



# St Peter's School Wrap Around Care



## Contact Information

**Address:** St Peter's School Nursery Ltd  
Mount Pleasant  
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Kent  
ME20 7BE

**Telephone:** 01622 717335  
**Fax:** 01622 717235  
**Nursery Direct Line:** 01622 794423

**Directors:** Mr Jim Holditch (Headteacher, St Peter's School)  
Mrs D Stone (Teacher, St Peter's School)  
Mrs H Tynan (Governor, St Peter's School)

**Ofsted Registration:** EY386718



## About our Wrap Around Care

Wrap Around Care at St Peter's is available for children of the School and Nursery. Other children will be accepted by arrangement. The facility is provided by St Peter's School Nursery Ltd and run by staff from both the Nursery and the School.

The not for profit company (limited by guarantee) is owned by the Governing body of St Peter's Church of England Primary School and run by the Directors on their behalf.

St Peter's School Nursery Ltd is at the heart of the local community in the historic village of Aylesford, close to the church of St. Peter and St. Paul. We are situated in purpose built premises within the grounds of St Peter's Church of England Primary School.

Safety of your child is paramount. Entrance to the Nursery is controlled firstly by the School's security and entry systems and secondly by the Nursery staff.



## Your child's time with us

Our professional, qualified staff will deliver your child to school at the end of Breakfast Club, and collect them from their Teacher at the start of After School Care.

Breakfast club provides your child with a variety of food and drink including cereals; toast and yoghurt. Research has proved that a good breakfast helps aid concentration for the rest of the day. After School Care includes drinks and a light tea such as egg or cheese on toast. All food and drink follow "Healthy Schools" guidelines.

We provide a wide range of activities for your child to take part in, including: Cookery; Art and Craft; Board Games; Outdoor Play and ICT. However, these are not "lessons" and children are free to choose a different activity to those on offer in consultation with the staff.

Being with children and staff they know in premises well known to them makes for a calm, relaxing start and end to the school day.



## Session Information

We accept children from the age of 3 up to 11. Children aged 2 will be accepted by special arrangement only.

### Term times

Sessions are run during Term Time. Terms run approximately:

Autumn	Term 1:	Start September – end October
	Term 2:	Start November – Christmas
Spring	Term 3:	Start January – mid February
	Term 4:	End February – end March
Summer	Term 5:	Mid April – end May
	Term 6:	Start June – end July

The precise dates of each term are issued annually. Please ask if you are unsure.

### Session times

Breakfast Club: 07:30 – start of School / Nursery

After School Care: End of School / Nursery – 18:00

### Fees

Breakfast Club: £5.00

After School Care: £15.00

You will be invoiced for fees which are payable termly in advance. If your child is eligible for funding we will claim this on your behalf. We accept cash; cheques; direct bank transfer and Nursery Vouchers. Non-payment of fees will result in your child losing their place and action being taken against you for recovery of the debt. You may be charged an administration fee of up to 15% of the debt for the recovery of outstanding fees.

Once sessions are confirmed a minimum of 2 weeks notice is required for any additions or cancellations. Fees are payable for all sessions booked, even if your child does not attend.

Please note: late collections will be charged at the rate of £5 for every 10 minutes after 6:00 pm. We have a legal obligation to contact social services if you have not collected your child by 6:30 pm.

## **Oversubscription**

We reserve the right to keep 75% of spaces per session available to accommodate children who attend St Peter's Church of England Primary School. We will always do our best to accommodate parents' wishes for particular sessions but in the event of more requests for a session than there are spaces available the following criteria will be applied

1. A good payment history
2. Health and special access reasons
3. Children who attend St Peter's Church of England Primary School
4. Parents/carers with work commitments outside of school hours
5. Nearness of children's homes to the Nursery

Requests for one-off, or a non-permanent series of sessions, will only be considered within the 2 weeks immediately before the first requested session. Any suspension of regular sessions will be treated as a permanent cancellation and re-application for the next date required. If there is a waiting list for that same session your re-application will be considered alongside those on the waiting list and ranked accordingly; you may not get the session back. The only way to be sure of retaining a session is to keep your booking.

# PRIVACY NOTICE

for

## Children in Early Years Settings

### Privacy Notice - Data Protection Act 1998

We St Peter's School Nursery Ltd are a data controller for the purposes of the Data Protection Act. We collect information from you. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your setting is doing.

This information includes your contact details and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Atkinson, Administrator.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[http://www.kent.gov.uk/your\\_council/contact\\_us/access\\_to\\_information/data\\_protection.aspx](http://www.kent.gov.uk/your_council/contact_us/access_to_information/data_protection.aspx)

and

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Information Resilience & Transparency Team  
Kent County Council  
Sessions House  
County Road  
Maidstone  
ME14 1XQ

Email: [dataprotection@kent.gov.uk](mailto:dataprotection@kent.gov.uk)

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288