



Wraparound Care at

**Travis St Lawrence Church of
England Primary School**

Before and after school care provision

About Premier Education

Premier Education is the largest children's coaching company of its kind in the UK, delivering to over 9 million children in the last 12 months alone. Premier Education have been delivering high quality sport, performing arts and wellbeing sessions to children since 1999. We support teachers in their curriculum delivery and provide parents with an invaluable service before, during, and after school, as well as during holiday periods.

As a founding member of UK Active Kids, and the first organisation of its kind to be awarded the highly prestigious Quality in Study Support (QiSS) kite mark, Premier Education works closely with schools across the country to inspire children to live a healthy, fit and fun life.

Premier Education at Travis St Lawrence Church of England Primary School

We are delighted to be supporting Travis St Lawrence Church of England Primary School with their Wraparound Care provision from September 2025.

We are proud to be delivering wraparound care on the school premises, providing an extension to the school day and reflecting the school ethos and high standards. Premier Education will be continuing the great work of the former provider with many of their staff continuing to work at the provision. However, we will also be adding some of our skilled activity professionals to deliver a range of active sessions, which will also allow the maximum number of children being able to attend by up to 25 children a day.

Further more there will be no registration fees or deposits needed!

Premier Education have been running some of the largest wraparound care sites in the county, with up to 100 children attending some days. As you can see from the feedback below your child will be in safe hands.





Our Mission

Our mission is to create a premium, Ofsted registered Wraparound Care facility, providing high quality out-of-school-hours care for the parents of children who attend Travis St Lawrence Church of England Primary School. The before and after school sessions will provide a range of stimulating and creative activities in a safe, secure and fun environment, providing an outstanding service for busy parents.

Our Calendar

The wraparound care provision will be available every day the school is open.

Admissions

Only children attending Travis St Lawrence Church of England Primary School are eligible to attend the Wraparound Care.

All places are subject to availability.



Our Staff

Parents can have peace of mind knowing their children are in safe hands.

All staff are trained in safeguarding, prevent, equality & diversity, and have a clean Enhanced DBS. They also hold the Paediatric First Aid qualification and a L2 Food Safety & Hygiene certificate.

They are experienced in working with children in primary school environments.

We call them Activity Professionals because we believe that this truly reflects the nature of their role and the dedicated approach they have to ensuring that your child learns, has fun, and is safe and well looked after.

Excellent



 Trustpilot

Fun

Agreement



The philosophy of the care will be based around the school's ethos and the Premier Education's Fun Agreement!

Fun!

Let's all have fun.

Learn!

If we enjoy what we are doing we will learn.

Safety!

No injuries or damages.

Respect!

Yourself, others and your environment.



Before school club

Time: 07:30 - 08:40

Year Groups: Nursery - Year 6

Price: £7.25 per session

Breakfast brain power

We believe that it is important that children start the day with a good breakfast. Each day children will be served foods that are rich in grains, fibre and protein and low in added sugar to help boost attention span, concentration and memory.

Children will enjoy sitting down with their friends to refuel with toast, cereals, juice and water.

Staff are seated with the children during meal times to encourage a "family" type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements.

A great start to the day!

Evidence shows that introducing elements of physical activity and play to children before school starts can engage their minds and prepare them for the day ahead. The morning sessions will run for 70 minutes and aim to stimulate the learning experiences of your child.

Children who attend will enter school alert and ready for the day, having engaged their minds and body whilst learning a host of valuable skills including:

- The importance of being punctual and well prepared for the day
- Being more alert for a day of learning within the school
- Understanding the importance of a healthy lifestyle
- Improved coordination, balance, agility and flexibility
- Appropriate and effective communication with others
- Engaging and interacting appropriately with other children
- Being given realistic challenges to achieve
- Using tactics and strategies to increase chances of success

After school club



Available for Nursery to Year 6

15:15 - 17:00, £10.50 per session

15:15 - 18:00, £12.50 per session

Siblings automatically receive a 15% discount when booking online! (7.5% per child)

The after school club reflects how important the school considers a healthy lifestyle to be, and therefore the activities are set up to engage the children's mind, body and soul.

The club will provide a relaxed environment to support children's learning and individual interests. Activities will be designed to be engaging and challenging for the ages and abilities of each child.

Activities

There will be a range of indoor and outdoor activities daily as well as a quiet area where children can relax and do some homework or reading if they wish. Children will be encouraged to take part in physical activity each day to help them stay fit, but also have some quieter activities with friends to recharge their batteries.

The fun, physical activities are designed to appeal to every child. Our wraparound care sessions encourage fun-based physical activities, rather than traditional sports. The aim is to encourage children to get physically active through play, placing emphasis on inclusion rather than specific sports skills and techniques. This, in turn, improves social skills, self-esteem, balance, coordination and physical wellbeing.

Skills

In addition, children will develop a wide variety of skills that they can use beyond the sports field, including...

