



**Before and after school**

**Wraparound Care**



# About Premier Education



**We are delighted to be supporting your school with its wraparound care provision.**

We're the UK's leading provider of wraparound care, holiday clubs and primary school PE, helping kids stay happy, healthy and safe. With 20,000+ 5-star reviews, parents and schools trust us to make life easier and childhood more active.

We believe childhood should be filled with movement, laughter, and discovery. At our core, we believe in one truth. Happy Kids. Healthy Futures.

Whether it's the thrill of scoring their first goal, nailing a cartwheel they thought was impossible, or simply finding their place in the team, we create experiences that kids love, and remember.

For parents, we're more than just childcare. We're peace of mind. A place where your child can run, play, and come home buzzing with stories about their day.

For schools, we're not another provider - we're a partner. We take care of the tricky bits, from PE to wraparound care, so you can focus on what you do best. No hassle, no budget stress, just expert-led activities that fit seamlessly into the day.

For every child, we open the door to confidence, friendships, and moments of pure joy - the kind that make them beg to stay just five more minutes.

Because every child deserves to be happy, active, and included.

We are proud to be delivering wraparound care on the school premises, providing an extension to the school day and reflecting the school ethos and high standards.

We don't just keep kids busy - we make busy brilliant.





## Our Mission

Our mission is to create a premium, Ofsted registered wraparound care facility, providing high quality out-of-school-hours care. The before and 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

In most cases, wraparound care provision will be available every day the school is open.

## Admissions

Only children attending your school are eligible to attend the wraparound care.  
All places are subject to availability.

## Our Staff



Parents can have peace of mind knowing their children are in safe hands. All staff are trained in safeguarding, prevent, equality & diversity, and have a clean Enhanced DBS. They also hold the Paediatric First Aid qualification and a L2 Food Safety & Hygiene certificate. They are 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.



**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.

**Learn!**

If we enjoy what we are doing we will learn.

**Safety!**

No injuries or damages.

**Respect!**

Yourself, others and your environment.



## Before school club

**Time:**

**Year Groups:**

**Price:**



## 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.



## 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 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



## After school club

**Time:**

**Year Groups:**

**Price:**

**Siblings automatically receive a 15% discount when booking online! (7.5% per child)**

The after school club reflects how important the school considers 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.

### Activities

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. Our wraparound care 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.

### Skills

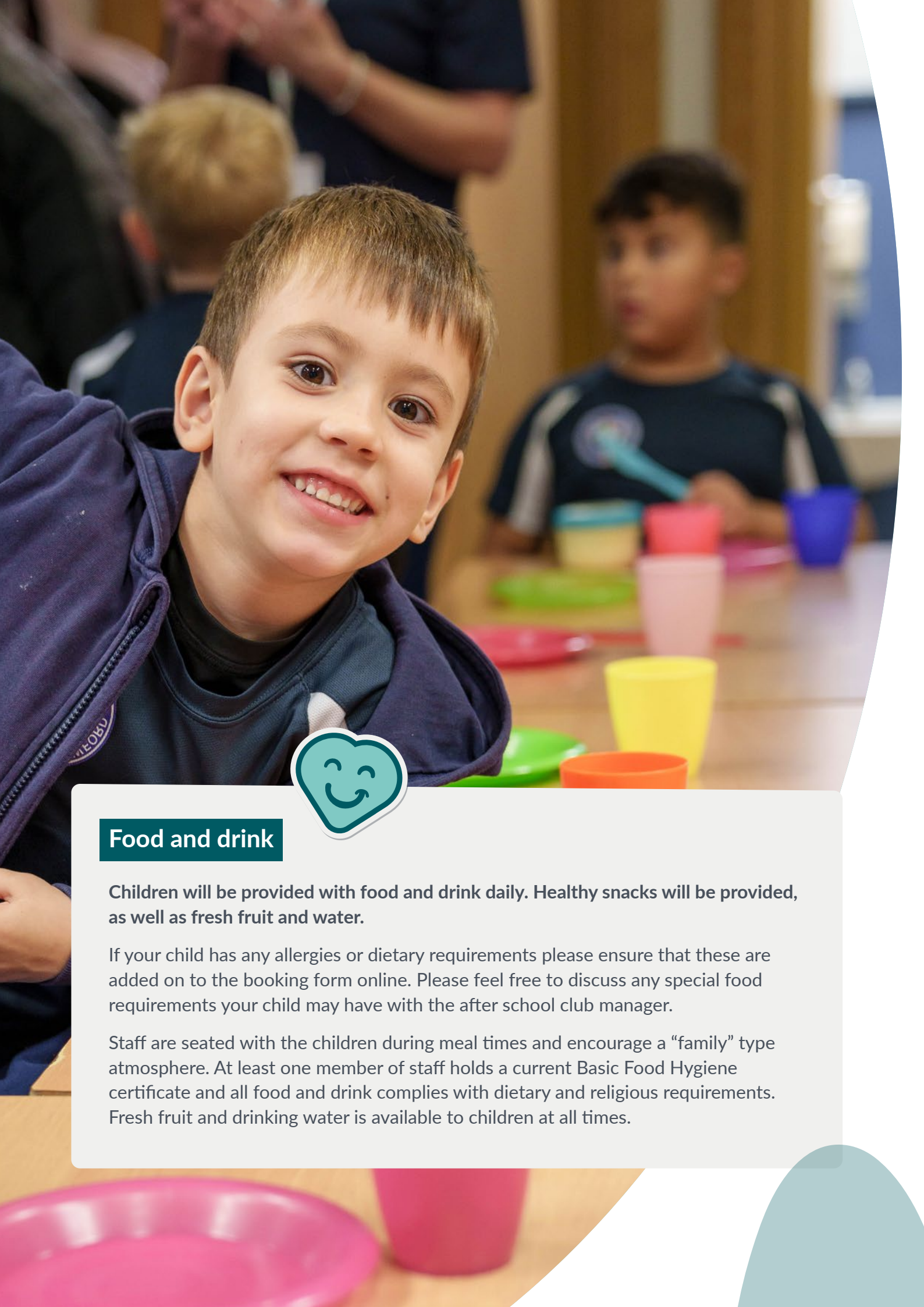
In addition, children will develop a wide variety of skills that they can use beyond the sports field, including...

