



# The Nest

# Information Handbook

**Our contact details:**

[wac@whittington.staffs.sch.uk](mailto:wac@whittington.staffs.sch.uk)

**Please ensure messages regarding changes to collection arrangements or non-attendance of a session are left by 2pm for afternoon sessions.**

Messages left after these times may not reach our staff in time for registers to be updated at the start of the session and may result in you being called to confirm your child's whereabouts/collection arrangements. Please email [wac@whittington.staffs.sch.uk](mailto:wac@whittington.staffs.sch.uk) with any changes to collection/non-attendance, you can also inform us in person at during drop off and collection at The Nest.

**In case of emergency at collection time:**

e.g. you are stuck in traffic on your way to collect your child from an afternoon session, please call **01543 432 487** and select option **3** to leave the Nest team a message.

**Please do not use the school car park when dropping off/collecting your child.**

# How to book sessions and pay

We use a booking system called **School Gateway**, which can be accessed via the website [School Gateway](#) or with a free app available from the App store, or Google Play.

You can pay by card or bank transfer using the app or the website. You can also pay with childcare vouchers. The app allows you to book, amend or cancel sessions and manage your payments. You can find help and How-To videos on using the app [here](#)

**Please use the same email address and mobile no you used to register your child with school as our system finds you with these details.**

Bookings can be made up to 7 days or more in advance of the session where places are available.

Cancellations can be made up to 7 days before the session.  
(This is to allow time for staffing and catering to be adjusted accordingly)

For session bookings within 7 days of the session date please email - we will always try and accommodate late bookings where possible.

***We will require you to have cleared your outstanding balance for each term's sessions by the end of the term. If you have not cleared your balance we may not be able to offer your child a place in the next term.***

## Childcare Vouchers

If you wish to use childcare vouchers we have accounts with the following providers:

- **Apple** Our school account number is CA00011819
- **Care-4** Our school account number is 21307033
- **Computer share**
- **Edenred** Our school account number is P21259903
- **Fideliti** Our school account *Whittington Primary and Nursery School*
- **Midcounties Coop** Our school account number is 85121915
- **Sodexo** Our school account number is 903422
- **TFC** <https://www.gov.uk/tax-free-childcare> Select Whittington Primary and Nursery School with URN: 149421 as the provider.

Please email [wac@whittington.staffs.sch.uk](mailto:wac@whittington.staffs.sch.uk) when you have made a payment and let us know your child's TFC reference.

Statements for Military claimants are produced at the end of term (December, April, July)

# Session Fees and Information - September 2025

<b>Morning Session</b>	
Full session from 7.30 am including breakfast	£5.25
Half session arriving from 8.15 am	£3.15
<b>Afternoon Session</b>	
Half session up to 4.45 pm	£7.35
Full session until 5.45 pm	£8.90

## **Non-attendance at a session - Short notice within 7 days of session**

Within 7 days of a booked session you are unable to cancel or swop, as we have already staffed and catered accordingly for each session. You will be charged for the session even if your child does not attend.

## **Additional sessions - Short notice within 7 days of session**

Please email for availability to book sessions within 7 days of the required date. We will try our best to accommodate late bookings where possible.

## **Early drop off/Late collection**

If you have booked a half session and your child arrives earlier than their booked session in the morning or is collected later than their booked session in the afternoon your booking will be updated and you will be charged for a full session.

## **Arrivals without booking - Morning sessions**

If your child arrives to a morning session and on arrival we discover they are not booked on for the session you will be charged for a full session.

## **Arrivals without booking - Afternoon sessions**

If your child attends an afternoon session and on arrival we discover they are not booked on for the session you will be charged for a full session. The child's attendance will be confirmed by telephone to the relevant Parent/Guardian.

## **Late collection after 5.45pm**

In the event that your child is collected after 5.45pm, a late collection fee will be charged:

1 to 15 minutes £10      16 to 30 minutes £20

An additional £15 will then be charged for each additional 15 minutes and part of 15 minutes. This fee is to allow us to cover the additional cost of staffing and other overheads that are incurred.



