



Clybiau Llywodraethwyr a  
Chylch Chwarae  
**Gresffordd Gresford**  
Governors' Clubs and Playgroup  
School Hill, Gresford, Wrexham, LL12 8RW



01978 852342



playgroup@allsaints-pri.wrexham.sch.uk



gresfordallsaints.co.uk

## Statement of Purpose

**Service Provider:** Gresford Governors' Clubs and Playgroup.

**Legal Entity:** Foundation Charitable Incorporated Organisation.

**Responsible Individual:** Mr Richard Hatwood.

**Manager of the Service:** Mrs Carole Hogben.

**Name of Service:** Gresford Governors' Clubs and Playgroup.

**Address of Service:** Gresford Governors' Clubs and Playgroup, The Cedar Rooms, All Saints' School, School Hill, Gresford. Wrexham. LL12 8RW.

Gresford Governors' Clubs & Playgroup is a Foundation Charitable Incorporated Organisation which is made up of members of the Governing Body of Ysgol yr Holl Saint - All Saints' School. The provision was established in September 2022 following the merger of Gresford Playgroup Ducks and Ducklings and Gresford Governors' Clubs and exists to serve the community of Gresford and wider area.

It is our aim is to promote a relaxed, happy, caring environment where the children can acquire the social and wider skills essential for their growth and development. We provide suitable experiences and activities appropriate to age and developmental stages of the children under our care. We are an inclusive service, children with Additional Learning Needs can be catered for and support staff put in place to support where needed. We work closely with outside agencies to benefit the children in our care.

We accept children from the age of 2 until they are of statutory school age as part of our Full Day Care Offer (**Playgroup and Playgroup Plus**) and those of statutory school age (up to 12 years old) as part of wider wrap around care. (**Breakfast and Teatime Clubs**). Our **Holiday Club** is available to children aged 2 – 12 years old. We have been a **Flying Start** setting for eligible children aged 2 years since September 2023.



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Our **Playgroup** (including Flying Start) caters for children from the age of 2 until they move up to **Playgroup Plus** which is the wraparound care offered when they start attending school part-time in the nursery class. We also support the wrap around care of the maintained Early Education offering which is offered by the school. Children who attend Playgroup Plus as wrap around care are collected from, or dropped off at to the school nursery ensuring seamless care.

Whilst we are an English medium setting, all children are provided with opportunity to develop their Welsh language skills and understanding of Welsh culture. Children develop their understanding of other cultures through a wide variety of equipment, experiences and toys. Children who have English as an Additional Language are supported through tools and resources to ensure their successful integration into sessions.

All children, irrespective of gender, religion, nationality or ability are welcome at Gresford Governors' Clubs and Playgroup. We have policies in place to address any specific needs a child may have and encourage parents and carers to discuss any issues or concerns in complete confidence with any of our staff.

Children with Additional Learning Needs are welcome at our setting and are successfully included with activities adapted and personalised to ensure their needs are met. We pride ourselves on being an inclusive setting and one that promotes mutual respect and understanding amongst and between our children.

We have an access ramp for wheelchair users and liaise with school regarding any Additional Learning Needs or adaptations as we are within the school grounds. Our setting is fully accessible and continuous to be developed to meet emerging and developing needs.

We are registered to take a maximum of 100 children and operate from The Cedar Rooms (and School Hall if required) (**Breakfast, Teatime Clubs and Playgroup Plus**), and the Yew Tree Rooms (**Playgroup** including Flying Start) at Ysgol yr Holl Saint - All Saints' School.



