

**Welcome to THE NEST**  
**Wrenbury out of school club**

**The Wren's Nest**

‘Among the dwellings framed by birds  
In field or forest with nice care,  
Is none that with the little Wren's  
In snugness may compare.’

William Wordsworth

This information pack is intended to give you information about our before and after school club provision called ‘**The Nest**’ but please do not hesitate to contact us if you have any queries or concerns.

The Nest can be contacted in the same way as the school.

Our contact details are:

**The Nest**

Wrenbury Primary School,  
Nantwich Road,  
Wrenbury,  
Nantwich,  
CW5 8EN

Telephone: 01270 685510

Email: [admin@wrenbury.cheshire.sch.uk](mailto:admin@wrenbury.cheshire.sch.uk)

Subject line: The Nest

## **Our Aims at The Nest**

We aim to:

1. Provide a safe and nurturing environment before and after the school day.
2. Provide an environment in which children feel happy and secure.
3. Provide a breakfast, snack and light tea that meet food standards.
4. Provide opportunities for a wide range of play, physical and creative activity.
5. Provide opportunities for quiet time and quiet play and relaxation.
6. Provide opportunities to complete homework.
7. Provide opportunities for the development of positive relationships.

The Nest promotes equal opportunities for all.

## **Lead Staff**

### **Head Teacher**

Bessa Cador

### **Deputy Headteacher**

Rebecca Charlesworth

### **The Nest playleader**

Nic Pegram

### **School Administrator**

Debbie Rowlands and Ali Hughes are likely to be your first point of contact should you visit or telephone the school. Their friendly and helpful manner will immediately make you feel right at home.

### When does The Nest start and finish?

The Nest operates in two sessions each day.

The **MORNING / BEFORE SCHOOL** session

- From 7.30am – 8.45am
- 1 ¼ hour session - £5.00 per session
- Breakfast provided
- Children handed over to class teachers 8.45-8.50am

The **AFTERNOON / AFTER SCHOOL** session [short]

- From 3.30pm – 4.30pm
- 1 hour session - £5.00 per session
- Light snack at start of session provided
- Children handed to parent/carer at 4.30pm prompt

The **AFTERNOON / AFTER SCHOOL** session [long]

- From 3.30pm – 6.00pm
- 2 1/2 hour session - £10.00 per session
- Light snack at start of session provided
- 4.45pm light tea provided
- Children handed to parent/carer at 6.00pm prompt

### How do I request sessions?

Please fill in the session request form sent out with this pack to request sessions. Return the form to the school office.

Session requests will be confirmed in writing, if places are available, by the school. An Enrolment Form and the Terms and Conditions for The Nest will be sent with the confirmation of sessions. Both of these documents needs to be completed and returned to school before sessions can start.

### How do I pay?

Fees must be paid in advance (see Terms and Conditions)  
Fees can be paid using ParentMail or by cheque.

### Who can pick up my child?

For security reasons we ask that it is always an **adult** who drops your child off and collects your child from The Nest. Please do not send them with older brothers and sisters. Each day your child must be 'signed in' and 'signed out'. This simply lets staff know who has dropped them off and who will be collecting them. The Nest has a very strict policy on not allowing your child to go home with another person, only the named person on the Sign-In sheet. Should you need to change the details of the person collecting your child at the end of afternoon session, please contact the school immediately.

## FREQUENTLY ASKED QUESTIONS

### **What if my child is ill; do I still need to pay?**

Please let the school know if your child will be absent for a booked session due to illness and notify school if it is a communicable disease, so that we inform parents of any vulnerable children or safeguard vulnerable adults in school eg pregnant staff.

Unfortunately, sessions **must still** be paid for even if your child is ill.

### **How much notice do you require if I wish to cancel my child's place?**

Two weeks' notice must be given before your child's intended finish date. All sessions booked between cancellation notification and end of the two weeks period must be paid for.

### **What if my child has a problem settling into The Nest?**

Despite your best efforts your child may still have problems settling into The Nest. Some children, no matter how confident, can find it difficult settling at before or after school club. Having said that, the majority of children do settle very well, which allows staff the time to offer extra support to those who need it.

Each child and situation is different. If you are concerned, please speak to a member of staff and we can work out the best way forward for you and your child.

### **What will my child eat at The Nest?**

The school has to meet food-based standards. In planning what is provided for the children to eat and drink at The Nest, attention has been given to these standards and also to the lunchtime menu provided by Mrs Warner to ensure a balanced diet especially for those who have a hot lunch in school and attend The Nest until 6pm.

#### ***The Nest Breakfast***

A breakfast of cereal or toast/similar and fruit will be provided. There will be a drink of milk, or water if preferred. Hot drinks will be available, at parent's request.

#### ***The Nest Snack***

At the start of the afterschool session all children will be offered a snack and a drink of water. The snack may be a brioche roll/similar, vegetable sticks or a piece of fruit. There will be variety across the school week.

