



**George
Heriot's
School**
Founded 1628

Wrap Around Care

Information for Parents Session 2021-22

Introduction

At Wrap Around Care we provide a caring service for children who attend George Heriot's Junior School.

We are open throughout School holidays and after School in term time. This session we close for the entire Christmas Holiday, Good Friday, Easter Monday plus three staff In-Service days on Friday 25th June, Monday 28th June and Tuesday 29th June.

We are following COVID protocol and expect this to continue for some time. We operate with the children in "cohorts", minimising the number of close contacts they have each day.

Allocation of Places and Registration

Allocation of Places

Should you wish to use WAC please complete an application form and return it to Deirdre McGhie, WAC Manager. On acceptance, a registration pack will be sent to you, which you should complete and return to Wrap Around Care.

Registration

An annual registration fee is payable prior to using WAC. This allows your child access to WAC between 1st July 2021 and 30th June 2022.

Registration is renewable annually by 1st July.

The Registration Fee is £47.50. The Finance and Business Office will add this to your WAC invoice, which is sent, monthly, for any sessions booked.

Regular Places

If you require the same sessions every week at WAC you should book a regular place. This will guarantee that you can keep the same sessions for the academic year without having to rebook.

Ad Hoc Places

Ad hoc places are available for occasional use of WAC. We ask for a minimum of 24hrs notice when booking these places, more notice is preferred, and 48 hrs notice to cancel.

Emergency bookings "on the day".

While we do ask for as much notice as possible to use WAC, we understand that last minute emergencies do occur and we endeavour to provide last minute support where we can.

Please see over for the charges for each of these types of bookings.

Cancellations

Should you wish to cancel a regular booking outright a notice period of four weeks is required. Occasional cancellations can be made with one week's notice. The equivalent of one week's usage can be cancelled in this manner per term.

Notice to cancel must be done in writing or by email.

Cancelling WAC sessions due to extracurricular activities in School

We ask that all children attending WAC complete a "club" form if they are attending extracurricular activities in school. This allows us to keep track of when children are arriving. Completing this form does *not* automatically cancel a session; this must be done in writing.

What is in the Registration Pack?

Application Form

Please use this form to detail any regular sessions you require for your child(ren) at WAC.

Registration Form

Current users will receive a pre-filled form to make completion easier. For new users this form will be blank. We ask that you give as much information as possible, including details of allergies or medical conditions WAC should be aware of, names of collecting adults and emergency contact details.

Homework Policy

This is for children in P3-7 and asks for your permission for your child to do their written homework at WAC. We do not offer a homework facility for P1 and P2.

Parental Agreement/Permission slip

This details the safety measures we require parents/guardians to adhere to, as well as activities we need your permission for. It should be signed and returned with the registration forms.

Club Form

This allows us to keep track of which children are attending extra-curricular activities and what time we should expect them at WAC. Completing this form does not cancel any WAC sessions.

T-Shirt order form

Should your child be taking part in WAC outings he/she will require a red t-shirt and cap. These can be ordered from WAC via this form.

Terrace Access Permit

On receipt of your completed registration pack you will be sent a WAC terrace access permit which allows car access to the terrace from 3:30pm.

Please note that Early Years terrace access permits do not allow cars onto the terrace early for WAC pick up.

WAC Hours and Fees

Opening Hours

We aim to offer a service to cover the needs of our users, taking into consideration the varied finishing times of the school day and extra-curricular activities. We therefore offer a number of sessions **After School** to allow users to select the timings that suit.

Session 1 2:00-3:30

Session 2 3:00-4:30

Session 3 4:00-5:30

Session 4 5:30-6:00

We have two sessions during **School Holidays**:

Session 1 8:30-1:00

Session 2 1:00-5:30

We have a **limited number** of spaces available to collect children by School minibus from Goldenacre on Monday, Tuesday and Wednesday. This will collect children at 3:00pm on Monday and 3:30pm on Tuesday and Wednesday and then return to WAC.

Fees

The following fee rates apply to session 2021-22. Please note that our fees have been frozen from last session, and there is no increase.