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### Capacity Calculations

Building	Area	Services Offered Wrap Around	Services Offered School Day	Child Toilets	Capacity
Cedar Rooms – Room 1	57.8 m <sup>2</sup>	Breakfast Club Teatime Club Holiday Club	Playgroup Plus	4	20
Cedar Rooms – Room 2	50.0 m <sup>2</sup>		Playgroup Plus		20
School Hall*	180 m <sup>2</sup>				4
Yew Tree Rooms – Room 1	57.8 m <sup>2</sup>	Playgroup - 2 year olds. (including Flying Start)		4	17
Yew Tree Rooms – Room 2	50.0 m <sup>2</sup>	Playgroup – 3 year olds. (including Early Education Wrap Around)			23
Total Capacity (excluding School Hall)	215.60 m <sup>2</sup>			8	80
Total Capacity (including School Hall)	395.60 m <sup>2</sup>			12	120 (Registered for 100 places)

\* The School Hall is used by Breakfast Club, Teatime Club and Holiday Club should numbers of children booked exceed the area to child ratio (40 children) in the Cedar Rooms for Wrap Around care giving flexibility to offer up to 80 places across both buildings.





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### Opening Times

We are open as follows during term time:

	<b>Breakfast Club</b>	<b>Teatime Club</b>	<b>Playgroup</b> <i>(Operates all year*)</i>	<b>Playgroup Plus</b>
<b>Monday</b>	7.45am – 9.00am	3.15pm – 5.45pm	7.45am – 5.45pm	9.00am – 12.45pm or 11.30am – 3.15pm
<b>Tuesday</b>	7.45am – 9.00am	3.15pm – 5.45pm	7.45am – 5.45pm	9.00am – 12.45pm or 11.30am – 3.15pm
<b>Wednesday</b>	7.45am – 9.00am	3.15pm – 5.45pm	7.45am – 5.45pm	9.00am – 12.45pm or 11.30am – 3.15pm
<b>Thursday</b>	7.45am – 9.00am	3.15pm – 5.45pm	7.45am – 5.45pm	9.00am – 12.45pm or 11.30am – 3.15pm
<b>Friday</b>	7.45am – 9.00am	3.15pm – 5.45pm	7.45am – 5.45pm	9.00am – 12.45pm or 11.30am – 3.15pm

*\* With the exception of the two-week Christmas Holiday.*

In addition, our **Holiday Club** opens from 8am – 5.30pm during School Holidays (excluding Christmas Holidays) and on Staff Training Days.

Our sessions are offered subject to there being sufficient take up to ensure the service remains cost effective.



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[gresfordallsaints.co.uk](http://gresfordallsaints.co.uk)

## Charges and Fees:

Parents and carers who are wishing to send their children to the Gresford Governors' Clubs and Playgroup must enquire by contacting [playgroup@allsaints-pri.wrexham.sch.uk](mailto:playgroup@allsaints-pri.wrexham.sch.uk) whether there are places available. (If not, a waiting list is maintained). When offered a place, parents/carers must then:

- Acknowledge understanding and agreement of the policies and procedures we have in place through registration on the online booking portal.
- Complete a registration form detailing emergency contact names and vaccination dates.
- Electronically sign a contract stating session times and procedures.
- Pay in advance for all sessions booked using the online booking portal.

Fees are paid at the time of booking the sessions for **Breakfast, Teatime and Holiday Club**. Fees are paid for the month ahead for **Playgroup** and **Playgroup Plus** via the online booking and payment system or the relevant voucher/tax-free childcare scheme. Bookings can be made for longer or shorter periods for **Breakfast, Teatime and Holiday Club**.

Bookings for **Playgroup** and **Playgroup Plus** should follow the agreed pattern as discussed and agreed at registration. The online booking and payment system allows use of Tax Free Childcare, Childcare Vouchers, the 30 Hour Childcare Offer or cash payments via Stripe. Children must be registered for all sessions you wish them to attend and charges still apply if a child is booked in and does not attend. **(Including any holidays taken in term time)**.



