocks play, role play and construction as well as incorporating literacy, numeracy and digital competence throughout our environment. We have a dedicated cosy area indoors for children to use when they need some quiet time. This is set up with soft furnishings, books, cuddly toys and can be adapted to create an enclosed space if the children wish using material to create a tent-like feel.

Our outdoor play space includes opportunities for sensory experiences using Water (touch), Sand (touch), Mud (sight and touch), Growing (sight, touch, smell and taste) and Music (hearing) and where possible satisfies all of the senses. We provide opportunities for physical development to be explored to enhance the children's skills in both their gross motor skills with the use of scooters, mounds, climbing equipment and swing and fine motor skills. Children's creativity can be explored with the use of mark making materials, painting equipment and loose parts including tyres, crates and pallets. We provide opportunities outside for small world, block play, role play and construction as well as incorporating literacy, numeracy and digital competence throughout our environment. We are working towards creating a dedicated cosy area outdoors for children to use when they need some quiet time but want to remain outside. This will be set up with outdoor furnishings, books, cuddly toys and can be adapted to create an enclosed space if the children wish using material to create a tent-like feel.

The above opportunities are available to children as part of our continuous provision and access indoors and outdoors in free-flow. These opportunities are reviewed regularly based on feedback from the children and staff observing how the opportunities for play have been embraced by the children. This is regularly discussed between the Childcare Manager and the Persons in Charge and when needed, the environment is adapted to suit the current interests, needs and preferences of the children as an integral part of our commitment to continuously improve our setting to achieve the best outcomes for children particularly due to the vast age range of children we care for.

Services offered – For children attending the Nursery wraparound provision, a lunch time meal can be provided via Wrexham School Meals, prepared in the catering kitchen at Ysgol Yr Hafod, Johnstown (during school term-time) and delivered inside an insulated bag to The School House Wraparound Childcare where we will serve to the children who have pre-booked their hot meal through this service (ParentPay). We provide a range of healthy snacks which include a variety of fruit and vegetables as well as cheese and crackers on occasion. Water is available to drink at all times during the sessions and the healthy snacks are offered at around 2pm with the option of a small serving of whole milk. All food and drinks offered are in line with our healthy eating policy and we ensure they meet the dietary needs and preferences of children as indicated on the child's registration form.

For children attending the Out of School Childcare provision, we provide a range of healthy snacks which include a variety of fruit and vegetables as well as cheese and crackers on occasion. Water is available to drink at all times during the sessions and healthy snacks are offered at around 3.30pm with the option of a small serving of

semi-skimmed milk. All food and drinks offered are in line with our healthy eating policy and we ensure they meet the dietary needs and preferences of children as indicated on the child's registration form.

Activities offered – A wide variety of activities are offered providing children with opportunities to learn new skills and grow their existing skills. Some activities will be planned weekly by the Persons in Charge and their team of Playworkers, whilst still offering opportunities for unstructured, free, child-led play. Children will be encouraged to participate in the planning of activities and ideas for equipment when it is being purchased. For our Out of School childcare provision, After School Club, we plan to offer monthly Theme sessions, for example, Pizza Night where children will prepare their own pizza using a recipe to measure ingredients, Movie Night, Play & Trade sessions (Pokémon, Match Attax etc.), all under the supervision of our Playworker and we will seek local arts teachers to facilitate dance or art sessions depending on the interests of the children and their preferences. We will reach decisions about which theme sessions to facilitate by consulting with the children about what they would like to do.

Example of a daily routine for our wraparound provision Routine

The School House Wraparound Daily Routine	
11.30AM	Amser Hwyl Fawr – Time for children to say goodbye to their classmates who are going home after the morning nursery session. Children attending Little Miners will walk with playworkers to The School House
11.40AM	Together Time – Self Registration, Bore da ffrindiau, toilet time and handwashing
11:50AM	Lunch Time- Children with packed lunches and hot dinners will be seated at their tables. The children will sit together to eat their lunch with support from our playworkers.
12.30PM	Over to you time-Children have the option to play freely inside and outside the setting with free flow access between the two areas.
2.00PM	Snack Time- Children will be offered healthy snacks including fruit and Vegetables.
2.30PM	Amser tacluso- Children will be encouraged and supported to tidy up the setting.
2.40PM	Reflect, stories and songs- Children will come together to listen to a story or choose a song from our song box.
2.50PM	Prepare for home time- Children will collect their belongings (coats,bags,etc) and return to the together time area to wait for collection.
3.00PM	Home time- Parents and carers are greeted at the door with their child. A playworker will sign the child out on the Ipal system. Passwords will be asked for if person collecting is not known to playworker.
	Times are a guide and will be flexible when required

