

Handbook 2026-2027

Hedgehogs Handbook 2026-2027

Welcome

Welcome to Hedgehogs wraparound care. The aim of this handbook is to provide parents and carers with clear information about how our before- and after-school provision operates. It is designed to help you understand our expectations, procedures, and the care we provide for your child.

Hedgehogs is an Ofsted-registered childcare provision for children aged 3 years and over, who are on roll at Five Spires Academy. Our service supports families by offering safe, reliable childcare to enable parents and carers to work or undertake training with confidence.

Our Ethos

At Hedgehogs, we are committed to providing a nurturing, inclusive environment where every child is respected as an individual. We value play as central to children's development and offer both structured and free-choice activities to support children's:

- Social and emotional development
- Physical wellbeing
- Creativity and imagination
- Independence and confidence

Aims and Objectives

We aim to:

- Provide a **safe, stimulating and welcoming environment** focused on play
- Promote **equal opportunities** and inclusion for all children
- Encourage **positive relationships** between children, staff and families
- Maintain **high standards of practice** through ongoing staff training
- Ensure that children's **safety, wellbeing and happiness** are always our priority
- Work in partnership with parents and carers through **open communication**

Admissions, Registration and Bookings

Eligibility

Hedgehogs is available to children on roll at Five Spires Academy and Nursery, subject to staffing ratios and availability.

Registration

- An Application Form must be completed before any child can attend, and annual re-enrolment is required for all children.
- Forms are available from the school office or website.
- Places are confirmed before the start of each academic year.
- EYFS places are strictly limited to staff ratios, so priority will be given to EYFS children with older siblings in the club.
- Parents are responsible for ensuring that contact details, medical needs and emergency information are accurate and kept up to date.

Places are allocated in the order that Application Forms are received at the school office, with preference given to existing club users and their siblings. Once places have been allocated to existing club users, new applicants will be contacted in order of receipt and offered the remaining availability.

Completion of an application form does not guarantee a place on specific days.

Bookings

- Bookings are contracted for the full academic year.
- Contracted sessions cannot normally be changed or cancelled. The only exception is for school-led residential trips, for which bookings and payments are cancelled automatically.
- Fees are charged regardless of all other absences, including illness or periods of leave.
- Booked sessions must not overrun into the next time slot as staffing ratios are planned in advance, according to expected demand. For example, if a child booked until 4.15pm is collected after this time, staffing ratios may be compromised. A £10 late-collection charge will be applied if children are picked up after the end of their booked session. Regularly collecting a child later than their booked session will result in your booking being amended to include the next timeslot for the rest of the academic year.

If a contracted session remains either unused or unpaid after four consecutive weeks (apart from long-term illness or other exceptional circumstances), it will be forfeited and offered to the next person on the waiting list. You will be liable to pay for the place for the remainder of the half term.

Opening Hours

Breakfast Club:
Monday – Friday, 7.45am-8.45am (*8.30am for Nursery children)*

After-School Club:
Monday – Thursday, 3.15pm-6.00pm
Friday, 3.15pm-5.15pm

Provision operates during **term time only**.

Arrival and Collection

- Children are signed in on arrival and signed out on collection.
- Children will only be released to adults named on their Application Form; any changes/additions must be provided **in writing.**

If a child is not collected by the end of the school day and is not booked into Hedgehogs, they will be safely cared for in the club and an **additional charge of £10 per hour** will apply.

Absences

Parents must inform the school office or Hedgehogs if a child will not attend a booked session. If a booked child does not arrive, staff will:

1. Check the school site.
2. Contact parents/carers immediately if the child cannot be located.

Failure to notify absences may cause unnecessary concern and delays.

Late Collection

If your child is not collected from school by 3.30pm, but they are not booked in to after-school club that day, they will be cared for in Hedgehogs until they can be collected, and a one-off fee of £10/hour will be charged via SchoolMoney to cover the additional staffing costs.

Hedgehogs closes promptly at:

- **6.00pm (Mon–Thu)**
- **5.15pm (Fri)**

After these closure times, late collection charges apply:

- £10 for the first 30 minutes
- £10 for each additional 30 minutes or part thereof

Repeated late collection (more than three occasions) may result in the **withdrawal of your child's place**.

If a child remains uncollected by **7.00pm**, and all contact attempts have failed, staff are legally required to contact **Social Services**.

Fees and Payment

Fees

- Breakfast Club: **£5.50 per session**
- After-School Club: **£5.50 per hour**

Fees are reviewed annually and **will not increase for 2026–2027**.

Children eligible for **Pupil Premium** may access Breakfast Club free of charge.

Payment

- Fees are billed **monthly in advance** via **SchoolMoney.**
- Payments are released on the 5th and due by the **20th of each month.**
- Accepted payment methods include debit/credit card, Tax-Free Childcare, Childcare Vouchers and bank transfer.

School runs to a tight budget, so we appreciate you paying fees promptly. If anyone has difficulty paying monthly in advance, please contact the school office for viable alternative arrangements.

Non-Payment of Fees

Failure to pay fees may result in:

- Immediate withdrawal of your child's place.
- Re-application and placement on the waiting list.
- Denial of re-registration for the following academic year.

Our Office Coordinator will deal with any matters of non-payment, in line with REAch2's *Charging and Remissions Policy*. All club debts must be cleared by the end of each term.

