Statement of Purpose

Ysgol Y Foel Out of School Club | November 2026

1. Aims and objectives

Ysgol Y Foel Out of School Club provides high-quality, inclusive day care and wraparound childcare for children aged 2 to 11, supporting their development, wellbeing, independence and learning through play in a safe and stimulating environment, in partnership with parents and carers.

2. Legal status and management

The Club is a charitable incorporated organisation (CIO), managed by a voluntary committee and separately registered with Care Inspectorate Wales (CIW) under Part 2 of the Children and Families (Wales) Measure 2010 and the associated Child Minding and Day Care (Wales) Regulations 2010, as amended. It operates within Ysgol Y Foel but is a separate organisation from the school.

Chair / Responsible Individual	Mrs Amanda Walker
Person in Charge	Mrs Napper
Secretary	Mrs Caroline Conway
Treasurer	Holly May
Temporary oversight	Mrs Emma O'Neill, Headteacher, during Mrs Walker's absence; formal delegation and CIW arrangements to be confirmed.
Deputy Person in Charge	To be confirmed before approval.

The committee retains responsibility for governance, regulatory compliance and oversight. Mrs Napper manages daily operations. Current trustee contact details are maintained securely.

3. Contact information

Ysgol Y Foel Out of School Club, Ffordd y Llan, Cilcain, CH7 5NW. Telephone: 01352 740197. Email: yfmail@hwbcymru.net. Day-to-day enquiries should be directed to Mrs Napper; governance matters to the committee.

4. Registered provision and opening hours

Full day care and wraparound provision for children aged 2 to 11, of all genders, Monday to Friday, 8.40am–5.20pm during term time only. Maximum registered capacity: [insert number from CIW registration certificate before approval]. The Club will operate within its registered conditions and applicable staffing ratios. Breakfast club arrangements, if part of this registration, must be confirmed separately before publication.

5. Staffing and training

Staff are recruited and vetted in accordance with safer recruitment requirements, including suitability, references, DBS and qualification checks. Staffing is planned according to bookings, ages, individual needs and the applicable National Minimum Standards, including a minimum of two staff on duty in day care. The Person in Charge maintains staffing rotas and contingency arrangements; sessions will not operate where safe staffing cannot be maintained.

Staff receive induction, including safeguarding and health and safety in the first week, regular supervision, annual appraisal and continuing professional development. Relevant childcare and playwork qualifications, paediatric first aid, safeguarding and food hygiene training are monitored. Students and volunteers are appropriately supervised. The Club works with Early Years Wales to support professional development.

6. Facilities, services and daily routines

The Club operates in a classroom within the school and has access to a small kitchen area, hall, staff and children's toilets, changing facilities, outdoor play equipment and a large field. The Club maintains public liability and employers' liability insurance; certificates are displayed in the main office.

Daily routines include safe arrival and registration, child-led and adult-supported play, indoor and outdoor activities, meals and snacks, rest when needed, school handovers and authorised collection. Activities reflect children's ages, interests and developmental needs and support principles of the Curriculum for Wales and early childhood play, learning and care. Drinking water is available throughout the day.

Pets or other animals on the premises: [confirm arrangements before approval]. Any animal contact will be subject to risk assessment, supervision and hygiene controls.

7. Language, equality and individual needs

The Club is English-medium and promotes everyday Welsh language, heritage and culture. We welcome children with disabilities, additional learning needs, medical needs and diverse cultural, dietary and communication requirements. We work with families and relevant professionals to identify reasonable adjustments, individual support and healthcare plans. Admissions are inclusive and subject to registered capacity and safe care arrangements.

8. Admissions, settling in and parent partnership

Parents must complete and sign the current contract and registration form before attendance and keep emergency contacts, authorised collectors and health information up to date. Places are allocated in line with the admissions policy. Families are encouraged to visit and agree individual settling-in arrangements, including supported visits where appropriate. Children's views and parents' feedback inform our service and annual quality review.

9. Fees and booking arrangements

The following revised fees apply from the first week back after the October 2026 half-term, as communicated to parents on 1 October 2026 following the AGM on 30 September 2026.

8.40am–11.20am	£18.50
11.20am–3.20pm	£20.00
3.20pm–4.20pm	£7.00
4.20pm–5.20pm	£7.00
Full day: children aged 2 and 3	£52.50
Full day following nursery session	£34.00

Fees are payable by session, weekly in advance/by Direct Debit. Please give at least 24 hours' notice for after-school bookings wherever possible. Same-day requests are subject to staffing and availability. Continued attendance is dependent on payment, subject to the agreed contract and fair handling of individual circumstances.

Unwell without notice	£20
Occasional day off without notice	£20
Late collection: 5.20–5.30pm	£20
Late collection: 5.30–6.00pm	£40
Family holiday without four weeks' notice	£150

One month's written notice is required when a child leaves the provision. Families should speak to the Club team promptly about prolonged absence or payment difficulties. The current parent contract and admissions policy set out the detailed terms and conditions.

10. Observations and records

Staff use observations to plan activities and meet individual needs. Records are maintained securely, discussed with parents as appropriate and shared lawfully with relevant agencies, including CIW and the local authority where required, in accordance with the confidentiality and safeguarding policies.

11. Policies, complaints and emergencies

The Club maintains policies covering admissions, safeguarding, behaviour, equality, medication, health and hygiene, first aid, emergency procedures, confidentiality and complaints. Approved public-facing policies and registration documents are available from the Club and on the school website: www.ysgolyfoel.org/wraparound-care/.

Parents and children may raise concerns with Mrs Napper or another trusted member of staff. Formal complaints should be directed to the committee's designated complaints officer; the committee will confirm cover during Mrs Walker's absence. A suggestions box is available in the school hall. Safeguarding concerns are acted upon without delay under the safeguarding policy.

Care Inspectorate Wales (CIW): 0300 7900 126; ciw@gov.wales; www.careinspectorate.wales. Parents can raise concerns with CIW and access the latest inspection reports on its website. CIW regulates the service but does not generally resolve individual complaints on behalf of providers.

Staff follow the Club's first aid, medication, missing child, evacuation and lockdown procedures, coordinated with the school where appropriate. Emergency contacts are maintained, risk assessments reviewed and drills recorded. In an emergency, staff call 999 where required, notify parents and maintain safe supervision. Reportable incidents are notified to CIW in accordance with the applicable requirements.

12. Review and notification

The committee reviews the Statement of Purpose at least annually and whenever operational arrangements change. Parents are informed of relevant changes. Under regulation 15, CIW is notified of revisions at least 28 days before they take effect wherever practicable. Any change requiring a variation or separate notification is handled through the applicable CIW process. The Club also undertakes an annual Quality of Care Review.

Reference: Welsh Government National Minimum Standards for Regulated Childcare (2026), Standard 1; www.gov.wales/national-minimum-standards-regulated-childcare-children-age-12-years-statutory-guidance-standard-1.

Approval and review record

Previous approval / version	6 July 2026
Date revised	24 November 2026
Name / position	Mrs Napper – Person in Charge
Approval authority	Out of School Club Committee (delegated authority)
Date approved	_____
Signature on behalf of provider	_____
Next scheduled review	July 2027
CIW notified (if applicable)	_____