



# Rockets

• Breakfast and After School Club •



## Breakfast and After-School Wrap Around Club



Information Pack  
2025-2026

# Mission Statement

Our aim at Rockets is to provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely with confidence and enjoyment. Each child is valued as an individual. We will help children to develop responsibility for themselves and their actions, to become competent, confident, independent and co-operative individuals.

We will also encourage children to have a positive attitude and respect for both themselves and others. We want to promote a productive relationship with parents/carers and work in partnership with you to provide high quality learning, play and care for your child/children.

Rockets is committed to meeting the needs of parents and carers by listening and responding to their views and concerns, keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.

Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

Rockets is committed to providing:

- care and activities that put the needs and safety of children first.
- a programme of activities that is interesting, educational, stimulating and fun.
- activities that promote each child's social, physical, moral and intellectual behaviour.
- access to a variety of facilities and equipment under safe and supervised conditions.
- a staff team that is experienced, well trained and properly supported.
- an environment where no child is bullied or suffers discrimination in any form.

## ***Learning is play and play is learning***

Rockets provides a well-planned and organised play environment that offers children rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decisions for themselves. The programme of activities recognises and take into account the differing ages, stages, interests, backgrounds and abilities of the children.

Activities are carefully planned to allow children to build on their natural curiosity, advance their thinking, use their imagination and develop positive social relationships.

At all times, Rockets will recognise a child's individuality, effort and achievement. Wherever possible, children will be involved in the process of planning activities so that the programme reflects their opinions, and so that children feel some ownership over Rockets.

Rockets and all its members of staff are committed to the principles of involving and consulting children whenever decisions are made within Rockets that affect them. We at Rockets believe that actively promoting the participation of the children in the decision-making process is beneficial to children, staff and Rockets as a whole.

# Key information and FAQ

## Opening Times and Prices (From September 2025)

Blast Off Breakfast Club	8am - 8.45	£4.80
Rockets After School Club (from 3.15pm)	Until 4pm	£4.80
Rockets After School Club (from 3.15pm)	Until 5pm	£9.30
Rockets After School Club (from 3.15pm)	Until 6pm	£12.00

## Blast Off

Blast Off opens at 8am, Monday-Friday, term time only.

### ***Drop-Off***

On arrival, please ring the bell on the right-hand side of the blue double security door which is situated by the ramp in the car park.

### ***Bookings***

All children must be registered with Rockets before they can attend Blast Off, but once registered children can just be dropped off – there is no need to book in advance.

### ***What happens at Blast Off?***

A range of activities are available for the children to participate in.

Toast and cereal are provided for those who wish to have breakfast before school.

Please ensure you have provided information upon booking of any dietary requirements or allergens so these can be catered for. In line with School policy Rockets is nut and sesame free.

Children in Reception and Year 1 are taken into their classroom at the beginning of the school day. Children in Key stage 2 make their own way down to their classrooms.

## **Rockets After School Club**

Rockets is open from 3.15pm – 6pm, Monday-Friday, term time only.

### ***Arrivals and Departures***

Our Rockets team provide a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Children from Reception up to Year 4 are collected from their classroom to ensure your child arrives at Rockets promptly ensuring a smooth transition. Children in Years 5 and 6 will make their own way to Rockets ensuring they speak to an adult on arrival.

When you arrive to pick up your child, please ring the bell on the right-hand side of the blue double security door which is situated by the ramp in the car park. If there is no response we may all be in the playground. Please follow the path to the left of the school where you will be met at the gate by a member of staff.

Children can be collected any time before 6pm, (when Rockets closes).

If you are unable to collect your child/children we will need a full description of the person who will be collecting them, under no circumstances will we release a child into the care of an unknown person.

### ***What happens at Rockets?***

Upon arrival at Rockets children can self-select from the activities available. We call this initial period 'busy learning.'

We offer a light snack such as toast/sandwiches/cheese crackers/hot dogs etc and fruit. Water is always available.

At 3.30/3.45pm the children line up ready for outside play and the register is taken. Play outside can last anything from 30 minutes to 2 hours depending on the weather and the chosen activity/game outside.

The children have the option to play on the climbing frames, astro turf or football pitch. We also take drawing, painting or craft activities outdoors for those who still want to be creative.

There is also an option to stay and play indoors for those that prefer. Indoors we have a pool/air hockey table, a Nintendo Wii console, role play and construction areas, and a multitude of creative activities available for the children to develop their independence and imagination.

### ***Who will be looking after my child/children?***

Rockets currently has 5 members of staff:



Miss K Fletcher – Manager



Miss R Sutton – Deputy



Mrs V Agnihotri - Playworker



Mrs M Sutradhar – Playworker



Mr T Martin-Cortez - Apprentice

All Rockets staff attend regular training courses to extend their knowledge in childcare and education.

### ***Settling in Sessions***

All children are unique and the amount of time that a child takes to settle into Rockets can vary enormously. Children will, therefore, be given time to settle in at their own pace. This will ensure that they feel safe and confident in a new environment.

