



NEWTS BREAKFAST AND AFTER SCHOOL PROVISION

**At
Hampton Wick
Infant and Nursery School**

**A GUIDE FOR
PARENTS AND CARERS**



**Hampton Wick Infant and Nursery School
Ofsted Unique Reference Number: 102889**

Introduction

'Newts' at Hampton Wick Infant and Nursery School has been set up to provide wrap around care for children at Hampton Wick Infant and Nursery school (HWINS). The provision is inspected by Ofsted as part of the school and complies with their terms, regulations and requirements.

Newts is a self-funding organisation which is financially separate from HWINS although still under the direction of HWINS. The school helps to manage Newts finances but does not subsidise Newts in any way.

In order for Newts to exist we have to ensure that our income covers all our costs. To this end we aim to keep our fees at a reasonable level by relying on a high uptake of regular weekly places.

Newts Staff

The "Newts" staff are all experienced in working with children and the majority have teaching assistant qualifications.

Newts Management Group

Newts is managed by the HWINS Board of Governors.

Newts Hours

Newts is open every day during term time, excluding inset days.

The children are collected from their classrooms at the beginning of each session by the Newts staff.

The club hours are as follows:

Early Breakfast Provision:	7.30am - 8.45am
Breakfast Provision:	7.45am - 8.45am
After School Provision:	3.15pm - 6.15pm
Emergency Care:	3.15pm - 4.30pm

Please note – Children must be collected by the closing time of the session or a late collection fee of £10.00 per five minutes thereafter will be charged.

Complaints

All complaints will be dealt with following the Hampton Wick Infant and Nursery School Complaints Policy (available on the school website).

In the first instance, if you are unhappy with any aspect of Newts you should speak to the session leader. If this does not resolve your complaint please speak with the Newts Manager, Jo Green.

What do we offer?

Regular Places

We offer regular weekly places which, once allocated and accepted, mean that your child's place is guaranteed. Therefore, the fees will need to be paid regardless of any absences.

Ad Hoc Places

Dependent upon uptake of regular weekly places we may be able to offer "ad hoc" places, which will allow for people who wish to use us on a casual basis. You will need to pay the registration fee of £15.00 and give at least 24 hours' notice of your intention to use Newts. We cannot guarantee places, as they will be subject to availability. Ad Hoc places may be booked up to a week in advance and must be paid for when making the booking. Once booked and paid for, that place will be guaranteed and will not be refunded if unused.

Emergency Care

Emergency use of Newts can be used in the event of an exceptional situation where alternative collection arrangements cannot be made e.g. the car breaking down or an accident. In this situation the office should be informed and collection organised for 4.30pm or earlier. Emergency care can only be used if the registration form is completed and contract signed. Please note - If collection cannot be organised for 4.30pm, the cost of a full After School Provision session will be charged in addition to the first £10.30.

Admissions Policy

We allocate places to HWINS children requiring regular weekly places with priority being given to those on the waiting list from the previous year, siblings, those who need 5 days a week, then 4 then 3 etc. Any vacancies are made available to children requiring 'ad hoc' places.

If you decide that you no longer need your regular weekly place at Newts we require notice of 20 school days, for which you will be charged. This also applies to a reduction in the number of sessions needed.

Aims of Newts

'Newts' is a play provision with the emphasis on developing social skills and learning through play; fun is at its core. 'Newts' is therefore not an extension of the school day and has not been set up with formal education as its main purpose.

The emphasis at 'Newts' is on play, fun and socialising. A wide range of child centred activities are available, all of which reflect the curriculum areas of the Early Years Foundation Stage dedicated to 3-5 year olds as well as supporting KS1 areas of the national curriculum.

We aim to provide somewhere for children to develop their social skills, play, relax, create and have fun in a warm, friendly atmosphere.

Equal opportunities

We believe that all children should be treated as individuals and valued and respected as part of the group. Children will not be discriminated against on grounds of colour, race, religion, gender, class or domestic situation. We feel it is important that each child has a positive image of themselves and others around them.

Partnership with Parents/Carers

We aim to provide the best care possible for your child and feel this can only be achieved with a good relationship between the group and parents/carers. We ask that you give us all the relevant details about your child and keep us up to date with any changes in information (especially contact numbers). We will also keep you informed of any concerns and contact you if necessary. Parents/carers are welcome to visit or contact us should they have any questions or concerns.

Behaviour Management

Positive behaviour will be recognised and praised and we will follow the HWINS behaviour code to ensure consistency:

**Kind words and kind actions
Learn and let others learn
Be honest**

We will encourage children to show respect and take responsibility for their actions. Children will never be physically punished or humiliated by the staff. If behaviour is unacceptable we follow the HWINS positive behaviour policy. In the first instance we will always talk to the child to try understand what has happened. We will speak with them about why their behaviour has been unacceptable and support them in thinking of different ways they could behave in future.

Activities & Menus

Indoor Activities available in Breakfast & Afterschool Provision

Arts & crafts, playdough
Board games, puzzles, construction (including Lego)
Table football, Indoor badminton, bowling
Small world play, dressing up & role play area
Use of the library area to read stories and relax with friends

Outdoor Activities available in Afterschool Provision (large playground)

Group games, skipping, bikes & scooters
Ball games, bowling, tennis
Large sand pit (weather dependant)
Trim trail and climbing frame
Chillax garden with arts area

Breakfast Provision and After School Provision meals/snacks

At Breakfast Provision a healthy breakfast is available with the following selection:

A choice of Cereals
Mini fruit flavoured fromage frais
Toast/ Mini Pancakes served with Jam or Honey
A selection of fruit

At After School Provision we provide a healthy fruit snack at 3.30pm and a light meal at approximately 4.30pm. Some examples include the following

Toasted savoury muffins served with ham/ chicken/ cheese
Warm pitta bread served with tuna mayonnaise/ sweetcorn/ cheese
Baked beans & spaghetti hoops served toast/ cheese
Warm wraps with served with ham/ chicken/ cheese
Chicken hot dogs/ Cheese rolls
Toasted bagels served with ham/ chicken/ cheese
(all are served with a selection of salad/vegetables)

Daily desert is a selection of fruit/ frozen fromage frais lolly
Water is provided throughout all sessions

Newts Fees

(Fees will be assessed and adjusted annually)

There is a £15.00, one off, non-refundable registration fee for each child. This is an administration fee and covers attendance at all Newts Provision.

Fees for the School Year 2020/2021

Early Breakfast Provision: **£7.30** per session
Available from 7.30am

Breakfast Provision: **£6.00** per session
7.45am-8.45am
Includes breakfast

Afterschool Provision: **£19.00** per session
3.15pm-6.15pm
Includes healthy snack and a light evening meal

Emergency Care: **£10.30** per session
Available 3.15pm - 4.30pm

(For emergency use only and if a registration form has been completed. Not available as a regular weekly place)

Please note:

- * Newts accepts childcare vouchers
- * Fees can be paid using the government "Tax-Free Childcare" scheme

NEWTS IS AVAILABLE TERM TIME ONLY

Early Breakfast Provision: 7.30am - 8.45am

Breakfast Provision: 7.45am - 8.45am

After School Provision: 3.15pm - 6.15pm

Newts Manager: Jo Green

Newts Staff Team:

Jo Green Fariba Alborzi Nacera Hareb Lynne Crawshaw

Nicola Ross Jackie Jeffrey Sarah Fagg



Contact Newts Staff During Sessions on: 07989 613502

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