

George Heriot's Wrap Around Care Information for Parents Session 2023-2024

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 28th June, Monday 1st July and Tuesday 2nd July.

We will be following the new term calendar and holiday dates.

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 2023 and 30th June 2024. Registration is renewable annually by 1st July.

The Registration Fee is **£50.00**. 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. The normal notice period does not apply for these cancellations.

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, dietary requirements 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 will be sent to you early in the session once you know which extracurricular clubs your child will attend. Completing this form does not cancel any WAC sessions.

Terrace Access Permit - On receipt of your completed registration pack the School Office will send you 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 School minibus service to collect children 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. There is a free coach on a Monday for P5, so no collection charge is made that day.

Fees

The following fee rates apply to session **2023-24**.

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

Session 1	£10.00
Session 2	£10.00
Session 3	£10.00
Session 4	£5.00
Afternoon (Session 1, 2, 3 – excluding Session 4)	- £25.20
Goldenacre Collection	- £4.00

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

Session 1	£11.40
Session 2	£11.40
Session 3	£11.40
Session 4	£6.00
Afternoon (Session 1, 2, 3 – excluding Session 4)	- 27.50

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	£30.00
Additional Sessions	£20.00
Session 4	£20.00

Holiday Fees

Those using WAC during School holidays pay the following rates:

Morning (8:30-1:00)	£27.00
Afternoon (1:00-5:30)	£27.00
Full Day (8:30-5:30)	£54.00
Full Week	£225.00

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 the end of the day, 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.*

- Holiday Time - Late Pick Up to 5.40pm - £10.00

Late pick up from 5.41pm - £20.00

-Term Time – Late Pick up to 6:10pm - £10.00

From 6:11pm - £20.00

Mornings

As well as out of school care, we offer a **morning drop-off facility** during term time from 7.30 am. Children can be dropped off at 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 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 Refectory building. Nursery children have a dedicated room above the Refectory. This is also 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 the occasional days when the refectory is used for 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 class teachers 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 the school day, 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 during holiday care
- Activities incorporating many major festivals and a variety of themes throughout the year.

Homework

Pupils in Primary 3-7 can complete written homework in supervised classrooms.

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. We also make use of the playground on occasion, should the grass be unsuitable.

Wrap Around Care Staff

In line with Care Inspectorate requirements, all of our regular staff are registered with the SSSC or GTCs. Each of our Playwork staff members work with the same age group during term time, getting to know your children, their need, likes and dislikes very well. You will meet them when you collect from Wrap Around Care, please feel free to ask for feedback from them regarding your child's afternoon. In school holidays, our year-round staff work with all ages, allowing them to get to know children from across the Junior School.

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 4 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 an NVQ 4 in Management. Donna works full days on Monday, Tuesday and Wednesday at WAC, as well as 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 is working towards Level 9 qualifications 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 Practitioners & Playworkers

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.

Senior Playwork Practitioner

Blythe Gerrie is a teacher who gained her qualification in Canada. She is also a drumming instructor with the school pipe band and provides Junior School support on occasion during term time. Blythe joined our team in 2016 and is registered with GTCs.

Playwork Practitioners/Playworkers

Tracy Blues began working at George Heriot's in 1999. She holds SVQ Levels 2 and 3 in Childcare and Education. Tracy is registered with SSSC. Tracy works Mondays and Tuesdays year-round.

Joe Brotchie joined us in March 2023 and is settling into his role as year-round Playworker.

Nareen Haidar began working at WAC in 1999 and holds an HNC in Childcare and Education. She is registered with SSSC.

Kevin Thomson has worked at WAC since 2013. First as a student, then a relief playworker, followed by a maternity cover before becoming a permanent, year-

round playwork practitioner. Kevin holds his Modern Apprenticeship Social Services Children and Young People SVQ Level 3. Kevin is registered with SSSC.

Vanessa Tregoning holds her SVQ 3 in Children's Care Learning and Development and has worked in a variety of childcare settings before joining our team in 2016. Vanessa is registered with SSSC.

Playwork Practitioners/Playworkers & Homework

Term Time Staff

Natalia Carlisle has worked at WAC since 2011 and has completed her SVQ Level 2 & 3 in Children's Care, Learning and Development with North Edinburgh Childcare. Natalia is registered with SSSC.

Marie Hallam completed her Nursery Nurse qualification in Canada. She worked in childcare for many years, before joining WAC in 2008. Marie is registered with SSSC.

Pete Mitchell joined our team in 2011 and holds an SVQ3 in Children's Care, Learning and Development from North Edinburgh Childcare. Pete was Senior Playworker for a while, before reducing his hours to become a term time playwork practitioner. He is registered with SSSC.

Lisa Robertson joined our team in 2022. She is currently working towards her Modern Apprenticeship Social Services Children and Young People with North Edinburgh Childcare. Lisa is registered with SSSC.

Leanne Scott has worked at WAC since 2006. She holds her SVQ levels 2 and 3 in Early Years Care and Education. Leanne is registered with SSSC.

Scott Taylor joined our team in 2015 and has previous experience in both out of school care and nursery care. He holds an HNC in Early Education and Childcare. Scott is registered with SSSC.

Homework Supervision

Iris MacLachlan is our homework supervisor. She is very well qualified, including a Modern Languages degree, a CELTA certificate and a lot of classroom experience.

Relief Playworkers

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. Oscar Butterworth, Anna McGhie and Ineta Vanate are regular relief staff and we have also have a number of former pupils who have joined our relief bank while at University.

Children with 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.

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 let a staff member know that their child 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 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 at the agreed time.

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

Access to WAC

WAC does have a dedicated, secure entrance to enter the facility. However, in order 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 to ensure that, during busy times, our team can see clearly who is being collected.

Registers

A daily register is kept.

If a child is absent from School we can access 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 care. 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.

What does my child need for WAC?

Play Clothes

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

Sunscreen

Please supply a named bottle of sunscreen for your child to keep and use at WAC.

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. Children should also bring their own, refillable water bottle to avoid the sharing of utensils.

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, please do not hesitate to contact Deirdre McGhie, WAC Manager.

We are always happy discuss the WAC provision with you and ensure you are familiar with our routine and answer any questions or concerns you may have. You will see the facilities on the Welcome afternoons, but if you wish to arrange a visit with your child, please contact us directly.

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 or email address in this leaflet.