



Wytchert After School Play Scheme (WASPS)

Haddenham Community Infant school is delighted to be involved in offering an out of school club for the children.

We intend this club to provide quality play provision in a secure, caring and happy environment. The many choices of activities will be closely linked to the ages and needs of the children and there will be opportunities for relaxation as well as play.

Your ideas will be welcomed, too, as we work together to make WASPS a success for all concerned.

Hilary Conboy

Chair of Governing Board



1 Introduction

WASPS is wrap around care provided by Haddenham Community Infant School and is registered with Ofsted and Buckinghamshire County Council. WASPS is held in the school hall of Haddenham Community Infants School.

You are welcome to visit WASPS at any time and should you wish to make an appointment then please contact Richard Lay, Play Leader, at the Club on 07717 558318.

2 Mission statement

Through play we aim to provide a wide range of stimulating activities and opportunities for all children who attend in a safe and secure environment.

The WASPS club fully supports the above statement. We feel it is important that the play environment offers physical and personal safety to all children attending. We value the views of children and parents alike and encourage all children to be part of the decision-making process.

All adults working with the children will have regular Child Protection training and the appropriate Disclosure and Barring Service Checks (DBS). See section 8 (staffing)

3 Objectives

WASPS aims to:

- Provide a facility for up to 60 children for recreation and other leisure time occupation for children of Haddenham Community Infant School, Haddenham Junior School and the surrounding area and it will develop high quality provision which will benefit the community as a whole, where children enjoy themselves and parents feel confident in the facilities, ensuring that requirements are met.
- Provide a place where friendships can develop in the knowledge that the facilities support the highest standards of childcare.
- Welcome and accommodate any child with disabilities. (Toilets are suitably adapted for wheelchair use and staff actively seek to provide for any other need that may present itself.)
- Develop policies which will ensure that all children can benefit from using the club whether during the working day or holidays.
- Offer equal opportunities for children, parents, carers and staff.



4 So what do we do?

WASPS' staff are trained to provide a planned range of supervised, safe, creative and stimulating child centred play activities. The new EYFS (Early Years Foundation Stage) framework is used to support learning through play for children in the Early Years Foundation Stage.

This information is discussed with parents and their school through the EYFS coordinator (Giselle Moore, YR class teacher) and Play Leader (Richard Lay).

WASPS runs in the school hall and the surrounding grounds. Children have access to climbing equipment, scooters and tricycles and the school garden. Outdoor play is encouraged at all times.

What we offer varies considerably on consultation with the children attending the club. We value pupil voice and develop activities that enthuse and motivate all children. We do ensure that during the session a child's overall developmental needs are met. Our programmes are based around:

- Social Development
- Literacy Development
- Maths Development
- Physical Development
- Creative Development
- Cultural Development
- Emotional Development

We offer a variety of activities to cover this development from messy play, construction, physical games, quiet games and a variety of crafts to name but a few. There is also a quiet area where children are able to do their homework independently. Detailed programmes are available for parents wishing to see them.

5 Admissions Policy

The club is open to school age children between Reception and Year 6 throughout all sectors of the community.

All parents/carers need to have completed a registration form prior to their child attending the club. It is the responsibility of parents to transport the children to and from the Club if they are not attending Haddenham Community Infant or Haddenham Community Junior School.

Booking are made by the parent/carer online via the School Gateway. This will be set up by WASPS and available on receipt of a completed registration form. All sessions have a maximum intake of 60 children and this is built into the booking system.



6 Partnership with parents

WASPS will endeavour to involve parents and carers of the children attending by keeping them informed of policies and procedures.

Through the administration procedures we will communicate information on such items as:

- Contact names
- Special dietary needs
- Medical needs
- Important family and school issues

Our aim is to encourage effective communication with families of children attending WASPS in order to continue to develop high quality, appropriate care for the children.

7 Staffing

Training is paramount to the excellent provision we provide. WASPS employs experienced and well trained staff. We have an experienced full time Play Leader who manages and leads the club, an experienced Deputy Play Leader and permanent and casual Play Workers. We encourage on-going training and development opportunities for all staff.

Staff are selected on the basis of their ability to carry out the role effectively, including their ability to provide a stimulating and caring environment and guide the children to respect people of different race, gender, religion, ability and cultural identity.

All people working with the children will have the appropriate Child Protection training and DBS checks (Disclosure and Barring Service).