	After School Club Daily Routine
15:00pm	Amser Hwyl Fawr – Time for children to say goodbye to their classmates who are going home after the school day or nursery plus provision. Little Miners children will already be in the setting with playworkers. They will be able to play until the other children arrive. The children attending after school club will meet Miss Jones (Person in Charge) in the hall and once all signed in on the register will make their way to the School House with the playworkers.
15:15pm	Together time and snacks- Children will arrive at the setting, place their belongings on their pegs, go to the toilet (if needed) and wash their hands. We will offer a varying range of fruit, vegetables, toast, cheese and crackers for their snack accompanied by milk or water.
15:30pm	Over to you time - (non-theme sessions) Children have the option to play freely inside and outside the setting with free-flow access between the two areas. Play is free during this time with no focused activity being led by the adults.
Various	Due to the varying times for collection, parents can ring a bell on arrival. Children will collect their belongings and be signed out on our Ipal system
	Times are used as a guideline and can be flexible

Section 11: Terms and Conditions

The terms and conditions for using The School House Wraparound Childcare are sent out to families to sign via Ipal. They are also in our virtual Family Handbook along with our contract and policies, and procedures. Families must sign this via Ipal before their child starts attending The School House Wraparound Childcare. Our contract includes arrangements for the collection of fees.

Our contract, between us and our families, includes sections about our monthly booking requirements, fees and the payment of fees, our cancellation policy and what to do if additional bookings need to be made.

All bookings for Little Miners must now be made using our online iPal system. Families can access iPal via a secure link provided through email. Parents and carers can book sessions for their children **up until 11:59pm the night before** the required date of attendance. This provides greater flexibility and ensures bookings are kept up to date in real time.

Bookings are allocated on a first come, first served basis. The iPal system records all bookings electronically, with date and time stamps, to ensure a fair and transparent process.

Once a booking has been submitted through iPal, families will receive immediate confirmation. If a requested session is full, the system will notify the family. Where possible, we will offer alternative availability or place the child on a waiting list.

All payments are also managed through iPal, including those made via childcare vouchers and the Tax-Free Childcare scheme. iPal makes it easier for families to keep track of their bookings and payments in one place. This updated system has been introduced to streamline the booking and payment process, reduce paperwork, and offer greater convenience and flexibility to our families.

Bookings -Fees and payment of fees – The School House Wraparound Childcare provision is a registered charity and therefore we do not receive any subsidy from the Local Authority or the Ysgol Yr Hafod school towards the running of our service. Each session is £15.00, (£5.00 per hour for Out of School Childcare provision) unless families are registered with the Welsh Government Initiative of up to 30 hours of Free Childcare. Once families have completed their child's booking and received acknowledgement of the booking, we require payment for the month in full.

If a child is poorly or families are on holiday and they do not attend the setting, we will refund any over-payment or carry the amount to the following month (terms and conditions apply).

If payment is not made, then bookings will be cancelled, and the child will not be able to attend the session/s.

If a request to book a child in for an additional session is made after the booking window has closed, we require this additional payment prior to the child attending.

If families pay using the Welsh Government Initiative of up to 30 hours Free Childcare and you request an additional session after bookings have closed, then you will need to pay £15 (£5.00 per hour for Out of School Childcare provision) for each additional session. This is because, once the childcare hours are submitted to the Welsh Government, we cannot adjust them, and we are unable to claim for any additional funding. This is for the old system where claims are made via Flintshire County Council and will cease to be applicable from September 2023.

Additional bookings - If families require any additional days at The School House Wraparound Childcare, we ask them to let us know as soon as possible. We operate on a first come, first served basis. If we are able to confirm any additional bookings, we ask families to pay in advance for these, prior to the child attending. If they are in receipt of the Welsh Government Initiative of up to 30 hours Free Childcare, we ask them to pay an additional £15.00 per session in advance of the child attending. This

is because, once we have submitted booked hours to the Welsh Government, we are unable to amend them or claim in arrears for any additional amount. This is for the old system where claims are made via Flintshire County Council and will cease to be applicable from September 2023.

Sickness / Illness arrangements - We require a minimum of 24 hours' notice if families need to cancel a booking (by 11.30am the day before they are due to attend at the latest). Families can cancel their bookings via Ipal or by using the School House Facebook page, or by email to schoolhouse@yrhafodjohnstown-pri.wrexham.sch.uk or telephone 01978 840643 option 3.

If cancellation is received less than 24 hours before a child is due to attend or if a family collects their child unexpectedly (at 11.30am or 3.00pm depending on the sessions booked) and they do not give us prior notice of the cancellation, then they still need to pay £15.00 for that day's session.

If they have paid in advance and given the required minimum notice for cancellation, then a refund will be given or they can arrange for the credit to be carried forward to the next month.

