



*Viking Junior
Academy
Prospectus*

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Our Vision

To provide a unique provision with a home from home environment where children can relax, feel safe and secure with the confidence to express themselves through a fun and varied curriculum of activities.

Introduction

Viking Junior Academy is a fully integrated service providing complete wrap around care in the form of before and after school care and a holiday club based within the grounds of Wentworth Primary School. In addition we also offer sessional Pre-school provision during the day. Our fully refurbished demountable building is situated to the rear of the school on the edge of the playing field and is fully contained with its own fenced in garden area, kitchen and bathroom facilities.

All children and young people who attend the setting will have the unique opportunity to have free flow access to the safe enclosed garden to the rear of the building as well as allotted times to use the excellent established areas within the school grounds such as the quiet areas, allotment, playing field and all weather football pitch and onsite swimming pool.

At Viking Junior Academy we aim to provide children and their families with a cohesive environment where the same high standards, aims and objectives are met throughout all the services provided and in line with those set by Wentworth School.

The highest quality of care will be provided for your child/ren by our Practitioners who are qualified and/or experienced in working with both pre-school children and young people. We will work in close partnership with parents to monitor their child's individual progress and development throughout their time at the setting. Parents and carers are welcome to spend time with their child at the setting not only initially to settle their child into their new surroundings, but at any time to simply observe or

join in with all the fun and exciting activities that take place on a day to day basis.

Viking Junior Academy will naturally provide a service to both existing and potential children for entry into Wentworth school; however the services will be for the whole community and therefore open to all. (Please note that attending Viking Academy pre-school is not a guarantee of a place into Wentworth School)

All services provided will be underpinned by the Early Years Foundation Stage criteria and the Early Year Statutory Framework.

We are regulated and inspected by Ofsted with regard to all aspects of our care, education and management.

Our Aims

- ❖ To be a fully inclusive and integrated service provider caring for children from pre-school to 11 years of age.
- ❖ The provision has a child centred approach where children are respected as individuals and where their contributions to the group are clearly defined and valued.
- ❖ We aim to provide firm foundations for the children who access the provision to build their confidence and self-esteem to help them with the transition into primary and secondary school.
- ❖ The before and after school club will be an opportunity to prepare for the day, and after to reflect on their day. The after school club will encompass a time to eat, relax and play with time being given for homework, if required.
- ❖ We work in partnership with parents and carers to ensure the well-being of each and every child who attends the provision in order to enhance their learning journeys.
- ❖ The holiday club encourages children and young people to set their own agenda within the guidance of remaining safe and inclusive for all and will enhance their social skills and learning journeys.

- ❖ Further links and consultations will be made not only with Wentworth school but also groups and agencies such as the local children's centres, development offices and parents to ensure that all services continue to meet the needs of the community.
- ❖ Transition into school is aided by working closely with local schools to arrange activities such as story time, festive plays/concerts and possible staff exchanges.

Hours & Attendance

All services will operate throughout the year only closing for Bank Holidays and the week between Christmas and the New Year.

Pre-school (Term-time only)

Morning session 9am to 11.30am
Afternoon session 11.30 pm until 2pm
Full Days 9am to 2pm

Breakfast club

7.30am until 8.40am

After School club

3.15pm until 6pm
Alternative rates for those who attend school clubs or whom book both breakfast club and After School club are available. (See Fees sheet enclosed for further details)

Safe Access

Access to the building will be via a side gate in front of the swimming pool building, to the right of the schools main building. To enter you will be required to press the video intercom and once your identity has been confirmed the gate will be released and you will be able to enter the school grounds. All visitors are asked to ensure that the gate closes securely after them. You can then proceed straight ahead down the path along and round the playground to our demountable building.

Parking

There is no designated parking within the school grounds so visitors are asked to park safely and considerately along the adjoining roads around the school.

