Clybiau Llywodraethwyr a Chylch Chwarae

Gresffordd Gresford

Governors' Clubs and Playgroup

Operational Plan

Equality Act Impact Assessment	YES	NO	Ionawr 2025
Last Review Date	May 2026		
Date to be reviewed	May 2027		
Date Adopted by Management Committee	10.06.2026		
Responsible Individual - Mr Richard Hatwood			
Chair of Management Committee – Mrs Jan MacDonald			

Introduction

Our operational plan supports and underpins our Statement of Purpose. It describes how we organise our resources to operate flexibly and effectively and our approach to improving the quality of care we provide. Any changes to the operational plan will be reflected in the Statement of Purpose.

Gresford Governors' Clubs and Playgroup aims are described in our Statement of Purpose. Sessions are run out of the Cedar Rooms. Security of the premises is maintained by ensuring the main entrance and exit points are locked. We ensure that staff are always visible at entry/exits points during opening/closing of sessions.

Organisational Structure:

Gresford Governors' Clubs and Playgroup address: The Cedar Rooms/The Yew Tree Rooms - All Saints' School, Gresford Wrexham. LL12 8RW
Telephone: 01978 852342 in opening hours only
Email: playgroup@allsaints-pri.wrexham.sch.uk
Correspondence address and details (if different from above): As above
Legal status: CIW - W14/0001623
Age range of children cared for and type of care: Playgroup – ages 2-3 – Day Care Playgroup Plus - ages 3-5 - Wraparound Breakfast/Teatime and Holiday Club – ages 2-11
Operational times: **Playgroup** - Monday to Friday (term time only). AM - 9am-11.30am, All Day – 9am-3.15pm **Playgroup Plus** – Monday to Friday, (term time only). AM - 9-12.45pm, PM - 11.30am-3.15pm **Breakfast** – 7.45am - 8.45am **Teatime** - 3.15pm - 5.45pm **Holiday Club** – AM – 8am-1.30pm, PM – 12noon-5.30pm, All Day – 8am-5.30pm

Gresford Governors' Club and Playgroup implements policies and procedures that ensure the smooth operation of the provision. The policies and procedures are developed and maintained in line with and/or exceed the national minimum standards and regulations. They are reviewed regularly and updated as necessary. All our policies are available on All Saints School website:

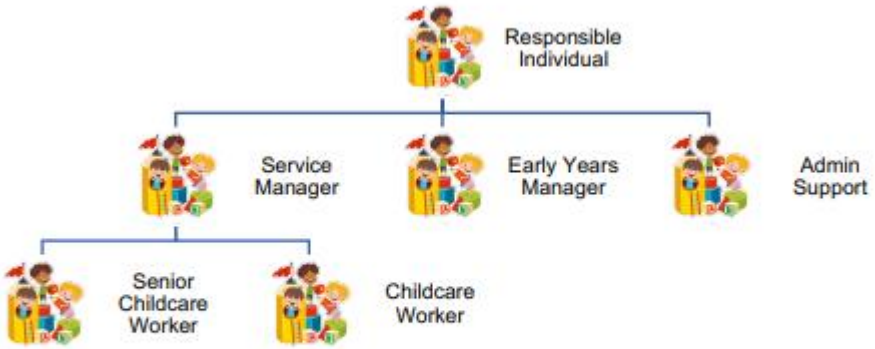
Staffing roles and responsibilities

As an organisation we;

- Recruit, vet and employ staff in line with regulatory requirements
- Maintain legal qualification levels
- Develop and maintain staff training plans and the continual professional development plans reflect our commitment to continuous improvement

- Staff meetings are held regularly and records are kept of decisions made, which contribute to our ongoing improvement plans
- Ensure that we meet the legal staff:children ratios at all times
- Playgroup staff complete records for Flying Start and Early Education children on entry and exit from our setting
- Keep a consistent but flexible staffing routine to enable positive relationships between staff and children to develop.
- Ensure relevant information is shared routinely with parents/carers about their child by having an 'open door' policy (See also: Confidentiality Policy.)

Organisational structure:



Children with additional needs and those that require one-to-one support can be integrated into playgroup with the help and support of additional staff.

Quality of care review and action plans

Gresford Governors' Club and Playgroup is committed to making improvements to the quality of care we provide. We do this by:

- Undertaking an annual review of our operational practice and management systems
- Involving staff, parents/carers and children in the review as appropriate
- Reporting on the outcomes of the review
- Sharing the report of the outcomes with those who contributed to the review
- Developing action plans from the report that are monitored for timely implementation
- Applying a reflective approach to all our work and including what we learn in our staff team meetings, which in turn contributes to the overall review of care
- Provide Professional Learning opportunities for all staff