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### Setting Fees – Medi 2024

#### Pupils who attend school from Nursery to Year 6:

Element	Breakfast Club	Teatime Club – 4.30pm	Teatime Club – 5.00pm	Teatime Club – 5.30pm	Teatime Club – 5.45pm
Charge	£4.00	£7.00	£9.50	£11.00	£12.00

Element	Holiday Club Half Day	Holiday Club All Day
Charge	£25.00	£35.00

#### Children who attend playgroup:

Element	Playgroup 7.45am – 9am	Playgroup 9am – 3.15pm	Playgroup 9am – 11.30am	Playgroup 9am – 4.30pm	Playgroup 9am – 5.45pm
Charge	£4.00	£45.00	£19.00	£48.00	£57.00

Element	Playgroup 7.45am – 3.15pm	Playgroup 7.45am – 11.30am	Playgroup 7.45am – 4.30pm	Playgroup 7.45am – 5.45pm
Charge	£46.00	£22.00	£51.00	£55.00

Element	EE/FS Wrap Around 11.30am – 3.15pm	EE/FS Wrap Around 11.30am – 4.30pm	EE/FS Wrap Around 11.30am – 5.45pm	EE/FS Wrap Around 3.15pm – 4.30pm	EE/FS Wrap Around 3.15pm – 5.45pm
Charge	£32	£35	£42	£8	£12

Element	Playgroup Plus
Charge	£25.00

*Siblings discounts are available and explained on the online booking and payment system.*





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## Playgroup and Playgroup Plus Booking

Booking for Playgroup and Playgroup Plus must be made via email ([playgroup@allsaints-pri.wrexham.sch.uk](mailto:playgroup@allsaints-pri.wrexham.sch.uk)) for an agreed regular pattern of attendance. Parents/Carers should ensure that bookings for any changes are made in advance of the start of the half term for the duration of that half term. If you have already booked your child in to attend on particular days and you wish to increase or amend the number of days, this can be arranged by emailing [playgroup@allsaints-pri.wrexham.sch.uk](mailto:playgroup@allsaints-pri.wrexham.sch.uk) and will be confirmed by email.

As we have to adhere to a strict adult to child ratios, it is not always possible to make day-to-day alterations but we will do everything we can to assist you. Shift patterns can be accommodated where possible and with advance notice.

## 30 Hour Childcare Offer

Parents/Carers benefitting from the 30-hour Childcare Offer will be invoiced at the appropriate session rate for any additional hours or sessions once hours are reconciled. As we are required to submit our claim for the 30-hour Childcare Offer on a weekly basis on a Friday, changes to the hours a child attends through the 30-hour Childcare Offer may mean that additional charges are payable should cut off dates be missed.

## Breakfast, Teatime and Holiday Club Booking

Booking for Breakfast, Teatime and Holiday Club must take place using the booking and payment online portal. Parents/Carers should ensure that bookings are made by the Friday at 10am for the following week. Parents/Carers can book on a week by week or longer-term basis using the online booking and payment portal.

## Lunch and Snacks

Children attending Playgroup and Playgroup Plus can bring their own lunchboxes or access hot or cold school meals on site (Bookable through Parent Pay). As a healthy setting, sweets and chocolate are not encouraged, and parents/carers are asked to provide children with an alternative in their lunchbox, such as fruit or yogurt. Children attending **Holiday Club** are required to bring a packed lunch and healthy snack and drink with them. We are a nut free operation and ask for your support in adhering to this.



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## Playgroup & Playgroup Plus Logistics

At 11.30 am, both Playgroup Plus Groups will sit and have lunch together in the Cedar Rooms and then play outside within the grounds. At 12.45pm staff will escort the afternoon nursery children from the Cedar Rooms to the nursery class in school. Playgroup children will enjoy their lunch and then play within the grounds of the Cedar Rooms.

At break-time, **Playgroup** and **Playgroup Plus** children are offered a healthy snack, a menu of snacks available can be found on the [Gresford Governors' Clubs & Playgroup section of the Ysgol yr Holl Saint – All Saints' School website](#).

There are a wide variety of healthy snacks which are changed daily. [A snack menu plan is available on our website](#) and is shared on Seesaw with parents/carers as updated. Dietary requirements can be accommodated and if parents prefer their children to have alternative snacks for any other reason, this can also be accommodated. Parents and carers are welcome to provide an alternative should they wish to do so.

