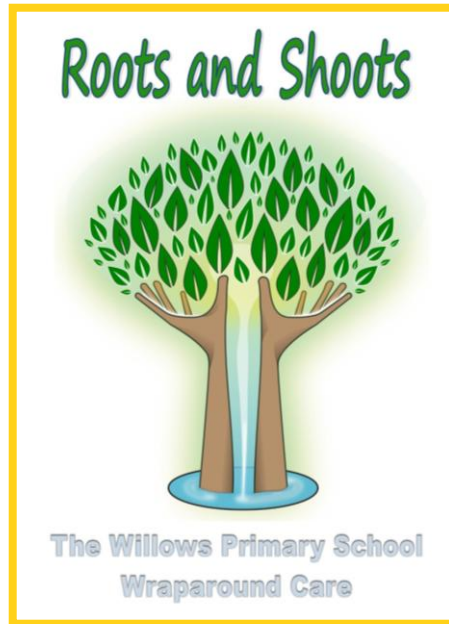


# Willows Primary School



Victoria Road

Timperley

Altrincham

WA15 6PP

[rootsandshoots@willowstimperley.co.uk](mailto:rootsandshoots@willowstimperley.co.uk)

Welcome to Willows Primary School Breakfast and After School Club. Our wraparound care, Roots and Shoots, provides breakfast and after school sessions for pupils at Willows Primary School from Nursery to Year 6 with a maximum of 145 places.

Roots and Shoots will reflect the school's aims and ethos, providing a sense of direction or vision by which we can reach our aims and objects, encapsulating the central values and beliefs that we seek to foster and promote.



Both breakfast and after school sessions will be located in the hall and a designated classroom. The ICT suite is also available as well as the main playground, the outdoor gym and the field (in good weather).

Safeguarding is our highest priority at Roots and Shoots and we are committed to building a culture of safety in which the children in our care are protected from abuse and harm. The safeguarding procedures comply with all relevant legislation and with guidance issued by Trafford Safeguarding Children Board (TSCB). You can relax in the knowledge that your child is safe and well cared for within the same spiritual and family ethos of the early years and school.

Roots and Shoots wraparound care is open during term time only. Please refer to the school website for term dates.

A holiday club will also be offered for all holidays except the two weeks at Christmas. These will require separate bookings.

## Staffing

All our staff are employed by the school's governing body and are subject to enhanced DBS (Disclosure and Barring Service) checks. They also receive appropriate safeguarding, first aid and other training, as required, including food hygiene. The staff are responsible for following the club's policies and procedures. Designated members of staff are appointed with responsibility for Safeguarding, First Aid, Special Educational Needs, EYFS, Health and Safety, Equalities and Inclusion. We aim to provide a smooth transition between the club and school.

## Leadership Team

Vicky Rothwell B Tech BA Childhood Studies Level 6

**Manager**

Catherine Jackson NVQ Childcare Level 3

Senior Assistant Manager

Mrs Gemma Jones NVQ Childcare Level 3

Assistant Manager

Miss Jessica Russell Cache Playworker Level 3

Assistant Manager

## Contact Details

For all enquiries please email

[rootsandshoots@willowstimperley.co.uk](mailto:rootsandshoots@willowstimperley.co.uk)

If you have children already attending Roots and Shoots and need to contact us urgently, please call or text the dedicated Roots and Shoots mobile phone number:

**07512307772**

## **What we offer**

The whole school ethos, play and work principles are at the very heart of our provision. Children will have the opportunity to relax, join in with indoor and outdoor activities (weather permitting), do homework, play and just have fun. We conform to the Early Years Foundation Stage (EYFS) guidance where activities are child-led, helping children to develop positive attitudes to independent learning through play and forming positive relationships with the children and adults at Roots and Shoots. EYFS children have a named member of staff to be their key person, this member of staff is responsible for a small group of children and helps EYFS children in the club feel safe and well cared for. The key person will be available as a point of contact for parents/guardians and will build a relationship between home and Roots and Shoots.

We offer an extensive range of age-appropriate activities such as arts and crafts, construction, board games, small world activities, drawing and colouring, quiet reading corner, role play, cooking and creative activities. Some of these are seasonal and dependent upon themes and upon the availability of coaches but we will aim to provide a range of activities. We are always open to suggestions from children, parents and staff.

We promote physical play both indoors and outdoors where the children will have access to the outdoor play equipment as well as gym equipment in the hall (dependent upon out of school activities). We aim to provide a quiet area for working for our Home Work Hub should the children choose to do so.

## **Breakfast Club**

Breakfast Club runs each weekday morning from 7.30am – 8.40am for all children.

The children will be offered a selection of cereal bars, bread products, fresh fruit and yogurts. They will also have a choice of fruit juice, milk or water.

EYFS and KS1 children will be taken to their classroom before registration.