Children new to Rockets will be greeted in a warm and friendly manner. They will be introduced to all members of staff, many of whom will already be known to the children. The rules of the club and expectations of the children will be explained to each child. Children will be shown around Rockets, told where they can and cannot go. Children will be encouraged to ask questions and raise any concerns. Fire evacuation procedures and the locations of all fire exits will be explained to children.

Drop off and collection procedures will be explained to parents/carers and children.

All staff will supervise children new to Rockets to ensure that they are happy in their new surroundings. The appropriate level of supervision will be judged according to the child's age, maturity and previous experiences. Staff will talk to new children regularly during the first few weeks to ensure they are happy at Rockets and settling in well.

If it seems that a child is taking a long time to settle into club, this will be discussed with parents/carers. If a parent/carer has a concern about how a child is settling into Rockets, they should talk to a member of staff at the earliest opportunity.

Staff will make every effort to be available to talk to parents/carers at any time to discuss any issues or concerns they may have. If a parent/carer wishes to speak to the Rockets Manager, they should make an appointment to come in for a chat



### ***Bookings***

- We are unable to accept last minute bookings for Rockets, apart from in an absolute emergency. Emergency bookings can only be confirmed when a member of staff has confirmed to you that they are able to accommodate your child in Rockets.
- Bookings should be made by Friday the week prior at the latest to enable us to appropriately staff this service.
- Please note that any bookings made will be charged even if cancelled.
- If you have booked your child's place for the half term you will be charged for your booking even if you are unable to use it.
- Emails sent between 5pm and 8am will not be seen or actioned until the morning.
- Bookings must be for whole sessions. Bookings for part sessions cannot be accommodated.

We appreciate a lot of our parents require wrap around care and we do try our best to accommodate when we are able and given notice, this is why we encourage all parents to book spaces as soon as possible. Please call the office or email Miss Fletcher at [rockets@welearn365.com](mailto:rockets@welearn365.com) if you have any questions or require an extra session to be booked.

### ***Absences***

If your child is not going to attend a session at Rockets please inform us as soon as possible, this can be done by calling the school office on 01926 423404 or emailing [rockets@welearn365.com](mailto:rockets@welearn365.com).

### ***Illnesses***

If your child becomes ill during their time with us, you will be called and asked to collect them as soon as possible.

### ***Medication***

Rockets staff are happy to administer prescribed medicine if the parent/carer has completed an Administration of Medicine Form.

Staff must always administer medication to a child with a witness and sign the Administration of Medicine Form.

### ***Accidents and First Aid***

Rockets have qualified first aiders on site who will act efficiently and accordingly to any accident or emergency.

Every accident will be logged in the accident book and a copy will be sent to the parent/carer via email from Nursery in a Box. If we feel the parent should be contacted more urgently we will do so. If the injury occurred during the school day, the teachers will pass on to us the bump form with an explanation of the accident and procedure followed.

### ***Closing Rockets in an emergency***

In very exceptional circumstances, Rockets may need to be closed at very short notice due to an unexpected emergency. If this happens the Manager and staff will ensure that all steps are taken to keep both the children and themselves safe.

### ***Child Protection***

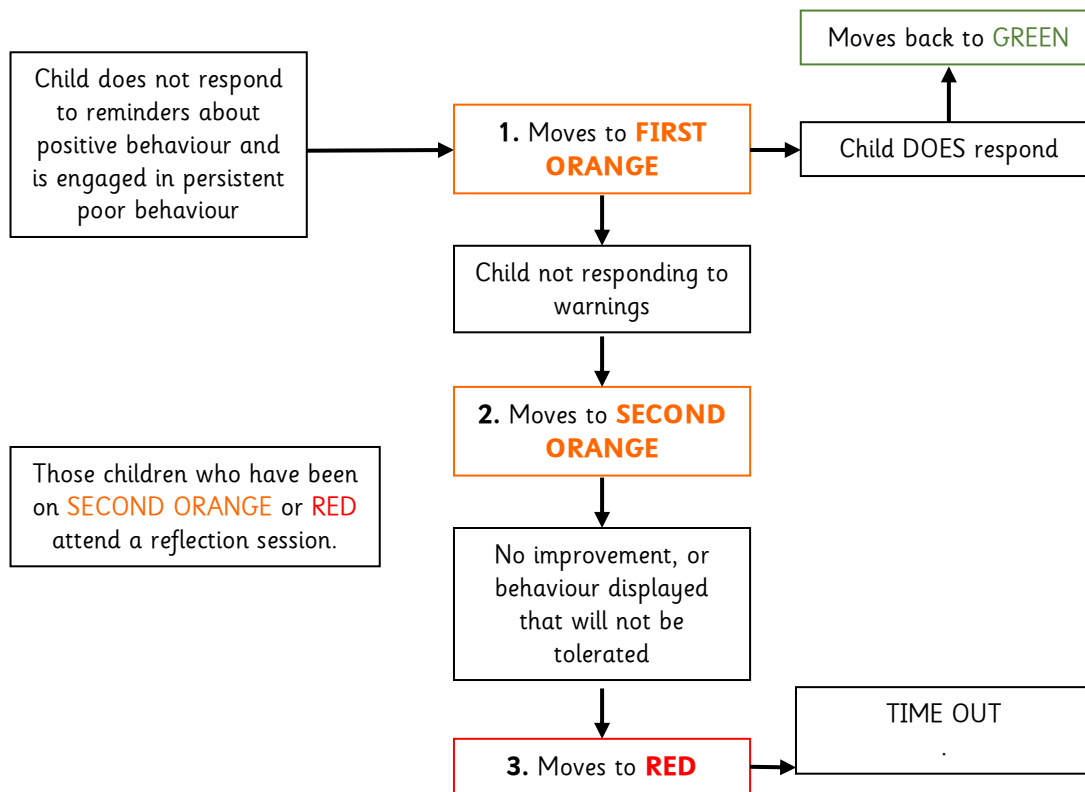
All staff have received child protection training to raise their awareness of any kind of abuse and knowledge of appropriate child protection procedures.