- Celebrating perseverance and acknowledging achievement
- Engaging and interacting appropriately with other children
- Setting achievable personal goals to reach
- Improving self-esteem and the confidence to try new things
- The ability to follow rules and respect themselves and others
- Understanding the importance of a healthy lifestyle
- Improving control, coordination, balance, agility and flexibility
- Communicating appropriately and effectively with others







Food and drink

Children will be provided with food and drink daily. Healthy snacks will be provided, as well as fresh fruit and water.

If your child has any allergies or dietary requirements please ensure that these are added on to the booking form online. Please feel free to discuss any special food requirements your child may have with the after school club manager.

Staff are seated with the children during meal times and encourage a “family” type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements. Fresh fruit and drinking water is available to children at all times.

Signing in and out...

In the morning, parents must accompany their child to the side door to the wraparound entrance, where a staff member will greet them and check their ID if necessary. A staff member will then sign in the child on the register. The process for signing out is the same as signing in with parents and carers collecting from the Premier Education entrance. Parents will be asked to save the site phone number into their phones as a direct link to the venue. If a trusted friend, adult relative or family member is collecting the child, the parent will inform us in the morning session, via email or with a phone call. Each child will have a collection password set up from their first session with us, and this will need to be quoted on collection.



Missing or unallocated children

In the unlikely event that a child goes missing, the following procedure will be undertaken:

1. School staff will be informed of the missing child.
2. Wraparound Care supervisors will search the inside of the building and delegate an outside search of the building to another member of staff.
3. If the child remains missing, the emergency services and parents/guardians will be contacted.





Behaviour

Whilst attending wraparound care, children are expected to:

- Follow the school values.
- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

Challenging behaviour will be addressed in a calm, firm and positive manner. In the first instance, the child will be given the opportunity to reflect on their behaviour and make the correct decision on how to behave moving forward. If a child doesn't choose to improve their behaviour it may be necessary for a child to be temporarily removed from the activity. Staff will explain why the behaviour displayed is deemed inappropriate. Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation. Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If, after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer. All behaviour issues will be recorded.

First aid

All incidents are dealt with by a qualified first aider and will be recorded in the wraparound care accident book.

Incidents will be accurately reported to the parents/carer upon collection and signed by a member of the after school club staff.

Accident records will give details of time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.

Parents of any child who becomes unwell during wraparound care will be contacted immediately. If a child is sent home during school hours, the after school club will be informed of their absence by a member of the school admin/office staff.



Booking with a credit card

You must have pre-booked your child into the session online. Any child not pre-booked is not covered by our insurance and will not be allowed into the session. There are a limited number of spaces available for each session and these are allocated on a first come, first served basis.

Booking online

1. The simplest way to book your child is to visit; www.premier-education.com
2. Click on 'Book a course'.
3. In the 'Location' box type in Travis St Lawrence Church of England Primary School and click "search".
4. Click on "view venue" when you see Travis St Lawrence Church of England Primary School in the search results.
5. Select the activity you would like to book (after school booking slot required) and click "book
6. Register your details or log in if you are a returning customer.
7. Follow booking process and select 'card' in Payment Method section to complete your booking
8. Once you've completed your booking you will receive email confirmation.

BOOKINGS AVAILABLE NOW!

Last minute bookings:

We understand that plans change, often at short notice, and we will try to be flexible to accommodate most situations.

You may book your child into any after school session online until 1pm on the day, subject to a place being available.

We understand that in some cases you may have a change in circumstances, meaning you need last minute child care. After 1pm bookings can be requested by calling our office on 01953 499040, where we will try to cater for your requirements, if a space is available.

At this point payment will also need to be made over the phone. At no point will a child be able to attend if not booked before hand.



**Bookings
available
NOW!**



Late fees...