Those who have booked **regular** sessions at WAC pay the following, lower, rates:

Session 1 £8.55

Session 2 £8.55

Session 3 £8.55

Session 4 £3.50

Afternoon (Session 1, 2, 3 – excluding Session 4) - £21.50

Goldenacre Collection - £3.40

Those who use WAC on a flexible, ad hoc basis pay the following rates:

Session 1 £9.70

Session 2 £9.70

Session 3 £9.70

Session 4 £4.00

Afternoon (Session 1, 2, 3 – excluding Session 4) - £23.50

Anyone needing to use WAC at very short notice, booking with less than 24hrs notice (or after the close of WAC on a Friday for a Monday); will be charged the **on-the-day** rates:

First Session £20.20

Additional Sessions £13.40

Session 4 £6.75

Holiday Fees

Those using WAC during School holidays pay the following rates:

Morning (8:30-1:00) £24.10

Afternoon (1:00-5:30) £24.10

Full Day (8:30-5:30) £48.10

Full Week £200.00

Additional charges are made for part sessions when school closes prior to 1pm.

Late Pick Up

If a child stays beyond the session for which they have been booked an ad hoc charge will be made for the later session. If a child is picked up after 6:00pm, a late pick up charge applies. *Please could all parents contact WAC if they are running late as this saves any confusion or concern for WAC staff and your child.*

Late Pick Up £6.75

After 6:15 £13.40

As well as our out of school care, we also offer a **morning drop-off facility** during term time from 7.30 am. Children can be dropped off in the Refectory, which will be supervised by Junior School Staff, from 7.30 am and, if they wish, can purchase food from the refectory. Nursery, P1 and P2 children will then be escorted to their classrooms at 8.15 am. There is no additional charge for this service, just the cost of any food purchased.

Invoices

Invoices are sent to you by the Finance Office each month. Our preferred method of payment is Direct Debit or Childcare Vouchers. Please contact the Finance and Business Office on 0131 221 6700 in order to set up your Direct Debit.

Location

WAC is based in the new Refectory building. Nursery children have a dedicated room above the Refectory. This room will also be used by some Primary 1 and 2 children, when space allows, and will be the pickup room for those using the final session of the day (6pm) for all ages. Those in P1 – P7 will be in the main refectory space, with partitions creating spaces for the different age groups. On days when the refectory is used for Senior School Parent Teacher meetings or other functions, we will provide details of the alternative venue for older WAC children ahead of time. WAC will also make use of the Raeburn Gym and lawns for active play, the Junior School Cookery Room and offer a homework facility within Junior School classrooms.

In term time Nursery – P2 pupils are collected from their classrooms by WAC staff. Primary 3-7 pupils make their own way to WAC where they are registered on arrival.

During School Holiday times children should be brought directly to WAC where our team will sign them in from 8:30am.

Activities

We offer a safe, informal atmosphere, rather than an extension of school, and can offer:

- An afternoon snack provided by the school catering team
- Art & Craft activities
- Books, games, toys and music
- Opportunities for imaginative play.
- Outdoor play
- Optional outings
- Activities incorporating many major festivals and a variety of themes throughout the year.

Homework

Pupils in Primary 3-7 are able to complete written homework in supervised classrooms. This is done on a rota basis to avoid mixing of cohorts.

Outdoor Play

We have access to the School lawns in front of the Refectory. When we are unable to access outdoor space, we have use of the Raeburn Gym which provides a large, indoor play area for active games.

Wrap Around Care Staff

In line with Care Inspectorate requirements, all our regular playwork staff are registered with the SSSC or GTCS.

Senior Staff - Manager

Deirdre McGhie has been manager of George Heriot's Wrap Around Care since it opened in 1995. She has a business degree, a PGCE in Primary Education and NVQ in Management. Deirdre previously worked as a Primary School teacher, but moved into childcare in 1994 and has remained in the sector ever since. Deirdre is registered with GTCS.

Assistant Managers (Job-Share)

Donna Thomson has worked at George Heriot's since 1997. Donna holds a BA in Childhood Practice, an HNC in Childcare and Education as well as a number of NNEB modules and an NVQ in Management. Donna works full days on Monday, Tuesday and Wednesday at WAC, as well as some Thursday and Friday afternoons. Donna is registered with SSSC.