Arrival and Departure procedure

Due to the position of the demountable building parents/carers and visitors are reminded to go straight to the Viking Building and not to delay in entering and or exiting the school grounds. Any parents with younger siblings are asked to have them close by and not to allow them to play on any of the school equipment to and from the building. Due to the start and finishing times of services please could we also ask that you remain quiet as you pass the class rooms as the children will still be working. Any discussions between parents before and after session times are to be conducted outside the entry gates please. All scooters and bikes must be walked to and from the building especially when the school children are using the playground.

State funding

We will be able to receive funding for children the term after their 3rd birthday for up to 15 hours per week subject to qualifying criteria. Additional hours and services are available at an additional cost.

2 year old funding is available subject to specific criteria. Further information available upon request.

Childcare Vouchers

Childcare vouchers may be used towards fees for all other services subject to prior registration.

Clothing

All children are asked to wear appropriate clothing the enable them to participate in both indoor and outdoor activities. For those children coming to the breakfast club appropriate activities will be provided and or guided by staff to ensure the children remain clean and presentable for school in their uniform. For those attending the after school club a

change of clothes is recommended so that they may go outside and participate in messy activities without the worry of their school uniform.

Accidents

All accidents and incidents recorded during any of the services sessions will be relayed to parents and carers and where necessary the school to ensure any further treatment or monitoring can take place.

Any serious accidents will not only be recorded but parents/carers will be contacted and any medical treatments sort where appropriate.

Illness & Medication

If a child or young person becomes ill during their time with us then parents/carers will be contacted immediately and collection arrangements made.

If a child / young person is on long term medication for such conditions as Asthma then parents will be asked to complete an individual health care plan giving full details of signs and symptoms and medication amounts and times etc. This information is the responsibility of the parents/carers to keep up to date and that all medication is provided that is in date.

Any prescribed medication such as antibiotics can be administered however prior written consent or completion of our medicine book must be obtained before this can be administered.

The setting has a strict sickness policy and a copy of this will be given to every family when they start using our services and will be displayed at all times on the notice board in the lobby.

Comments & Complaints

Both existing and prospective parents/carers, and indeed users, are encouraged to provide feedback as to how they find the services and activities on offer. In this way we can ensure we are meeting your needs and improve our services on an ongoing basis. So if you have any recommendations of how our services may be improved or enhanced

next time then please feel free to make a note in our 'Comments & Suggestions' book located on the signing in table in the setting.

We have a strict complaints policy and procedure to ensure that any complaints received will be given the up most attention and will be investigated and replied to with 20 days.

Policies and Procedures

All setting policies and procedures are available to view at any times and are located in the setting office.

How to register your child

Each of the services that we provide at Viking Junior Academy have their own Application forms. These forms will need to be completed in order for us to check the availability and to respond to you as soon as possible.

An Application form is provided with this prospectus however should you require one for any other service then please let us know.

Viewing

All prospective parents and children are encouraged to attend the setting to discuss their individual needs and requirements. Bookings can be made at most times however please ensure that you make an appointment for security and safety reason and we will make sure that a member of the team will be available to you.

Discounts

- ★ Families accessing more than one of our services will receive a sibling discount of 10% for the eldest child. Please ask for further details.
- ★ Bookings for both the Breakfast and After school club on a given day will receive a reduction of £2.
- ★ Bookings of both Breakfast and After school care for the whole will be eligible for a further weekly discount of 10%.
- ★ Children who attend after school clubs will be credited a £2 per session discount that will be deducted from the next Terms fees.
- ★ Early Bird discount on holidays club booking made before a specified date will be applied. (Bookings made after specified date each term will be charged at full price)
- ★ Breakfast Club, After school club and Holiday Club has the option of an all-inclusive meal price and a discount price if meals are provided by parent/carers. However if meals are provided then you must specify this prior to the beginning of each term so that a discount may be applied to your fees. In addition there is no facility to keep food refrigerated so ice packs must be included with perishable foods.