All staff hold a current paediatric first-aid certificate and regularly receive fire warden training.

8 Administration

The Bursar at Haddenham Community Infant School and also manages the administrative side of WASPS.

9 Food

Staff are trained in food hygiene and certificates are display in the kitchen. A light hot meal is provided at the After School Club and Holiday Club. Breakfast is available at the Breakfast Club. Should your child have any



specific dietary needs or restrictions please ensure that you have notified a member of staff. The staff will then work with parents to draw up a Care Plan to ensure the children's dietary needs are met. Tea will usually consist of an assortment of:

- Sandwiches
- Cheese and biscuits
- Fruit
- Pasta
- Jacket potatoes
- Salad

The menu for tea each day is on display in the hall to ensure parents know what their child has eaten whilst at WASPS. Environmental Health checks are regularly carried out by external agencies.

10 Getting to and from the club

Children are either dropped off by a parent/carer, walked across from Haddenham Community Infant School by teaching staff or collected from Haddenham Community Junior School by the play worker. Parents dropping their child at Breakfast Club or Holiday Club must accompany children into the club to ensure their child's safe arrival. All children will be signed by a parent/carer on their arrival and must be signed out by parent/carer when they leave.

Parents are asked to give a password on their child's registration form. Where possible the Play Leader should be notified if another person, other than a parent/carer, will be collecting the child and photo identification must be presented for scrutiny (e.g. Driving Licence). However, in emergencies, the child may be released to a person quoting the above password with photo identification. In no other circumstances will the child be allowed to leave the premises with any other person. See the Identification of Visitors Policy.

11 Car Parking

Parents must not use the school staff car park for picking up and dropping off children. Car parking is available at the tennis courts and also outside the village hall. Parents with a disability may use the staff car park and this must be discussed with the Play Leader prior to using WASPS.

12 Fee Structure

Fees given below are per session unless otherwise stated.



08:00 – 08:55	Mon – Fri	Term Time	£4.00
15:15 – 18:00	Mon – Fri	Term Time	£9.00
15:15 – 16:30	Mon – Fri	Term Time	£5.50
08:00 – 13:00	Mon – Fri	Holiday Time	£17.50
13:00 – 18:00	Mon – Fri	Holiday Time	£17.50
08:00 – 18:00	Mon – Fri	Holiday Time	£30.00

We are registered to accept payment via various childcare voucher schemes which can be set up by your employer. Families in receipt of Working Tax Credit or Income Support are able to claim up to 70% of their childcare costs from the Inland Revenue. We are also registered with HMRC to receive payments via the Tax Free Childcare scheme.

13 Cancellation

If your child cannot attend a session then you must inform WASPS as soon as possible. Cancellations may be made in person or by telephoning the play leader on 07717 558318. All cancellations are non-refundable. Exceptional circumstances can be considered at the Headteacher's discretion. Please see our booking policy for further detail on cancellations.

14 Behaviour

The club recognises that for children to feel safe they must have acceptable boundaries of behaviour to work within. The club recognises the need to involve parents and keep parents informed if there are any concerns regarding their child's behaviour. We have compiled a list of rules with the children and these are:

- Always have fun
- I'm OK, you're OK
- Keep your eyes open and be sensible
- Keep hands, feet and objects to yourself
- Be kind and thoughtful to one another
- Always have good manners at the table
- Look after our equipment and leave the school equipment alone

Wherever possible behaviour is modified by recognising and rewarding positive behaviour by praise and general recognition. However, when sanctions are needed we use:



- Verbal reminders
- A system of yellow and red cards (similar to those used in football!)

Should you wish at any time to discuss your child's behaviour, or how the club is dealing with it, the Play Leader would welcome your input.

15 Confidentiality

Any information either verbal or written which is given to the Play Workers by a parent, carer, child or play leader will be kept confidential to the individual worker or, if appropriate, within the team. Staff will not disclose any information or details concerning a child except in an emergency or where child protection issues are involved.

16 Equal Opportunities

The club aims to provide a truly all-encompassing approach to meet the needs of all sectors of the community. It will achieve this by:

- Advertising to all sectors in appropriate ways
- Ensuring the club's resources are free from any discrimination
- Ensuring the club's programme meets the needs of all children attending and caters for the needs of potential customers
- Ensuring that all cultural, disability, gender, sexual orientation, social and religious needs are respected in line with parent's and child's views
- Actively challenging any stereotyping of all the above groups
- Actively exploring and celebrating the diversity of our community through activities and discussion in the club.