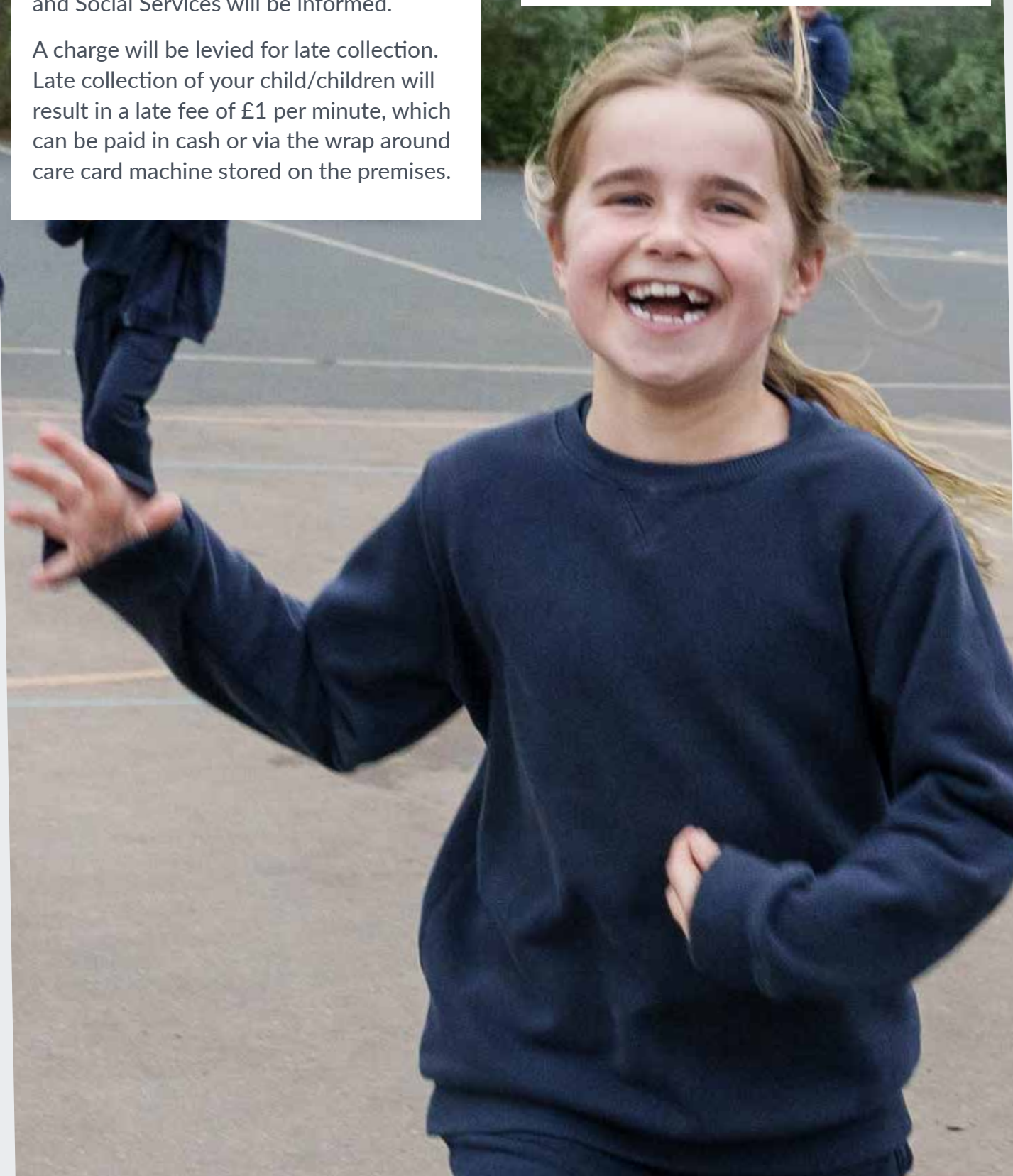
If a child has not been collected by 18:00 parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. Late collection of your child/children will result in a late fee of £1 per minute, which can be paid in cash or via the wrap around care card machine stored on the premises.

Flexi booking...

In addition to our booking terms and conditions all bookings confirmed by us are final and non-refundable. However, if you chose to pay for flexi booking costing an additional £3.50, you are able to alter your booking at any time up to the start time of the activity.



Booking with vouchers



Booking with childcare vouchers

1. Visit www.premier-education.com
2. First ensure your providers are registered in the My Family area.
3. Click on 'Book a course'.
4. In the 'Location' box type in your child's school name.
5. Click on 'View Venue' when you see your child's school in the search results.
6. Select the activity you would like to book and select 'Book Now'.
7. Register your details or log in if you're a returning customer.
8. Follow the booking and payment process through to complete your booking and select 'Tax-Free childcare - GOV.UK' in the Payment Method section.
9. You will receive a booking confirmation via email, which confirms how much you should instruct your scheme provider to pay us WITHIN 7 DAYS of making the booking.
10. Contact your childcare provider to let them know the total they need to forward to us. Please quote your child's name in full and the booking reference number to help us reconcile your payment when it comes through.
11. When payment is received your provider sends us confirmation so we can make a note that you have paid.

Please try and instruct your provider the amount owed as soon as possible after making a booking. For bookings made with the flexi-booking option, any amendments or cancellations will be added as a credit to your account to be used against future bookings.

If payments are not made within the 7 days of booking, we may stop a child from attending until outstanding payments have been made. If payments are not paid within 30 days a 10% administration charge will be added to the outstanding balance.

We are registered to accept payments from several childcare providers. Our tax free childcare account is under the name of: Premier Education WAC @ Travis St Lawrence Church of England Primary School.

If you use a scheme provider that we don't currently use, don't worry – an account can be set up with a new provider within 3-5 working days. Just call us with the details of the provider you would like to use, and we'll do the rest.

We hope that you find all of the information that you need within this document and that you find it of use. If you have any other questions or queries please do not hesitate to contact us. We look forward to working with you and your children!



Travis St Lawrence Church of England Primary School

Wraparound Care

Ofsted registration number: 2842608

Premier Education Group

Head Office: 01953 499040

Setting contact number: TBC

Venue Lead: Kay Halliday / khalliday@premier-education.com

WAC Manager: Emma Jessop

All of our policies and procedures, including safeguarding can be found online at [**www.premier-education.com**](http://www.premier-education.com)

Registered Office: Old Apple Store, Church Road, Shropham, Attleborough, Norfolk, NR17 1EJ

Registered Number: 3774725