



Information Pack for The Nest Wraparound Care Provision at Meadows First School



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meadows.worcs.sch.uk

bookings@meadows.worcs.sch.uk

Nest 0747 420 2913

Head Teacher: Mr Leigh Satchwell
Chair of Governors: Mrs Georgina Chancellor

Our Aims

The Nest wraparound care provided at Meadows First School aims to provide safe, nurturing, and convenient childcare for the pupils of Meadows First School and Parkside Middle School on the school premises for the benefit of the school community.

Clubs Available

Breakfast Club opens at 7.30am (Monday – Friday) and runs in school until 8.45am when children (Meadows) are escorted to their classrooms for registration. A nutritional breakfast is provided during the session. Children can choose from a range of healthy foods including fruit.

Afterschool Club opens at 3.15pm (Monday – Friday) and runs in school until 6pm. There is a designated snack time during the session where children choose their own food from a carefully planned healthy menu.

Fees

£7.50 for Breakfast Club

£9.00 for Afterschool Club from 3.15pm -4.30pm

£14.00 for Afterschool Club from 3.15pm- 6pm

£10.00 for Afterschool Club from 4.15 – 6pm

Booking Sessions

All Nest bookings will be completed online via Magic Booking, eliminating the need to fill in forms, send emails, or call the school.

Bookings for all sessions will close at midnight 5 working days before.

Each half term block is first made available 2 weeks before the start of the holiday period. You will be emailed to inform you that bookings have opened.

If you need to book a session with less than 5 days' notice, you can request a late booking - providing there are sufficient numbers of staff in place. Please email bookings@meadows.worcs.sch.uk to ensure there is space.

Same day bookings, if available, must be made via the school office, 01527 872508

How to register for non-Meadows pupils

To create your account, simply visit <https://meadowsfirst.magicbooking.co.uk>.

Click the **'Create an Account'** button and follow the step-by-step instructions provided in the Help section (located at the top-right corner of the website). The process takes just 5–10 minutes to complete.

Additional guidance on how to make bookings, access past bookings, or update your account details is available in the Help section on the website.

How to register for Meadows pupils

To access your account, visit <https://meadowsfirst.magicbooking.co.uk>. When you get to the login page, click the link 'Forgotten Password', enter the email address we have sent this email to in the user ID field, and follow the instructions, and follow the instructions received in the email to create your password. Check your junk folder if you don't see the email in your inbox.

Additional guidance on how to make bookings, access past bookings, or update your account details is available in the Help section on the website.

Payments

Payments will also be online, enabling you to pay securely by card, childcare vouchers, or through Tax-Free Childcare (TFC). For bookings lasting over 34 days, you'll have the option to spread the cost with a monthly instalment plan.

Here's how it works:

- **Equal Monthly Payments:** Payments will be evenly distributed across the duration of your booking, making it easier to budget. Unlike utility bills, there's no end-of-period adjustment – changes happen in real time. If you add or cancel dates, your monthly payment will automatically update to reflect the new total.
- **Automatic Payments:** After making your first payment online when booking, subsequent instalments will be automatically processed on the same date each month. You'll also receive a reminder five days before each payment is due.
- For bookings under 34 days, full payment will be required upfront.

Childcare Vouchers and TFC

You can integrate childcare vouchers or TFC payments directly during the booking process. The system will calculate the balance due after applying these amounts, but you'll still need to instruct your childcare voucher or TFC provider to transfer the funds to us.

Payments made via Childcare voucher or TFC will be updated on Magic Booking manually by the school Finance Team when the money is deposited in the school bank account. It can take 1-2 weeks for payments to show on Magic Booking. When you are using TFC for the first time please let the school office know your account number to ensure that is linked to our school by the accounts department. Once you have made your payment using vouchers please notify the school office via bookings@meadows.worcs.sch.uk with the reference number and amount paid.

Voucher payments must be received within 4 weeks of booking or your Nest place will be cancelled. You will not be able to book sessions in future months if payment is not received in a timely manner. Debts will be chased on a regular basis. If you have any queries, please email the finance team.

Cancellations and Absence

We regret that refunds for non-attendance, sickness or holiday cannot be made.

Exceptional circumstances will be considered on an individual basis. If children are absent or collected from school during the school day, parents and carers should notify the School Reception or via the Nest mobile phone. These procedures are important for your child's safety. If children are attending school but will not be attending The Nest, then it is the parents'/carers' responsibility to advise the team before 3.00pm that day so the absence can be recorded. If a child becomes ill during a session a member of staff will telephone in line with the school's procedures.

Children Attending Extra Curricular Clubs

Parents/Carers should inform The Nest if children will be attending school extra-curricular clubs. Fees for The Nest will still apply.

Breakfast Drop Off

Parents/carers should ensure that children are not left unsupervised before 7.30 for safety reasons and children must be handed over to staff by a parent or carer at the door.

Collection

If you are using our 3.15pm to 4.30pm club, it will not be possible to collect before 4.30pm and all children will be brought to the front door at 4.30pm to be released together.

If you are using the club until 6pm, collections are possible by telephone on approach to school but do please bear in mind that the children sit down to their tea from 4.30pm to 4.50pm.