17 Accident Procedure

The club's staff are qualified in first aid. Should a minor accident occur it will be logged in the accident book, which parents will sign on collection of their children. Any child receiving a blow to the head will be monitored carefully at regular intervals. Please see Health and Safety Policy.

Should a major accident occur, defined as suspected fracture, burns, concussion or any injury staff feel needs expert treatment, staff will deal with the injury as specified in their training. Parents/carers will be notified as soon as possible. If necessary an ambulance will be called and if the child needs to go to hospital a member of staff will go with them and remain with them until their parent/carer arrives. A full accident report will be written and presented to the parent/carer for signature and will be submitted to Bucks CC and RIDDOR.



18 Accident Prevention

The club endeavours to prevent accidents by carrying out a risk assessment of the premises at least once a session to identify possible hazards. Risk assessments for ongoing activities are reviewed annually with risk assessments completed for any new activities. All staff should be vigilant to any possible hazards at all times and report any concerns to the Play Leader immediately.

19 Fire instructions

The Play Leader/Deputy Play Leader are trained in Fire Safety. Fire drills are held and reviewed regularly. In the event of a fire children assemble on the playground nearest the recreation ground area (see plan in the school hall). A register will be taken so all children and staff are accounted for.

Parents/carers will be notified as soon as possible should a real fire occur following our Emergency Procedures.

22 Policies

All policies relating to the club are available to be seen on request.

23 Terms and conditions

These are the terms and conditions for WASPS that are agreed to by signature on the registration form. If you are unclear about any aspects or would like to discuss this further then please do not hesitate to contact the Play Leader.

- All children must be registered for WASPS. There is no registration fee.
- Fees are payable upon booking via the School Gateway.
- If a parent/carer is late collecting a child/ren from the Club, a fine of £10 per 15 minutes will be imposed. If they continue to be late, their childcare place may be revoked. The fine is to cover some of the staffing costs, as in the event of late collection two members of staff have to wait with the child/ren. If no one arrives to collect the child, the play leader will ring the parents, then the emergency contact numbers. If we are unable to contact anyone to collect the child/ren, Social Services will be contacted after approximately one hour.



- If your child will be absent from WASPS then please inform us as soon as possible.
- WASPS will be closed on Bank Holidays and during the Christmas period. The exact date of closure for Christmas will be notified to parents in advance.
- If the child is suffering from an infectious illness then they should not be brought to WASPS. If children fall ill whilst attending WASPS, the staff will contact the parent/carer. Children suffering from sickness and stomach upsets must not return to club until they have been well for 48 hours in line with school regulations.
- All items of clothing should be clearly labelled.
- WASPS cannot accept any responsibility for damage or loss to any personal belongings, clothing or property that is brought to the club. Children are not allowed to play on their own phones or electronic games unless permitted by the Play Leader.
- WASPS cannot accept responsibility for injury, loss or damage to person's property or vehicles. Local parking facilities should be used.
- Access to WASPS is through the pedestrian gate into the school premises nearest the school hall. **THE SCHOOL CAR PARK ENTRANCE AND THE DAY NURSERY ENTRANCE SHOULD NOT BE USED AT ANY TIME.**
- Fees are reviewed on a regular basis and at least one half term's notice of any changes will be given.

We do hope your child will become a member of WASPS. If you would like any further information or would like to visit then please contact our Play Leader, on 07717 558318 or email at wasps@haddenhaminfant.bucks.sch.uk and we will be delighted speak to you.



Parent testimonials

"Can I just thank the team at Wasps. My 2 daughters have been at Wasps for 3 weeks during the summer holidays while my wife and I have been working. There is a huge range of activities on offer and we both feel confident knowing our daughters are in such safe hands.

The Covid 19 hygiene rules in place are excellent and again give us real confidence. Nothing is too much trouble.

The highlight for my daughters was the water slide.

Thank you once again"

"I just wanted to say a huge thank you to the Wasps staff - my kids had their first day there yesterday, and when I went to pick them up at 4, I was told to go away and come back after tea!!!

They had so much fun and couldn't wait to go in again this morning.

It's just a shame they're only free for 4 days this holiday to go there - they keep asking me if they can go back in the Summer!

It's such a great facility for those of us who have to work, and the longer days means we can get more done!

I'm now trying to work out which other days they can come in future holidays!

Thank you so much"