If a child brings in birthday cake or biscuits to share with the other children, these will not be given to the children during the session but instead will be wrapped to take home.

The children undertake different activities each day. Details are available to view within our Policies and Procedures documents which are on display in the foyer of The Cedar Rooms. We always listen to the children's news, read stories, and play games as well as offering the children a wide range of activities. We have access to a secure outside area (which includes a large wooden shelter) which enables us to let the children play outside during every session and have regular Forest School sessions with our Forest School trained staff.



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### Emergencies

In the case of any emergency, we will ensure the safety of your child and refer to the child's registration form and telephone the contacts you have given to us, in the order of how they are listed. It is therefore essential to inform us if there are any changes to the details you submitted when you first completed the registration form.

If the person collecting your child changes, the Person in Charge must be informed of this, preferably in writing if known in advance, or by phone (01978 852342 and follow the relevant options) during the session time.

### Staffing - Playgroup & Playgroup Plus

Rachel McLaren	Senior Childcare Worker	Level 5
Hayley McGrath	Senior Childcare Worker	Level 3
Karon Rowlands	Senior Childcare Worker	Level 3
Tracy Rees	Senior Childcare Worker	Level 3
Karina Parkinson	Senior Childcare Worker	Level 3
Tracy Berry	Senior Childcare Worker	Level 3
Rebecca Randall	Senior Childcare Worker	Level 3
Heidi Glover	Senior Childcare Worker	Level 3
Gemma Ward	Childcare Worker	Working towards Level 3
Jessica Jenkins	Childcare Worker	Working towards Level 3
Sarah Lee	Childcare Worker	Level 2
Kate Dickinson	Childcare Worker	Level 2
Katie Walker	Childcare Worker	Level 2
Jennifer Hogben	Childcare Worker	Working towards Level 2





### Staffing - Breakfast, Teatime & Holiday Club

Carole Hogben	Senior Manager	Level 3
Tracy Rees	Senior Childcare Worker	Level 3
Heather Wilson	Senior Childcare Worker	Level 3
Ruth Shone	Senior Childcare Worker	Level 3
Dawn Jones	Childcare Worker	Level 3
Tracy Berry	Childcare Worker	Level 3
Natalie Devaney	Childcare Worker	HLTA (Level 4)
Noele (Jo) Fletcher	Childcare Worker	Level 3
Sarah Morris	Childcare Worker	Working towards Level 2
Delvine Hayes	Childcare Worker	Working towards Level 2

### Staffing - Person in Overall Charge (Supernumerary):

	Breakfast Club	Morning Session	Afternoon Session	Teatime Club
Monday	Carole Hogben	Tracy Rees	Hayley McGrath	Carole Hogben
Tuesday	Carole Hogben	Tracy Rees	Hayley McGrath	Carole Hogben
Wednesday	Carole Hogben	Tracy Rees	Tracy Rees	Carole Hogben
Thursday	Carole Hogben	Tracy Rees	Tracy Rees	Carole Hogben
Friday	Carole Hogben	Tracy Rees	Hayley McGrath	Carole Hogben
Holiday Club	Carole Hogben	Carole Hogben	Carole Hogben	Carole Hogben

All staff are DBS checked and trained in paediatric first aid, safeguarding and food hygiene. We also hold regular fire drills.