Arshad Bibi has worked at WAC since 1996 and held the posts of Playworker and Senior Playworker prior to becoming Assistant Manager. She holds an HNC in Childcare and Education and a qualification in Childhood Practice. Arshad works Wednesday mornings and Thursday and Friday full days at WAC. She also provides our Goldenacre pick up service on Monday, Tuesday and Wednesday afternoons. Arshad is registered with SSSC.

Playwork Staff

Year-Round Staff

Our managers all work all year round. We also have certain playwork staff who work year-round covering both term time and holiday care facilities.

Relief Staff

As well as our regular team we have a bank of relief staff available to cover staff absences due to illness or holidays. These staff members work regularly at WAC and so get to know the children and the WAC routine. This helps WAC run smoothly if someone from our regular team is unavailable.

Safety

Signing in and out of WAC

Children must be collected by 6:00pm in term time, and 5:30 pm in School holidays. Whoever collects a child must sign the register to indicate that he/she has left for the day. If someone other than the collector specified on the Registration Form is collecting your child the manager should be told in advance. WAC staff also sign out each child as they leave.

If a child is making their own way home from WAC please notify the manager in writing giving details of the arrangement. WAC staff will then sign out your child.

If a child is arriving independently at WAC during school holidays the manager must be informed as the assumption is made that all children will be brought to WAC by an adult and signed in.

As the above measures help ensure the safety of your child at WAC and we appreciate all parents and collectors taking the time to ensure they are followed.

Secure Entrance

WAC has a dedicated, secure entrance to enter the facility. However, to avoid clusters of parents gathering at the door we ask that parents use different doors depending on the age of their child. These include the glass doors on the side of the Refectory and will be noted in the information sent to you on registration. We ask that parents do not enter the WAC building and wear a face covering when on school grounds.

Registers

A daily register is kept.

If a child is absent from School the Office will notify WAC by way of the daily absence record. If your child is at School but not attending WAC please notify the manager in advance.

Fire Safety

Fire drills are held in accordance with School procedures.

Transport/Trips

School minibuses are used when collecting children from Goldenacre and on outings during holiday clubs. These are fitted with adjustable seatbelts and supervised by WAC staff.

Before we take your child on an outing we will provide you with details and ask for signed permission.

On all outings children wear our matching red caps and t-shirts, for increased visibility and safety. These can be purchased from WAC.

Risk assessments are carried out for all trips.

Medication

If your child requires medication while at WAC we require written notice of the dose and time in accordance with School procedures. We can store emergency medication such as epipens or inhalers at WAC.

Additional Support Needs

If your child has any additional support needs please let us know. We will be happy to help in any way we can to allow your child to take part in WAC activities.

Please inform us via the registration form if your child has any dietary requirements or food allergies.

What does my child need for WAC

Play Clothes

During holiday time children wear play clothes rather than school uniform.

T-Shirt & Cap

If your child is attending an outing they will require a red cap and t-shirt. These can be ordered via WAC.

Packed Lunch

While a snack is provided after school and in the morning and afternoon sessions during holidays, we do not provide lunch.

During holiday times, or on the days school closes prior to lunchtime, children staying for the full day should bring a packed lunch. We normally sit down to lunch at 12:00, therefore children attending the morning session only are also welcome to bring a packed lunch.

We advise you to include an ice pack to keep perishable items fresh. We are unable to heat any food items.

Other requirements

If anything else is required for a specific activity we will advise you at the time or via the information packs distributed prior to school holidays.

Visiting WAC

We hope this information leaflet is helpful to you. If you require any additional information or wish to visit WAC please do not hesitate to contact Deirdre McGhie, WAC Manager.

We are always happy to show you and your child around and can arrange visits to suit you during WAC hours.

Contacting WAC

Please contact us using any of the methods below:

George Heriot's Wrap Around Care,
George Heriot's School,
Lauriston Place,
Edinburgh
EH3 9EQ

Tel: 0131 221 6721

Email: wac@george-heriots.com

Suggestions/Complaints

If you have any suggestions, or have cause for complaint, please write to Deirdre McGhie, WAC Manager at the address in this leaflet.



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www.george-heriots.com

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463