* Those in receipt of the Welsh Government Initiative of up to 30 hours Free Childcare we require to give us notice so that we can offer a place to someone else on the waiting list.

Admissions - The School House Wraparound Childcare is open to any child attending school at Ysgol Yr Hafod, Johnstown and our local community (subject to availability). We have a detailed Admissions Policy which can be found in the virtual Family Handbook. A copy can also be obtained from the Childcare Manager or Persons in Charge. Families must complete and sign the child registration form and Terms and Conditions confirming that they have read and understood the policies and procedures outlined in the Family Handbook and agree to abide by the terms and conditions of The School House Wraparound Childcare prior to their child attending.

Settling in arrangements - Children with their families are welcome and actively encouraged to visit The School House Wraparound Childcare before they start with us. The Childcare Manager will take families on a guided tour of the setting, explaining our routines such as lunchtime arrangements (packed lunch or hot meal), snacks, free-flow, child-led play, information on childcare funding and emergency procedures.

Our team of Playworkers love to meet new families and welcome questions from children and their families as we aim to make the transition of joining our setting as smooth and positive as possible. We strive to support each child to settle quickly, building confidence and independence when they are ready, getting to know them, nurturing their individuality and providing extra support where needed.

Contact details for the family will be obtained so all of the relevant forms can be sent to them (if they have not already completed them) including the link for our virtual Family Handbook.

Section 12: Dealing with complaints

The School House Wraparound Childcare celebrates achievements and success and looks for ways to improve services for families. We welcome suggestions and constructive criticism from our families to help us maintain a high-quality provision.

From time to time a child or family may need to make a complaint. If so, we will follow our complaints procedure, a copy of which can be found in the virtual Family Handbook. A copy can also be obtained from the Childcare Manager or Persons in Charge. Our policy is to respond to and resolve complaints quickly, effectively and where possible in a positive and informal manner. Families can contact us in person, over the phone or in writing and we will respond using their preferred method of communication. We will listen to/read the concerns raised, investigate them by talking to staff and children and responding to them with what we have found out and the subsequent actions we will take to resolve the concern. Any changes made to operations as a result of the complaint will be communicated to all families. Children and families can share their concerns by speaking to the relevant Person in Charge, or if preferred, a convenient time will be arranged to do so in confidence or with the Childcare Manager.

At all times the welfare of the child is safeguarded and promoted and their ascertainable wishes and feelings are taken into consideration. The welfare of all our children will always be the most important consideration when making decisions which affect the setting. However, if a complaint has not been dealt with to a family's satisfaction, they are entitled to contact the Care Inspectorate for Wales (CIW) office at:

Welsh Government Office
Sarn Mynach
Llandudno Junction
LL31 9RZ

Telephone: 0300 7900 126

Email: CIW@gov.wales

Opening hours

Monday - Thursday: 09:00 - 17:00

Friday: 09:00 - 16:30

Saturday - Sunday: Closed

Section 13: Dealing with emergencies

The School House Wraparound Childcare has comprehensive emergency procedures. Details can be found in our virtual Family Handbook or can be obtained from the Childcare Manager or Persons in Charge. However, if a child requires medical attention due to an accident or other medical emergency, they will be attended to by staff trained in Emergency Pediatric First Aid.

Should a child require further medical attention, such as hospitalisation, then we will arrange for their family to be contacted and attend the premises with their child and an ambulance may be called. In the event of emergency medical attention, we will always contact the child's family. However, should a child need to attend hospital immediately, then we will arrange for them to be accompanied by a member of staff.

If we are required to evacuate the building in an emergency, such as a fire, we will be required to relocate out of the gated fence in the garden and wait on the elevated path for further instructions. We would complete a register to ensure that everyone is accounted for and families would be contacted if we were unable to return to the premises. Emergency services would be called where applicable.

The procedure for collecting children is for families to come to our main entrance and anyone on a pre-approved list given to us by each family is able to collect their child. Children are signed into the setting using Ipal and signed out using Ipal. Families may occasionally verbally inform us that someone else will be collecting their child Ipal holds the password for children to be collected by someone else, and no child will be released to their care unless they know the password. and the Persons in Charge informed. If family members are late or unable to collect their child, we will follow our Non-Collection Policy. Details can be found in our virtual Family Handbook or can be obtained from the Childcare Manager or Persons in Charge.

Section 14: Reviewing the Statement of Purpose

This Statement of Purpose and all policies and procedures are reviewed and updated as necessary and/or in line with any changes to legislation, regulations and are reviewed internally at least once annually.

We notify CIW of any changes to our service and will provide them with an updated copy of this document.

The School House Wraparound Childcare notifies families of any changes to our policies and procedures via our virtual Family Handbook.