



Welcome To The Ark



The Ark
Ryton-on-Dunsmore Provost Williams Academy
School & Nursery,
Sodens Avenue,
Ryton-on-Dunsmore, Coventry, CV8 3FF
024 76 305288/024 76 302166
school.parents@rytonondunsmore.covmat.org

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Welcome To The Ark



The Ark is a self-contained provision, adjacent to the school Nursery at Ryton-on-Dunsmore Provost Williams C of E Academy.

Our before school and after school wrap-around care also uses the school's outdoor facilities.

The Ark provides a safe, attractive and stimulating environment for children.

All our staff hold relevant qualifications in Childcare, Paediatric First Aid and Food Hygiene, supported by many years of experience.

Ark Opening Times and Prices

Before School	7.45am to 8.50am	£6.00
After-School	3.15pm to 5.00pm	£8.50
	5.00pm to 6.00pm	£3.60



Meet Our Staff



My name is Karen Tombs. I've worked in the Ark for 13 years. I have an NVQ2 and NVQ3 in Learning and Development age 0-16 years. I also have qualifications in paediatric first aid and Level 2 food hygiene.

I am the Designated Safeguarding Lead for The Ark.

I enjoy working with the children in Before and After School Club and being part of such a friendly team.

My name is Stephanie Kelly.

I am new to The Ark but I have been working as a Midday Supervisor and TA in school so I already know many of the children.

I have a NVQ Level 1 in childcare and am now working towards Level 3.





Before and After School Club



Breakfast Club 7.45am to 8.50am

The Ark offers children a safe and welcoming start to the school day. It is perfect if you need to drop your child off earlier than the official start to the school day.

Unlimited healthy breakfast choices are available for the children who attend along with opportunities to read, play games, access the outdoor area and art and craft activities.

Our aim to provide a calm environment so the children are ready to learn when the school day begins.

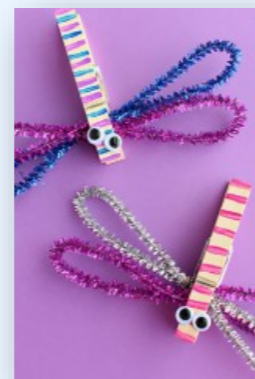
The Ark Before School Club is available to any child who attends Provost Williams C.E. Primary School And Nursery.

Our After School Club is open from the end of the school day at 3.15pm through to 6.00pm.

Activities change regularly, drawing upon the strengths of the staff and the interests of the children and include time spent outdoors . There are opportunities to play games, read books, take part in art, craft and cooking activities and use the wide range of toys and resources.

Children can spend time relaxing with their friends after a busy day at school and even do their homework!

After-school sessions include a healthy snack such as beans on toast, a sandwich, pitta bread etc. The staff at the Ark often talk to the children about their preferences and ideas for future snacks.





Before and After School Club



Security

Children are collected from classes and signed in to the Ark by a member of staff at the end of the school day. The front door of the Ark will then be locked. When collecting your child, please go to the gate near the Ark entrance and press the bell.

If there is anyone new collecting the child, parents must telephone and advise the name of the adult collecting in advance. We also ask for a secure word, which is set up when registering your child for the Ark. The Ark staff will sign your child out when you collect them, noting the person who has collected and the time.

We ask that parents do not drive onto the school site.

Registration Forms

Registration Forms must be completed for all children attending the Ark. Parents will be asked for medical information, emergency contact etc. Ark staff do not have access to information from the school after 4pm, so it is important that these forms are completed. Here is a link to the Ark Registration Form

<https://forms.office.com/e/gX48rXx47v>

Illness

In line with the policy at school, if your child has had vomiting or diarrhoea they should not come to the Ark until they have been clear of symptoms for 48 hours.

If your child becomes ill at the Ark we will contact you immediately using the numbers provided on the Registration Form. (Please notify us of any changes in contact numbers).

Prescribed medicine can be administered by our staff but only if a form has been completed. The form is available to download from the school website under the tab "School Life" and "Useful Forms". Medicine must be clearly labelled.

Sessions cannot be refunded if your child is absent or sick.



Booking Sessions at The Ark



From September 2023, bookings for The Ark Before and after-school Club must be made each HALF TERM using a Booking Form.

The Booking Form will be emailed to parents in advance of the half term.

Parents will be asked to book set days for every week of the half term. Example:-

	Monday	Tuesday	Wednesday	Thursday	Friday
7.45 to 8.50am	✓	✓	✓	✓	✓
3.15-5.00 pm		✓		✓	
5.00 – 6.00 Pm		✓		✓	

Booking Conditions

A Booking Form must be completed and sent by email or paper to the school office in advance of the new half term.

Payment is also required in advance of the new half term, by voucher or on Parentpay. Payments are made monthly for the month ahead.

No refunds will be given for non attendance unless there are exceptional circumstances, at the discretion of the Head of School.

Children who attend the Ark after a school activity/club must pay for the full session from 3.15pm.

Parents on rotational shifts can apply for separate arrangements but these are at the discretion of the Head of School.

If you require an extra session at short notice, please email the school office to book your child, subject to spaces being available.

Late Collections

Please note the Ark closes promptly at 6pm. If you are late to collect your child, charges will be applied at £6 for each 15 minutes.



Safeguarding



We aim to create an environment in which children are safe and in which concerns and suspicions are dealt with promptly and appropriately. The welfare and safety of the child is always paramount. Any actions taken are in the best interest of the child.

The Ark Designated Safeguarding Lead is Karen Tombs, however parents can talk to any of the Safeguarding Team if they have concerns.

Provost Williams
Provost Williams C. of E. Primary School

Let Your Light Shine
Matthew 5:16

Do you have any concerns about a child?
Please speak to one of the Safeguarding Team!

Mrs Leah Baddeley Mrs Sherrise Lampe Cullen Mrs Davina Lambeth Mrs Karen Tombs

If you have any worries about a child's wellbeing, please talk to us as soon as possible.
Alternatively, contact Warwickshire Front Door service on 01926 414144

The school website contains up-to-date Safeguarding Policies which also cover the Ark.



Further Information



For more information about The Ark please contact the school office.

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