



University of Warwick Holiday Scheme

Everything you need to know Summer 2023 HAF

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Pick-up/drop-off location

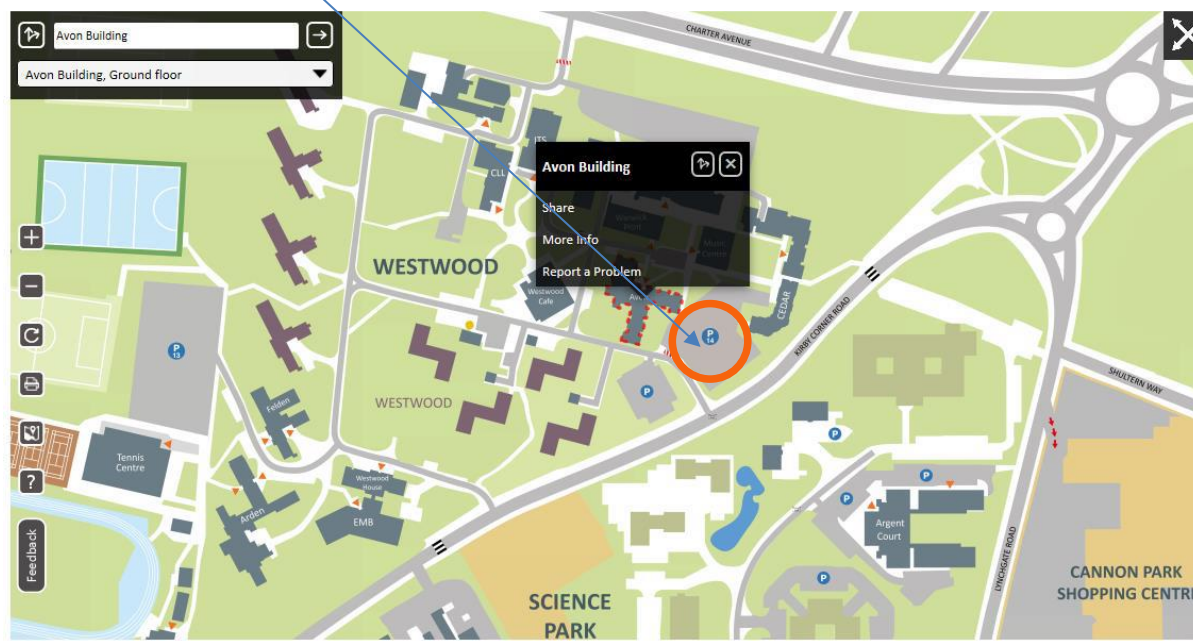
The summer Holiday Scheme will take place at the Avon Drama Studio which is situated inside the Avon Building on Westwood. Children can be dropped off at any time during 8.30am-9.30am and must be picked up between 4pm-5.30pm.

The Avon Drama Studio

The Avon Drama Studio is on the Westwood Campus inside the Avon building. Please see the map below for directions on how to find the Avon Drama Studio. The postcode is: **CV4 8GL**.

Parking

Please park on **Car Park 14** which is a short walk from the Avon Drama Studio. You will not be charged for parking if you return within 30 minutes.



Holiday Scheme Staff

Rachael Snell: Holiday Scheme Co-ordinator

The Holiday Scheme will be led by our Co-ordinator and Managers. Rachael has several years teaching experience with different age groups as well as managing a private English and maths tuition centre before joining the University.

We are in the process of appointing two managers who have the relevant qualifications and experience for the role.

Once the Scheme has started, any questions or concerns you may have should be directed towards Rachael or a Holiday Scheme Manager. The Scheme Leaders are either postgraduate or undergraduate students, many of whom have previous experience of holiday schemes and are all full of enthusiasm. All of the staff will be subject to appropriate DBS and reference checks as well as Safeguarding training and First Aid online courses.

Contacting us during the summer Holiday Scheme

If you need to contact us whilst the Scheme is running please use following numbers: 07823 362 157 or 07823 362 158. The numbers will only be in use when the Holiday Scheme is running between the hours of 8.30am-5.30pm. If the staff are busy with the children or you have a booking query then please call Rachael on 07392125620 or email holidayscheme@warwick.ac.uk. This information can also be found on our [website](#).

What your child will need

The HAF programme offers a free hot meal to all children. The menu will be available closer to the time. If, however, you would like to provide a packed lunch for your child please let us know so we can inform the caterer.

If your child is bringing their own packed lunch please remember to provide a good-sized lunch as they will be using lots of energy throughout the day. All lunch boxes must be clearly marked and **contain no nuts** to protect those children who have severe nut allergies. There are limited refrigeration facilities to store lunch boxes so please pack appropriately and avoid sweets and chocolate where possible. We will discourage the children from sharing the contents of their lunch box with other children to prevent the risk of children consuming foods they should not have. **You should also provide your child with a refillable water bottle for use throughout the day.**

We recommend that children wear loose, comfortable clothing whilst on the Holiday Scheme. For some activities children will need to bring a change of clothing and/or footwear. For recommendations on what your child should bring each day please check the activity timetable. Please ensure your child does not come in their best clothes and are prepared for all weather types. Layers of clothing and a coat are essential as we will be outside as much as possible. Please also apply a long lasting suncream if the weather is warm. Staff can not apply suncream but they can guide and support children with new applications.

Lost property

We do expect that you take responsibility to ensure you collect all of your children's belongings at the end of each day; we will not take responsibility for any items left behind or lost during the scheme. At the end of the scheme you will be sent a list by email of any lost property we have collected. Any items not claimed within a week will be disposed of. If you have requested to be taken off the mailing list, you will not receive this email but feel free to get in touch regarding any lost items. **We recommend that you label all of your child's belongings where possible.**

Mobile phones

Please discourage your child from bringing a mobile phone with them. All mobile phones will be collected at the start of the day by the Scheme Manager, kept in a safe place and returned at the end of the day. We cannot accept any responsibility for any loss or damage to mobile phones.

Code of conduct

Every effort has been taken to ensure the children are safe, well cared for and have a positive experience while attending the Holiday Scheme. We would ask you to draw your child's attention to the Holiday Scheme

Code of Conduct as we believe that we can only achieve our aims if all of the children are co-operating and behaving well. Please click [here](#) to view.

Feedback

We are always happy to hear your feedback, positive as well as negative, and any suggestions you may have for future Holiday Schemes. Please send your feedback to holidayscheme@warwick.ac.uk.

We have tried to cover all of the important information you may need here, but if you have any further questions please don't hesitate to contact Rachael on 07392125620 or email holidayscheme@warwick.ac.uk. We look forward to meeting you and your child and hope they enjoy their time with us on the Holiday Scheme.