Should you have a problem getting to The Nest on time to collect your child/ren, then you should ring The Nest mobile phone, 0747 420 2913, to advise of the reason for the delay and make alternative arrangements for the collection of the child/ren.

If you make alternative arrangements for the collection of your child/ren parents must notify The Nest by phone, giving details of the person who will be collecting on your behalf. Please ensure all nominated persons are aware of the passwords supplied on your child's Data Catchment Form.

If a parent arrives late for any reason after 6.00pm, a late charge of £15.00 for every block of 15 minutes will be incurred (i.e. collection at 6.20pm incurs a £30.00 charge). If children fail to be collected, every attempt will be made to contact their parents/carers or nominated adult using the numbers supplied. If we are unable to contact a nominated contact, it may be necessary for The Nest staff to contact Children's Services.

First Aid and Accidents

Any minor accidents will be dealt with and recorded in line with school policies (see our school website). The parent/carers will be informed when collecting children of any such incidents. In the event of a more serious accident, the appropriate action will be taken and the parents will be informed immediately.

Safeguarding and Child Protection

We take our responsibility for child protection seriously. All staff adhere to the schools' procedures for safeguarding and child protection. All our staff have undertaken an enhanced Disclosure Barring Service check and receive up to date training.

To ensure the safety, well-being, and effective supervision of all children attending our before and after school club, the following staffing ratios will be maintained:

- General Ratio: A minimum of 1 member of staff for every 10 pupils (1:10).
- Children Under 5 Years: For pupils below the age of 5, a stricter ratio of 1 member of staff for every 8 pupils (1:8) will apply, in line with best practice for early years supervision.
- Additional staff may be required for activities involving higher risk or for pupils with specific needs, as determined by the Nest manager.
- Staff must always remain within sight and sound of pupils and ensure appropriate supervision during transitions and outdoor activities.

Any children bringing a mobile phone to the clubs will be asked to store them safely with a member of Nest staff.

Food

The children are offered a variety of healthy snacks and drinks and children have access to drinking water throughout the sessions. Please ensure we are kept updated with food allergies and dietary requirements.

Behaviour

Whilst the emphasis of The Nest is having fun and to enjoy a range of experiences, it is important to ensure that children have a right to a safe, secure, sociable and orderly environment in which to work and play and staff have a right to come to work and feel safe and supported. We aim:

- To ensure a calm atmosphere in which children and staff can learn, work and socialise
- To help children become self-disciplined, taking responsibility for their actions
- To increase the children's awareness of and responsibility towards the needs and rights of others

The school is responsible for pupils during any period in which the school is offering extended services, including before and after school wraparound care. We are committed to providing a safe, welcoming and nurturing environment for all children attending our wraparound care provision.

All children attending our before and after school club are expected to follow the club's behaviour expectations, which are consistent with Meadows First School Positive Behaviour and Relationship Policy and Statement of Behavioural Principles. These expectations are designed to ensure the safety and wellbeing of all children and staff.

The school has 3 simple guidelines 'Be Ready, Be Respectful and Be Safe' which can be applied to all situations and are taught and modelled explicitly.

The school reserves the right to withdraw a child's place in the wraparound care club if their behaviour is deemed unacceptable and:

- Poses a risk to the safety or wellbeing of other children or staff
- Persistently disrupts the club's activities and prevents other children from enjoying the provision
- Falls significantly below the standard of behaviour reasonably expected, despite interventions and support
- Cannot be managed safely within the staffing and resources available

Before withdrawing a place, the school will:

- Communicate concerns
- Implement support strategies
- Monitor and review
- Consider individual needs - Take into account any special educational needs, disabilities or other vulnerabilities the child may have, and ensure appropriate support and reasonable adjustments are in place Keeping Children Safe in Education

If, despite these measures, the unacceptable behaviour continues, the headteacher may decide to withdraw the child's place from the club.

Parents/carers will normally be given one week' written notice of the withdrawal of their child's place, unless the behaviour poses an immediate risk to safety, in which case the place may be withdrawn with immediate effect.

Parents/carers who wish to appeal the decision to withdraw their child's place should follow the school's complaints procedure, which is available on the school website or from the school office.

All staff have a responsibility to provide a safe environment in which children can learn. Safeguarding and promoting the welfare of children is everyone's responsibility. Any decision to withdraw a place will be made with the child's best interests and safety as the primary consideration.

Emergency Closure

If the schools/The Nest are closed by senior leaders at short notice due to exceptional circumstances i.e. adverse weather, no heating, burst water pipes a full refund will be given for the sessions the site is closed. We are unable to give refunds if The Nest is open and parents or carers make the decision not to send their child.

Security

Children will not be permitted to leave The Nest unaccompanied at any time. No unauthorised access will be given. When dropping or collecting children, parents should use the designated access areas.

Complaints Procedure

If you have a concerns with any aspect of The Nest, in the first instance talk please to a member of staff who will do their best to resolve your concerns to your satisfaction. If this course of action does not resolve your concerns or you feel it is not an appropriate course of action, there is a complaints procedure on the school's website.