- 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





**BOOK  
TODAY!**



## Food and drink

**Children will be provided with food and drink daily. Healthy snacks will be provided, as well as fresh fruit and water.**

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 and out...

- Children must be signed in by a member of Premier Education staff upon arrival to any activity or provision.
- A parent/guardian who made the booking must collect the child unless prior written consent is given for someone else to collect them.
- Premier Education implements a 'Password collection' system at every setting. Therefore, where another adult is collecting the child, they must know the collection password for us to release the child and sign over the duty of care.
- Parents/guardians or another adult (where permitted) must physically sign out each child upon collection.



## Missing or unallocated children

**In the unlikely event that a child goes missing, the following procedure will be undertaken:**

- School staff will be informed of the missing child.
- Wraparound Care supervisors will search the inside of the building and delegate an outside search of the building to another member of staff.
- If the child remains missing, the emergency services and parents/guardians will be contacted.





# Behaviour

## **Whilst attending wraparound care, 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.
- Informing parents about individual achievements.

## **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 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 wraparound care accident book.

Incidents will be accurately reported to the parents/carer upon collection and signed by a member of the 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 wraparound care 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.



# Booking with a credit card

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.

## Booking online

1. The simplest way to book your child is to visit; [www.premier-education.com](http://www.premier-education.com)
2. Click on 'Book a course'.
3. In the 'Location' box type in your school's postcode and click "search".
4. Select your venue and click the Wraparound Care option.
5. Select the session and day you would like to book.
6. Register your details or log in if you are a returning customer.
7. Follow booking process and select 'card' in Payment Method section to complete your booking
8. Once you've completed your booking you will receive email confirmation.



## Last minute bookings:

We understand that plans change, often at short notice, and we will try to be flexible to accommodate most situations.

Bookings for all Premier Education services must be made in advance of the session.

A session cannot be added online less than two hours before the session starts.



**BOOK  
TODAY!**

## Late fees...

Premier Education understand that, at times, parents/guardians may be delayed in collecting their child, and we will always ensure that we do our utmost to support our families where possible.

When a child is collected late, it has a subsequent impact on our staff members and quite often the setting where our provision takes place (e.g. a school). Therefore, Premier Education reserves the right to charge a 'Late collection fee'.

