



Statement of Purpose (Information about our Provision)

Ysgol Y Foel Out of School Club aims to:

- Provide high quality day care that enhances the development, care and education of pre-school children in a safe and stimulating environment, where they learn through play in partnership with parents.

Legal status:

Choose from the following options the description that matches the legal status of your provision:

Ysgol Y Foel Out of School Club is managed by a voluntary committee and is registered by Care Inspectorate Wales (CIW) under part 2 of the Children and Families (Wales) Measure 2010 and [The Regulation of Child Minding and Day Care \(Wales\) Order 2016](#) to provide day care as a charitable incorporated organisation (CIO).

The responsible individual is Mrs. Amanda Walker

(The person in charge on a day-to-day basis is: Miss Kimberley Danielle Edwards)

The committee officers are:

Chairperson: Mrs Amanda Jane Walker

Secretary: Mrs Caroline Magaret Conway

Treasurer: Miss Brid Mary O'Connell

The list of full contact details for every member of the current committee is kept in line with CIW regulations.

The main contact for Ysgol Y Foel Out of School Club is:

Mrs Amanda Walker

Ysgol Y Foel Ffordd Y Llan Cilcain CH75NW

01352 740197

yfmail@hwbcymru.net

Please contact this person for all enquiries.

Ysgol Y Foel Out of School Club welcomes boys and girls and is registered by CIW to care for children from 2 up to the age of 12 years.

We meet children's needs as individuals and within groups as a provider of *full day care*.

Ysgol Y Foel Out of School Club is covered by public liability and employer's liability insurance. Certificates are displayed in main office.

Operational hours: We are open Mon – Fri each week 8.40 – 5.30 during term time only. See our **admissions policy** for details about how we manage applications to our service.

Staff are recruited, employed within and work to or exceed, regulatory requirements at all times. *Ysgol Y Foel Out of School Club* welcomes students on placement, volunteers and visitors who enrich the experiences of children.

Facilities available: *Ysgol Y Foel Out of School Club* operates in a classroom within the school. *Ysgol Y Foel Out of School Club* will have access to and will have use of a small kitchen area, hall, staff and children's toilet access including baby changer and access to outdoor provision which includes play equipment and a large field. The play space will be set out in learning areas and will follow the principles of *The New Curriculum for Wales*.

Services offered

Snacks / meals / drinks will be provided throughout the day in line with our healthy eating policy. Water is always available for children to drink. Children's individual needs and preferences are noted and recorded as they register to join the provision. Parents must complete a contract and are encouraged to use our 'settling in' service to help with their child's transition to our care.

Activities offered are from a wide range that are planned to suit children's age, stage and individual needs and meet our aims and objectives and reflect Welsh Government current strategy. Our routine allows for spontaneous in the moment activities, as well as adapting to unplanned influences such as weather, local or global events.

The language used: We are an English medium setting where Welsh is taught as a second language. Staff members have a good knowledge of everyday language patterns and Welsh Heritage, Language and Culture will feature in our setting.

Parental involvement: Please refer to our Parental Involvement policy

Training: We have a system in place to ensure that regulatory training in food hygiene, paediatric first aid child protection and safeguarding is maintained. Our membership of Early Years Wales ensures that we are kept up to date with current developments and initiatives in the field of childcare and education. We receive *smalltalk*, Early Years Wales's magazine, which offers practical advice and up-to-date information, and we are happy to share this with parents. The provision also has access to other publications from Early Years Wales. *We have signed up to the CIW website and receive news regularly about any changes or information about regulated settings.*

Ysgol Y Foel Out of School Club works with the support of Early Years Wales to invest in our staff's commitment to their continuous professional development through reliably endorsed courses, online forums, events and training pathways, and parents are kept informed about these.

Fees (see also: admissions policy): Fees are payable by the *session* and are paid *weekly - in advance by Direct Debit*.

Fees are payable if a child is absent without notice or for a short period of sickness/family holiday. Parents are advised to speak to Mrs Walker or Miss Edwards about payment of fees in cases of prolonged absence. A child's continued place at *Ysgol Y Foel Out of School Club* is dependent on continued payment of fees.

Starting in the provision: *Ysgol Y Foel Out of School Club* acknowledges the importance of parents and staff working together to help children settle into our care and develop confidence to participate in all the activities offered. Some children take longer than others to settle. The treatment of each child as an individual is our main concern. Parents may stay for the whole or part of the session, depending on the needs of their child (please see our settling-in policy).

Observations, assessment and record keeping: *Ysgol Y Foel Out of School Club's* staff take a reflective approach to their work, using observation as a tool to plan activities and ensure children's needs are met. The progress of children is assessed by observation and recorded. *Ysgol Y Foel Out of School Club* has a duty to share some information with the local authority and CIW. Our records are available for discussion with parents at any time and are kept in line with our confidentiality policy.

The terms and conditions are set out in the contract between parents and *Ysgol y Foel Out of School Club* and are implicit within our policies and procedures.

The contract must be signed, and the registration form must be completed by parents before their child attends.

Policies and procedures: We have produced a pack of policies and procedures that describe arrangements for dealing with routine operational practice, complaints, concerns, and any emergency that may occur during operational hours. They are designed to ensure effective and safe management of our service and to offer the best possible environment and experience for the children and families who use it. The policies and procedures are developed and maintained in line with and/or exceed national minimum standards and regulations. They are reviewed regularly and updated as necessary. The policy pack is available for all who visit, work in or use *Ysgol Y Foel Out of School Club* to see. *All policies will be available on the school website.*

Arrangements for dealing with complaints and concerns: We welcome comments from parents and aim to resolve any concerns quickly. Please speak to *Miss Edwards*. You may also make a complaint in writing to *Mrs Amanda Walker*. We have a suggestions box situated in the school hall.

Arrangements for dealing with emergencies: Our staff are trained in paediatric first aid and we have procedures in place for keeping your child safe while in our care. Our contract ensures that we keep all contact details for parents up to date. We carry out risk assessments on activities and the premises and maintain a log of emergency evacuation drills.

Samples of the contract, registration form and the full set of policies and procedures are available from *Mrs Amanda Walker*.

This statement of purpose is reviewed annually or as a result of a change in operational practice. Parents are informed of any changes as they occur and CIW is informed of any changes within 28 days.

This statement of purpose for Ysgol Y Foel Out of School Club was agreed for use	
On: July 8 th 2025	
By: Amanda Walker Caroline Conway Brid O'Connell	Position: Ysgol Y Foel Out of School Club Committee
Date of planned review: September 2026	
Date CIW informed of change:	