## After School Club

After School Club runs each weekday from 3.05pm – 6.05pm.

A snack of buffet foods, eg. sandwiches, fruit, vegetables and dips, cake or biscuits will be served. The option of milk or juice is also given. Water is available at all times. (Although substantial, this snack is in no way intended to replace a family evening meal).

EYFS and KS1 children will be collected from their classroom at the end of the school day.

A register is taken at the beginning of each session and if a child is on the register but is not present and we have not been informed of their absence, then the parent will be contacted to confirm the reason for non-attendance. It is therefore important to keep us informed if your child is not attending for any reason. You can leave out of hours messages by using the Roots and Shoots dedicated mobile telephone number **07512307772**. Please DO NOT use the school office number. If your child is attending an after school activity prior to Roots and Shoots, a list of activities provided by each class, will be used to inform the staff.

## Food Health and Safety

Parents and carers will be asked to provide the club with the relevant information if their child has any specific dietary requirements and will be asked to complete a Health Care Plan to provide us with any details of allergies/intolerances the child may have. Both the Willows School and Roots and Shoots are nut-free settings.

All food and snacks will be provided and prepared on site following all Health & Safety Food regulations. All the food is responsibly sourced and every cut of meat can be traced back to the farms or origin. All beef products can be tracked to the UK and Ireland and the fish is MSC approved. All bananas and sugar are Fair Trade as well as supporting 82 British Dairy farms. 95% of our seasonal vegetables are direct from British growers.

## Collecting your child from after school club.

Children attending Roots and Shoots must be collected by a responsible person aged 16 or over. A password should be provided by the person collecting your child/children when not collected by parents. For safeguarding reasons, parents should wait outside the hall for their child/children to be brought to them. They will then be asked to 'sign out' their child.

If a parent would like their child to walk home by themselves after a period of time at afterschool club, written consent must be emailed to Roots and Shoots. This only applies to children in Years 5 and 6. We will only allow this during periods of the year when there is enough daylight to make it safe for them to walk home alone.

## Session Charges for September 2025

Breakfast Club	£5.75 per session	7:30am—8:40pm
Afterschool Club	£15.50 per session	3:05pm—6.05pm

**Fees will be reviewed on an annual basis.**

## Late Collection Charge

Any child collected after 6.05pm will incur an extra charge. After 6.05pm a charge of £10.00 per quarter hour will be charged.

## Rates for Staff

For members of Willows staff using Roots and Shoots for their child/ren, a discount of 50% will apply to the first child attending. For additional children, the full fees apply.

## Pupil Premium

Children at Willows who qualify as pupil premium are allocated a personal fund of £500 per year by school. Parents/carers can choose to use this money to cover Roots and Shoots fees (inc holiday club).

If a staff member's child qualifies for pupil premium, they can choose to use the £500 allocation **or** the 50% discount. They cannot be used together.

## Ad Hoc Sessions

We are currently unable to offer Ad Hoc sessions or one-off swapping of sessions. This is because staff numbers and ratios are carefully calculated to ensure we can look after all the children safely and effectively.

## Invoices

Your invoice will show the total cost of your wraparound childcare for the whole academic year. This will be divided equally into 12 monthly payments due on the 1st of each month including August.

**Please set up a standing order for the correct amount using the bank details below:**

Account Name: The Willows Primary School (Roots and Shoots)

Account Number: 30017568

Sort Code: 30-90-16

Narrative: R&S Fee 'Child's Name'

Any payment not received by the last day of the month will incur a late payment penalty of £10.00

Roots and Shoots has the right to suspend childcare if any monthly payment remains outstanding 6 weeks or more from the monthly due date, until such time as it is paid in full. Invoices will be sent via email to the email address you provided when requesting your sessions.

As your child's place is allocated for the sessions you have chosen, there is no refund for absence due to illness, sports days, school trips, staggered school intakes or holidays of any sort during the 39 term time weeks.

A 50% refund will apply if the school is unavoidably closed to your child for any reason.

## Childcare Voucher Schemes

We are registered with many childcare voucher companies and are happy for payments to be made through them or paid using internet banking (BAC's). Roots and Shoots can also access Trafford's 30 hour childcare scheme for 3-4 year olds.

Computershare: 0016082944

Edenred: P20641739

SudexoLtd: 920851

Kiddivouchers - parents have to search the school name/postcode or Ofsted number (106294)

Overpayment by voucher companies cannot be returned. We reserve the right to amend charges should a mistake be noticed on previous invoices.

## Ending/Changing your contract with Roots and Shoots.

**One month's notice or fees** is required if a child leaves Roots and Shoots or if sessions are permanently reduced for any reason.

You will be contacted in May the following year and asked to re-book your sessions ready for the next academic year.