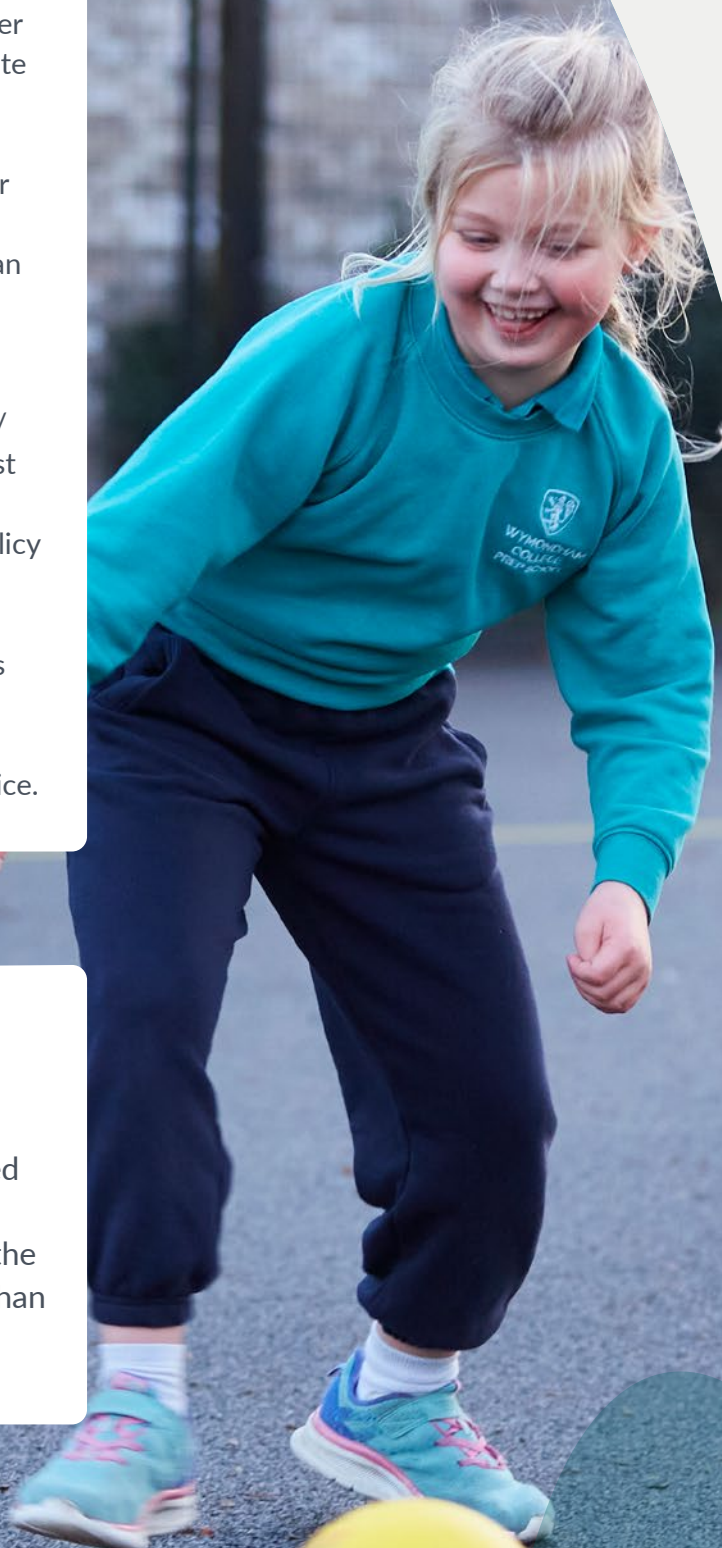
If you are running behind schedule and your child will be collected late, please make our head office aware so our team at the site can be notified in advance.

In the event of a child not being collected on time, we will attempt to call the parents/guardians and an emergency contact at least three times. If we are still unable to make contact, we will follow our Safeguarding policy and uncollected child procedure.

We always strive to offer parents/guardians the support needed; however, if late collections become a recurring event, we reserve the right to fully withdraw our service.

## Flexi booking...

If you have added Flexi-Booking (charged at 10% of the total booking value), you may move a session to another date of the same type, provided this is done more than 48 hours in advance.





## Booking with Tax-free childcare

### Open your Tax-Free Childcare account

- Sign up on Gov.uk Tax-Free Childcare.
- Have your National Insurance number and child's details ready.

### Search for Premier Education

- Log in and find your local Premier franchise by reference number.
- You'll see this number during the booking process, or in our help guide.

### Add money to your account

- Pay in what you need.
- The government tops up the balance automatically.

### Complete your booking

- Go to the Premier Education booking portal.
- Choose your club and dates.
- Select "Tax-Free Childcare" at checkout and use your franchise reference.

### Get confirmation

- Payments usually clear within 2-3 working days.
- Your child's place is secure while the funds are being processed.



## Booking with childcare vouchers

- Log in to your voucher provider (E.g. Edenred, Sodexo, Computershare)
- Search for Premier Education using the reference number given at checkout.
- Transfer funds from your voucher account.
- Book your child's place online, selecting 'Childcare Vouchers' at checkout.
- Payments can take a couple of days, so plan ahead if you're booking close to the start date.



DISCOVER  
MORE

Scan to get more  
answers to your most  
common Childcare  
funding questions





**Premier Education Group**

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All of our policies and procedures, including safeguarding can be found online at  
[www.premier-education.com](http://www.premier-education.com)

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