#### ***The Nest Light Tea***

The Light Tea will complement the snack at 3.35pm to ensure variety and a balanced diet as well as the school's lunchtime menu. It may be a bowl of soup, beans/cheese on toast, jacket potato with a filling, a pizza slice or similar followed by a yoghurt, a piece of fruit or chopped vegetables eg carrot sticks.

Children will be given the opportunity to help in the setting up for breakfast and tea time. Staff will sit with the children as they eat their breakfast or light tea to encourage social chat and the developing of friendships.

### **What if my child is allergic to something or is a fussy eater?**

The children are encouraged to try everything, but if your child has any strong dislikes or allergies please inform us. If your child is a fussy eater at home you may find that at The Nest he/she will happily eat what others are eating. Your child will never be forced to eat.

### **How is my child expected to behave at The Nest?**

The Nest is not school. However, as in every community it is necessary for The Nest to impose basic rules on behaviour. Certain rules regarding safety **MUST** be observed and **ALL CHILDREN** will be expected to follow them. Most rules in The Nest serve two needs; they prevent your child from doing something undesirable and, in turn, protect him/her from having something unpleasant done in return.

Other rules will teach the children the importance of using equipment correctly and some rules are concerned with common courtesies such as learning to share toys, co-operate with others etc. Your child will soon learn what acceptable behaviour at The Nest is.

### **What if my child misbehaves?**

When your child starts The Nest he/she will be expected to accept the rules of The Nest. Our policy is to use praise and encouragement. The sanction for unacceptable behaviour is time out, with a member of staff, from free play. If this is a regular occurrence with your child, we will inform you of this. It is hoped that by speaking with parents we can work out ways of dealing with any behaviour issues.

### **What if my child becomes ill?**

We will ask at the beginning of the year for your permission to provide us with three contact numbers which we can use in an emergency. If your child becomes ill or has an accident while attending The Nest we will contact you immediately using your Emergency Contact Number(s). Please ensure that you inform The Nest if any of the contact numbers change in the course of the year.

### **What will my child be doing at The Nest?**

During your child's time at The Nest and depending on the sessions chosen, he/she will experience a great variety of activities.

The **morning session** will be a quieter session.

Activities offered will be:

- construction play (e.g. Duplo, Lego)
- drawing / colouring
- stories and together time
- listening activities
- board games

Breakfast will be between 7.50am – 8.20am

The **afternoon session** will provide a greater range of activities.

The activities offered in the morning will be available in the afternoons but will also include on a daily basis fully supervised free play outdoor using the school's fantastic outdoor play structures and games / sport equipment. The indoor second session will focus on the interests of the children attending and will be bespoke to that group of children. Children would like science / wildlife activities, gardening, board games, arts and craft, construction.

There will always be the opportunity for children to complete homework, have quiet time, indoor free play, draw and colour at each session.

- Special 'Film Nights' will be offered every 3-4 weeks. These will be on different nights across the school year.

- 'Bring a friend to The Nest' will be offered to children who use the after school provision at least 3 times a week for full sessions (3.30pm – 6pm). A friend can come along to a night of your choice once a month free of charge.

Of course when you ask your child the question, "What were you doing at The Nest today?" the reply will often be "Only playing" and this is exactly what they will have been doing! The Nest should not be like school. It should feel more relaxed and be an extension of home in school.

### **Child Protection**

Wrenbury recognises that it has an explicit duty to safeguard and protect children from abuse as defined in the Children's Act 2004 and the Education Act 2002. The overall intention and purpose behind the school's child protection policy is underpinned by the fundamental principle of the Children's Act 1989; 'the welfare of the child is paramount'. Everyone in our school shares an objective to help keep children safe by:

- Providing a safe environment for children to learn and play.
- Supporting children's development in ways, which will foster a sense of self-esteem and independence.
- Identifying and responding to children in need of support and/or protection.

Our Child Protection policy will apply to The Nest. Details/copy of our Child Protection policy is available from the school office and is on our school website.

### **The Nest commitment**

The Nest will:

1. Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
2. Ensure all children have effective means of communication with more than one adult in school and at The Nest.
3. Give opportunities for discussions of thoughts and feelings in an atmosphere of trust, acceptance and tolerance.
4. Include in the before/afterschool activities opportunities for PSHE/Citizenship and equip children with the skills they need to stay safe.

Further details/copy of our Child Protection Policy are available from the school office and are on our school website.

### **What happens next?**

Please fill out the Requested Sessions form for The Nest. You will then receive a letter confirming whether your child's booked sessions are available. Once confirmed, we will ask you to complete and return to us an Enrolment Form and our Terms and Conditions for The Nest.

In the meantime if we can answer any further questions or offer you any advice, please do not hesitate to get in touch, our contact details are at the front of this information pack.