Miss Fletcher, Rockets' Manager, is a designated safeguarding lead.

### ***Behaviour***

Certain types of behaviour are not acceptable at Rockets and will be dealt with by staff accordingly. Guidelines are laid down by club staff and are explained to the children who attend the club so that they are aware of behaviour codes.

We adhere to the same behaviour management system as school. A child starts their time in Rockets on **Green**. When a child does not respond to reminders about positive behaviour and is engaged in persistent poor behaviour, the following stages will be used:



We pride ourselves on strong communication and partnership with parents, you will be informed if we are concerned about any behaviour that is causing an issue. If unacceptable behaviour persists it may result in loss of place at Rockets.

Behaviour charts may be put in place to promote good behaviour.

### ***Children's belongings and Lost Property***

We ask that children bring all of their belongings with them to Rockets after school including book bags, lunch boxes, water bottles etc. Please ensure that items are labelled. Children should bring weather appropriate clothing as we will spend time outside unless it is very wet.

Whilst every care will be taken of property, Rockets cannot be held responsible for the loss of or damage to children's property. Parents should ensure that their children take care of their personal belongings.

### ***Complaints***

Should you have any concerns, or need to make a complaint regarding Rockets or its staff, you can do this by speaking to the Rockets Manager directly (Miss Fletcher) or by contacting Mrs Miles, school Head Teacher.

### ***Lateness and non-collection***

If you are going to be late collecting your child/children please notify us immediately.

If you are late:

- After 4pm you will be charged for the 5pm session.
- After 5pm you will be charged for the 6pm session.
- After 6pm, you will be charged £5 for every 5 minutes you are late per child.

In the event of you failing to collect your child/children every effort will be made to contact you, failing this we will contact the other emergency contacts that you have provided. Failing all the above options the registered person will contact the Local Authority Designated Officer.

### ***Nursery in a Box – Invoices and Payments***

Rockets use a company called 'Nursery in a box' for their booking and payment system. Upon registration with Rockets you will receive an email from Nursery in a Box asking you to set up an online profile

All places are booked in advance for the next half term and invoiced via email through Nursery in a box. You are required to inform Miss Fletcher each half term of any booking changes and club attendance to enable the correct invoices to be sent.

Any ad-hoc bookings must be paid for in advance before your child attends or when you collect your child that day. These will be invoiced out in addition to your half-termly invoice.

Please note:

- All booked places for your child must be paid for;
- if your child is absent and does not attend their designated session, you will still be charged for this session; and
- any additional sessions to your child's normal sessions must be paid for as an extra. For example, a Monday swapped for a Tuesday will be charged as an extra session.

### ***Childcare Vouchers***

Fees can also be paid using childcare vouchers. We recommend you allow at least one week for the payment to be processed in full. Please email [rockets@welearn365.com](mailto:rockets@welearn365.com) to inform us of any payments made via Childcare Vouchers.



# ROCKETS BOOKING FORM

<b>PUPIL INFORMATION</b>	
<b>Surname:</b>	<b>Gender:</b>
<b>Forename:</b>	<b>Middle name:</b>
<b>Home Address:</b>	
<b>Post Code:</b>	<b>Parent Name:</b>
<b>Phone Number:</b>	<b>Email Address:</b>
<b>Medical Information:</b>	
<b>Dietary Requirements:</b>	

*All other information will be obtained from your school admission form.*

***Please indicate on the table below the days and times that you would like your child to attend.  
Please note that some sessions are very popular and you may be put on a waiting list.***

	Blast Off Until 8.45am	Rockets Until 4.00pm	Rockets Until 5.00pm	Rockets Until 6.00pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

**Data Protection Legislation:** The school is registered with the Information Commissioner for holding and processing of personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with other agencies including Warwickshire County Council and the Department for Education. Please see our Privacy Notice for full details of how we use and share the above personal information. **Please note** that you have the right to withdraw or amend your consent for the sharing of personal information at any time, although we will need to have certain personal information to fulfill our legal duties. You can notify us of a withdrawal of or any changes to your consent in writing by contacting (insert relevant school email address).

<b>Name:</b>	<b>Date:</b>
<b>Signature:</b>	