Activities and Play

Hedgehogs offers a child-led programme with a wide variety of activities, including:

- Arts and crafts
- Reading and quiet zones
- Imaginative play and dressing up
- Sports, dance and outdoor play
- Board games and construction
- Cooking activities
- Homework Club

Children may also relax and socialise after a busy school day.

Our school sports provider offers after-school sports clubs on Mondays, Wednesdays and Thursdays, and our teachers run a variety of enrichment clubs throughout the year too. If your child would like to take part in one of these, their sports/enrichment club fee will be waived if your child is already booked into Hedgehogs that evening.

Personal toys, valuables and mobile phones are **not allowed**.

Food and Drink

- A healthy start to the day is vital for all our children's learning. Breakfast Club children benefit from a wide range of options, freshly prepared by our kitchen team daily, including brown toast, crumpets, homemade American-style pancakes, fresh fruit, yoghurt and oats.
- Similarly, After-School Club provides a nutritious light snack and drink.
- All food is freshly prepared by the school kitchen, in line with current guidance from School Food Standards.

Please notify the school of any **allergies or dietary requirements**.

Safeguarding and Welfare

Hedgehogs is committed to safeguarding all children. Staff follow statutory guidance, school policies and local procedures to ensure children are protected from harm. All concerns are recorded and reported appropriately.

Fire Safety

The club holds regular, unannounced fire drills to ensure that all children are aware of the Fire Exits and Assembly Points. There is an escape plan displayed for children, parents/carers and visitors to see and all fire drills are recorded and kept.

Behaviour Expectations

We promote positive behaviour through:

- Praise and encouragement
- Clear routines and expectations
- Respectful communication

Bullying, aggressive or unsafe behaviour will not be tolerated. Where behaviour poses a risk to others, parents may have to collect their child immediately. In rare cases, exclusion from the club may occur.

We recognise that behaviour can be influenced by additional needs and will work flexibly with families where appropriate.

First Aid and Medication

- At least one trained First Aider is always present.
- Accidents are recorded and parents informed.
- Medication is administered in line with school policy.

Prescription medication must be clearly labelled and accompanied by completed medical forms.

Staff and Ratios

All staff:

- Are appropriately qualified
- Have enhanced DBS clearance
- Work within EYFS ratio requirements

Regular training ensures high standards of care and safety.

Hedgehogs Staff

Club Leader - Samantha Johnsey

Other Staff - Sam Bruce, Hanh Hodgson, Grace Hopkins, Cherie Lockley, Jordan Rushton, Pamela Sharkey, Lisa Suttle, Sarah Taylor and Lucy Worrall.

Complaints and Feedback

We welcome feedback from parents and carers.

Concerns should be raised initially with Hedgehogs staff, and then with the Headteacher if needed.

Our Pledge to Parents and Carers

We are committed to:

- Providing a safe, reliable and nurturing service
- Keeping you informed and involved
- Listening to your views and concerns
- Working in partnership to support your child

Contact Information

School Office (8.30am–3.30pm):
📞 01543 223680

Hedgehogs Club (during club hours):
📞 01543 223695

Email: office@fivespiresacademy.co.uk
Address: Five Spires Academy, Cherry Orchard, Lichfield, Staffordshire, WS14 9AN

2026/2027 Five Spires Academy



September 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
36		1	2	3	4	5	6
37	7	8	9	10	11	12	13
38	14	15	16	17	18	19	20
39	21	22	23	24	25	26	27
40	28	29	30				

October 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
40				1	2	3	4
41	5	6	7	8	9	10	11
42	12	13	14	15	16	17	18
43	19	20	21	22	23	24	25
44	26	27	28	29	30	31	

November 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
44							1
45	2	3	4	5	6	7	8
46	9	10	11	12	13	14	15
47	16	17	18	19	20	21	22
48	23	24	25	26	27	28	29
	30						

December 2026

Wk	Mo	Tu	We	Th	Fr	Sa	Su
49		1	2	3	4	5	6
50	7	8	9	10	11	12	13
51	14	15	16	17	18	19	20
52	21	22	23	24	25	26	27
53	28	29	30	31			

January 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
1					1	2	3
2	4	5	6	7	8	9	10
3	11	12	13	14	15	16	17
4	18	19	20	21	22	23	24
5	25	26	27	28	29	30	31

February 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	14
8	15	16	17	18	19	20	21
9	22	23	24	25	26	27	28

March 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
10	1	2	3	4	5	6	7
11	8	9	70	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31				

April 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
14				1	2	3	4
15	5	6	7	8	9	10	11
16	12	13	14	15	16	17	18
17	19	20	21	22	23	24	25
18	26	27	28	29	30		

May 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
18						1	2
19	3	4	5	6	7	8	9
20	10	11	12	13	14	15	16
21	17	18	19	20	21	22	23
22	24	25	26	27	28	29	30
23	31						

June 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
23		1	2	3	4	5	6
24	7	8	9	10	11	12	13
25	14	15	16	17	18	19	20
26	21	22	23	24	25	26	27
27	28	29	30				

July 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
27				1	2	3	4
28	5	6	7	8	9	10	11
29	12	13	14	15	16	17	18
30	19	20	21	22	23	24	25
31	26	27	28	29	30	31	

August 2027

Wk	Mo	Tu	We	Th	Fr	Sa	Su
31							1
32	2	3	4	5	6	7	8
33	9	10	11	12	13	14	15
34	16	17	18	19	20	21	22
35	23	24	25	26	27	28	29
36	30	31					

Term Time
School Holiday
Bank Holiday

Inset Day
Weekend