## Your first morning session...

On arrival to The Nest each child's name is marked on our register. Your child will be directed to place their belongings safely to the side of the room. Breakfast will be offered if your child is booked onto a full morning session. They will be asked to clean their hands ready to eat. After breakfast children are free to choose their activities as they wish. At the end of the morning session your child will be directed to their school classroom.

### Drop off

Nursery/Reception children please enter through the Nursery entrance.  
Years 1 to 6 please enter the school hall via the door on the main pathway.

## Your first afternoon session...

Your child will be guided to their session at the end of their school day. However, we would encourage you to discuss their attendance at The Nest with your child to ensure that they are aware that they will be attending after school. They will be marked on our register, directed to place their belongings safely to the side of the room and asked to clean their hands ready to eat. Snack is offered to all children on arrival to the afternoon session. After snack children are free to choose their activities as they wish.

**Please inform us in advance of the session if your child will be collected by a person different to your usual collection arrangements. We are unable to allow a child to leave without prior confirmation of this change.**

### Collection

Nursery/Reception children, Mon to Thurs until 5pm collection from Nursery entrance, after 5pm and on Fridays please collect from the hall.

Years 1 to 6 please collect from the hall. Please ring the doorbell for access!

**Please do not use the school car park when dropping off/collecting your child.**



## Fun at The Nest!

We aim to make sure everyone is having fun in our stimulating and nurturing environment! Our sessions are tailored to the age groups and interests of the children in our care, with the children's own suggestions being encouraged and incorporated into our sessions whenever possible. Your child has free choice over their activities, and will be able to enjoy a wide variety of toys and games both inside and outside as they wish. Our activities include arts and crafts, cooking, board games, imaginative play, construction, role play items e.g. dressing up clothes and sports equipment. Years 5 and 6 are able to enjoy supervised access to the computer suite when possible. We also have areas to relax and sometimes we enjoy a film if the weather sends us indoors!

## Food at The Nest

Special dietary needs are accommodated for as required.

### Breakfast

We offer a selection of cereals, toast, fromage frais and fruit along with milk or water to drink. Breakfast is served on arrival to a **full** morning session. We serve breakfast until 8.15am. Half session attendees do not receive breakfast.

### Afternoon snack

A snack is offered on arrival to the afternoon session to all children. Snacks consist of a more filling item such as English muffin, crumpet, crackers and cheese, breadsticks, rice cakes, fruit bread or toast and is accompanied with fruit and vegetables. Snacks change daily and are varied week to week. We aim to offer a balanced and healthy choice.

## Staff Members at The Nest

We are lucky to have experienced, caring and qualified staff members who are dedicated to providing the highest levels of care for your child. Staff are DBS checked, have training in Food Hygiene, Safeguarding and First Aid. We adhere to strict staff to child ratios and Ofsted guidelines when planning our activities and our breakfast and snack options.

If you have any questions or queries please do not hesitate to ask, we are always happy to help!

# Policies, Terms and Conditions

The Nest is only available to children attending Whittington Primary and Nursery School.

We offer both morning and afternoon sessions Monday to Friday during term time when school is open. We are not open during holidays or on inset days.

As part of Whittington Primary and Nursery School, The Nest adheres to the same policies and practices as the school. Further details on these can be found on the school website under 'Parents'.

Afternoon sessions require the adult collecting to sign for each child before the child will be allowed to leave.

Numbers at The Nest are restricted by Ofsted registration requirements and affected by the available space and availability of staff. This means that we cannot offer unlimited spaces however we will always do our best to accommodate all requests for a place.

In the event of oversubscription, we will add your child to our waiting list and places will be allocated according to the availability of sessions, number of sessions required, siblings already attending and length of time on the waiting list.

As per the School relationship and behaviour procedure, in exceptional circumstances and after everything else has proved ineffective, the Headteacher retains the right to exclude a pupil from The Nest, whether by temporary fixed term or permanent exclusion.

Withdrawal of a place may occur in the event of:

- Persistent unacceptable behaviour, resulting in distress or disruption to children or adults attending The Nest

The place can also be withdrawn due to:

- Non-payment or late payment of fees
- Repeated failure to provide notification of any absence/non-attendance to a session
- Repeated lateness at collection

If you no longer require your place, please inform us of your intention to cease attendance.

**Attendance at The Nest confirms your understanding and consent to adhere to our Policies, Terms and Conditions.**