Fee increases will only take place in September of each relevant year and at least three month's notice will be given if this is planned. A discount of 10% will be given to subsequent children if more than one child attends from the same family. The discount does not apply to third party payments.

## Behaviour

Our aim is to create a friendly and fun learning environment where children are expected and encouraged to act kindly and considerately towards their peers and staff, using our whole school ethos at its core. Roots and Shoots promotes respect and consideration to others, care, compassion and consideration. We encourage appropriate behaviour through positive praise, emphasising turn taking and cooperative play. We will talk with the children demonstrating the courtesy we expect from them and encourage engagement in all activities. The club has procedures for dealing with unacceptable behaviour. We recognise that poor behaviour can occur from time to time for reasons that are not always evident or as a result of special needs or circumstances. We will try to be flexible in order to accommodate such cases however, if your child is violent or if their behaviour poses an immediate damage to themselves or others, we will require you to collect them from the club immediately. In exceptional circumstances, and only when all other attempts at behaviour management have failed, we reserve the right to permanently exclude a child from the club. We also follow Trafford LEA's

guidance on Exclusions.

We will follow the whole school Behaviour Policy, a copy of which is available and on the school website.

### **Behaviour (adults)**

As parents, your views and opinions regarding your child are the most important. Whilst our first duty is to listen to your children and meet their needs, we do so in the context of parental support.

We will not tolerate from any person, whether a parent, carer or visitor, bullying, confrontational, aggressive or threatening behaviour or that behaviour which is intended to result in conflict. Roots and Shoots is a safe and secure place for the children and the staff who work here. We therefore, reserve the right to ban anyone exhibiting behaviour that we consider inappropriate, from our premises. Please note our parent code of conduct on our school website.

## **Special Educational Needs and Disabilities (SEND)**

Roots and Shoots will make every effort to accommodate and welcome any child with special needs and will liaise with parents/carers and relevant professional bodies to fully understand your child's specific needs and requirements. We will make every effort to accommodate all children of all abilities whilst working within the club's limitations. For further details see the school's SEND/Inclusion policy on our website.

## **Equal Opportunities**

Roots and Shoots provides a caring, loving and safe environment free of discrimination, for everyone including children with specific needs and requirements. Therefore, we will:

Not tolerate any form of harassment.

Challenge inappropriate attitudes and practises.

Respect the different racial origins, religions, cultures and languages in a multi-ethnic society, in order that every child is valued as an individual without racial or gender stereotyping.

## First Aid

### Accidents and First Aid

Whilst every precaution is taken to ensure the safety of the children at all times, our staff are trained in first aid and a first aid kit is kept on the premises. Should your child have an accident whilst in our care, you will be informed when you collect your child.

## Illness

If your child is unwell, we will not be able to care for them. However, should your child become unwell whilst at the club, we will contact you and ask you to make arrangements for them to be collected. Please inform the manager or deputy manager of any infectious illnesses your child contracts. If your child has had sickness or diarrhoea, please do not send him or her to the club for 48 hours after the illness has ceased. In the case of infectious diseases, the Local Authority issue guidelines on the required length of absence. We will share this information as necessary.

## Medication

If your child requires medicine that has been prescribed, such as inhalers or EpiPen, an individual Health Care Plan will be necessary. Staff can only administer medication which has been prescribed by the doctor and permission forms must be completed by the parent/carer in advance.

## Child Protection

As a part of our whole school approach, we are fully committed to building and maintaining a safe and secure environment in which all in our care are protected from harm and abuse. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For further details see our Safeguarding Policy on our school website.

## Complaints

If a parent or guardian has any complaint, they can approach either the Manager of Roots and Shoots or the school's Headteacher/Deputy Headteacher. Please refer to the school's complaints procedure which can be found on our school website.

## **Anti-Smoking Policy**

A No Smoking/Vaping policy operates at Roots and Shoots and Willows across the entire site.

## **Lost Property**

We reserve the right to dispose of lost property to a charity shop after 3 months if it has not been claimed.

All the above mentioned policies can be found on our school website at [www.willowstimperley.co.uk](http://www.willowstimperley.co.uk)

## **Terms and Conditions**

### **Admission**

Roots and Shoots aims to be accessible to children and families of Willows Primary School. Admission to the club is organised by the Managers who run a waiting list when the need arises. Parents may apply for a place on the waiting list 12 months prior to their child starting school with evidence of an application to Willows Primary School Nursery or Trafford admissions for a main school place.

We require a completed set of registration forms for each child before they can attend the club. This information will be treated as confidential and will be stored appropriately, ensuring that all information is GDPR compliant. To register your child or to request extra sessions, we require as much notice as possible, in writing to [rootsandshoots@willowstimperley.co.uk](mailto:rootsandshoots@willowstimperley.co.uk) and sessions will be added subject to availability. A month's notice is required to reduce bookings.