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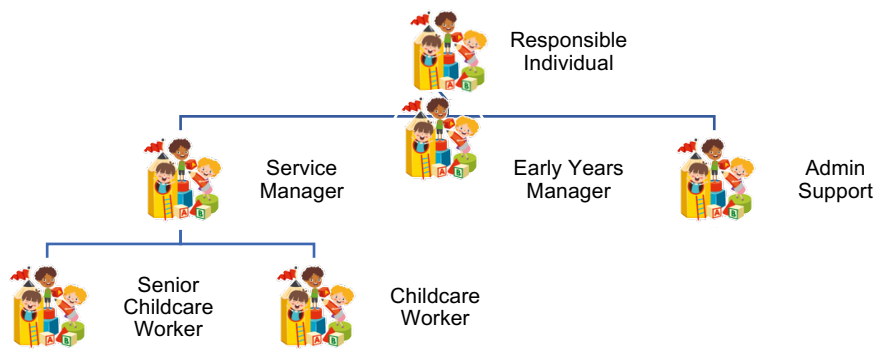
[gresfordallsaints.co.uk](http://gresfordallsaints.co.uk)

## Governance & quality monitoring arrangements

If you feel you would like to know more about what we do, please come and visit us and the staff will be happy to show you. You can arrange a visit by contacting us via 01978 852342 or email [playgroup@allsaints-pri.wrexham.sch.uk](mailto:playgroup@allsaints-pri.wrexham.sch.uk). If you have any comments about Gresford Governors' Clubs and Playgroup, please do not hesitate to speak to any of our staff or The Foundation Charitable Incorporated Organisation Management Committee members as we welcome suggestions and feedback.

The Responsible Individual undertakes regular activities to ensure that management of the quality, safety and effectiveness of the service is maintained. These activities include regular visits, 10% teacher support provided to the service, observation, reviews, stakeholder questionnaires. The Foundation Charitable Incorporated Organisation Management Committee meet formally three times per year for detailed reviews of the operations of the service. Regular consultation with children, staff and stakeholders takes place to ensure that improvements to the service are carried out in a person-centred manner.

## Management Structure



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## Complaints

Complaints about the service that you and your child receive at the Gresford Governors' Clubs and Playgroup are dealt with in the following ways:

- The 'Person in Charge' will take some details to make sure they have all the information needed to investigate the complaint. This will include your name, nature of complaint and the date and time of the incident.
- Should you wish to make a complaint directly to a member of the Foundation Charitable Incorporated Organisation Management Committee, their names and positions are displayed on the notice board in the Cedar Rooms foyer. Your complaint can then be addressed marked 'Private and Confidential' addressed to the Responsible Individual, Richard Hatwood, and handed to the main school office. They can also be sent via email, [headteacher@allsaints-pri.wrexham.sch.uk](mailto:headteacher@allsaints-pri.wrexham.sch.uk)
- Complaints will be dealt with promptly and fairly in a confidential manner. Once the complaint has been logged, we will endeavour to send you a written response within seven working days. Should the matter take longer to investigate we will acknowledge your complaint and send you a letter detailing our full response as quickly as possible.
- If you are not satisfied with our response, or if you have a serious concern about the quality of care that your child is receiving, then you should contact the Care Inspectorate for Wales (CIW). Their address is: Care Inspectorate Wales, North East Wales Regional Office, Government Buildings, Sarn Mynach. Llandudno Junction. LL31 9RZ. (Telephone: 0300 7900126).



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## Contact Details

### **Gresford Governors' Clubs & Playgroup**

**The Cedar Rooms, All Saints' School, School Hill, Gresford LL12 8RW**

Playgroup & Playgroup Plus - [playgroup@allsaints-pri.wrexham.sch.uk](mailto:playgroup@allsaints-pri.wrexham.sch.uk)

Breakfast, Teatime & Holiday Club - [childcare@allsaints-pri.wrexham.sch.uk](mailto:childcare@allsaints-pri.wrexham.sch.uk)

Telephone – 01978 852342

This Statement of Purpose is reviewed at least annually or as a result in operational practice. Parents/carers and Care Inspectorate Wales are informed of any changes as they occur.

This Statement of Purpose for Gresford Governors' Clubs and Playgroup was passed for use.

On **2<sup>nd</sup> July 2025**

**Richard Hatwood** (Responsible Individual)

**Jan MacDonald** (Chair of Gresford Governors' Clubs & Playgroup Committee)



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