



Cecil Road Primary School  
After School Club Parent Handbook





"A premium, Ofsted registered wraparound care facility, providing high quality out-of-school-hours care for the parents of children who attend Cecil Road Primary School.

The After School Club provides a range of stimulating and creative activities in a safe, secure and fun environment, providing an outstanding service for busy parents."

At Premier Education we have years of experience in offering premium Ofsted-registered wraparound care. We've worked with thousands of primary schools all over the UK to deliver before and after-school sessions, as well as curricular and extra-curricular sports coaching, wellbeing sessions and holiday camps.

We have been working in partnership with Cecil Road Primary School since 2019 with the After School Club being launched in April 2023.

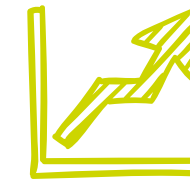
We look forward to welcoming new children & families into our own Wraparound Care family!



## What we offer



**Ofsted registered venue**



**Childcare Vouchers & Tax Free Childcare bookings accepted**



**Simple online booking system**



**Sessions which reflect school ethos**



**Sports, arts and wellbeing activities**



**Active, happier children**

# Our Staff

All our staff are fully trained in safeguarding and paediatric first aid, have regular and up-to-date DBS checks and have a Level 2 qualification in Infection Prevention, Mitigation and Management.



# After-school club

3.30pm - 6pm @ £12.50  
3.30pm - 4.30pm @ £5.50  
4.30pm - 6pm @ £7.00

A trusted space where children can play and learn under the supervision of highly qualified, caring staff.

Activities such as arts & crafts, drawing, a range of sports, dance, games, construction, lego and general free play will create a termly timetable.

The timetable is a well-rounded mix of wellbeing, activity and arts - with an emphasis of fun and inclusion to give the children variety and help them enjoy their time with us.

Children will have the choice to take part in a range of activities each day and a chance for free play.



## Food and drink

Children attending the 3.30pm-4.30pm session are invited to bring along a healthy snack which they can have during registration period.

Children attending either the 4.30pm-6pm session or the 3.30pm-6pm session will be served a light tea at 4.45pm. This will include options such as sandwiches, pittas, wraps, fillings, fresh fruit, veg etc

## Collecting your child

When collecting your child, you must come to the school playground gate on Northcote Road, call our club phone and notify us who you wish to collect.

A member of staff will walk your child to the gate, along with all of their belongings and your child will be released from our care.

In over 5,000 parent reviews on Trustpilot, the most used word is FUN!

## Structure

3.30pm-3.45pm  
Registration & Table games

3.45pm-4.30pm  
Activity 1 or Child led activities

4.30pm-4.45pm  
Deregistration, Table games & Free Play

4.45pm-5.00pm  
Tea Time

5.00pm-6.00pm  
Child Led activities

"As a working mum, I am thankful to have access to the Premier Wraparound Care. The booking process is easily done online and there is the convenient option of a flexi booking. The staff are friendly, attentive, and engaged with the kids and there is a wide variety of activities available, both indoor and outdoor.

I know my son is happy there as he sometimes complains that I come to collect him too early when I pick him up in the evenings."

Lucy Jones - Parent



## How to book...

[www.premier-education.com](http://www.premier-education.com)

1. To book any Premier Education Activities visit; [www.premier-education.com](http://www.premier-education.com)
2. Click on 'Book a course'
3. In the 'Find an activity near you' box type in 'Cecil Road' and click search.
4. Click on 'view courses' when you see 'Cecil Road Primary and Nursery School' in the search results
5. Select the activity you would like to view and click "view course" then click on 'Book this Activity'
6. Register your details or log in if you are a returning customer
7. Select the dates and follow the booking and payment process through to complete your booking (please ensure you tick the 'childcare voucher' box should you wish to pay using childcare vouchers or Tax Free Childcare)
8. You will receive an automatic booking confirmation email
9. If you have selected to pay via childcare vouchers you will then be required to transfer the correct amount of vouchers to our account.

## Childcare Voucher Information

Please find details below for you to use to make payment from your nominated voucher provider. Please note that some providers will use a different venue as a reference to the one you are booking. Rest assured as we will still allocate the payment to your booking.

**SALARY EXTRA (CABOODLE)** - [dshirley@premier-education.com](mailto:dshirley@premier-education.com)

**TAX FREE CHILDCARE** - Premier - Cecil Road

**FIDELITI** - SH1124C

**SODEXO** - 915192

**EDENRED** - P21306789

**CHILDCARE GRANT PAYMENT SERVICE** - CCG5944532

**COMPUTERSHARE** - 0026745676

**KIDDIVOUCHEER** - 2635518

Our process for you to follow when making your Childcare Voucher/Tax Free Childcare booking:

1. Make your booking online with Premier Education remembering to select the 'Paying with Childcare voucher' box when checking out.
2. You will receive a booking confirmation email confirming the total amount of that booking.
3. Log into your Childcare Voucher/Tax Free Childcare account and transfer the correct amount to Premier Education.
4. This will then be processed, and we should receive the payment within 3 working days. If your provider does not appear on this list, please contact: [mkoffice@premier-education.com](mailto:mkoffice@premier-education.com)

### Booking your child's place

You must have pre-booked your child onto the session online. Any child not pre booked 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.

### 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 £3.50, you are able to alter your booking at any time up to the start time of the activity.



# Contact Information

## After School Club

After School Club Manager - Grainne Watling  
Safeguarding Lead (DSL) - Grainne Watling  
Club contact number - 07940 733383  
\*Phone will be turned on between 3.15pm-6pm term time only

## Head Office Details

Contact number - 01953 499040  
Email - [info@premier-education.com](mailto:info@premier-education.com)  
[www.premier-education.com](http://www.premier-education.com)

## Area Manager Details

Area Manager - Ian Draycott  
Safeguarding Lead (DSL) - Ian Draycott  
Contact number - 07517537539  
Email - [idaycott@premier-education.com](mailto:idaycott@premier-education.com)

## Local office details

Contact number - 01908 597940  
Email - [mkoffice@premier-education.com](mailto:mkoffice@premier-education.com)



# Partnerships

We are an exclusive Primary School Partner for many National Governing Bodies.

