



Eaton Mill Wraparound

**EATON MILL NURSERY
POLICIES AND INFORMATION BOOKLET**



EATON MILL WRAPAROUND

(Trading as Eaton Mill Nursery & Out of School Day Care Limited)

Saffron Street, Mossmans Close, Bletchley, Milton Keynes, MK2 3AH
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OFSTED Registration Number: **EY319429**

TERMS AND CONDITIONS

INTRODUCTION

Eaton Mill Nursery offers friendly, safe childcare provision, filled with stimulating activities based on educational play, to stimulate and develop young minds and bodies.

We offer high quality childcare for children aged 2 to 5 years and provide a well planned fun environment where children can learn through play to explore their ideas and experiences.

Our pre-school children get a good balance between structured activities and free play. We want to encourage learning through feeding their curiosity and responding to their increasing confidence and knowledge.

Our days are carefully planned with the government's Early Years Foundation Stage (EYFS) Curriculum in mind. The EYFS Development Matters outline what we can expect from children as they start school. We build our activities around these Development Matters, often without it being apparent.

The areas of focus are:

Prime Areas

- Personal Social & Emotional
- Physical Development
- Communication & Language

Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

OPENING TIMES

We are open from 7.30am to 6.00pm each week day during term time. Please bear in mind that some of the term dates will differ to local authority nurseries as we operate over Learning Blocks instead of the more traditional six half terms.

SETTLING IN PERIOD

To help your child cope with their entry into nursery, it will be necessary for you to stay for at least the first session to help them settle in.

MEALS

Mealtimes are a very sociable occasion and we all sit down together at breakfast, snack, lunch time and for the evening meal. As well as enjoying their food, the children are encouraged to have good table manners and to have consideration for others.

Special Helpers will be chosen to help serve and tidy the tables. All meals are freshly prepared daily on the premises by our trained staff in our 5 star kitchen. Please let us know if your child has a food allergy or intolerance we should be aware of. A vegetarian option is always available.

Breakfast

Children arriving between 7.30am – 8.15am will be offered breakfast. The children are supported by a member of staff and encouraged to serve themselves.

Snacks

A mid-morning and afternoon snack and a drink is provided for every child. The children will sometimes be encouraged to try food from different cultures.

Lunch

Nursery provides a lunch to those children who are staying and sometimes the children prepare their own sandwiches and wraps.

Evening Meal

Those children staying until 6.00pm will select from a choice of hot meals and puddings which are prepared daily on the premises.

VISITS

From time to time outings are organised for small groups of children to visit local events or places of interest, for example to the local library or garden centre. In order for your child to participate, the consent forms which are included in the admissions pack **must be completed**.

Additional consent will be required for visits which are organised for the whole of the Nursery to participate in. Permission forms and further details of the visits will be issued at the time.

GENERAL

If your child is still in nappies, you will be required to supply the Nursery with disposable wipes, nappies and nappy sacks; please ensure that a daily supply is always available.

Nappy sacks are also necessary for returning soiled clothing home.

When you begin toilet training your child at home please inform a member of the team and we will support you by reminding your child regularly.

All children also require a change of clothing with at least one complete set of underwear, socks, and trousers/skirts.

HOLIDAYS AND ILLNESS

All holidays taken during term time will be fully charged at the usual rates.

Full fees will be charged during illness.

SESSION CHANGES

We always try to accommodate parent's needs and understand that there may be a time when you require a change to your child's weekly sessions. However, please note that all requests to permanently amend sessions must be received in writing and will only take effect from the 1st of the following month. Sessions cannot be amended mid-month.

NURSERY GRANTS

Nursery Education Grants (**NEG**) are available for all 3 and 4 year olds, commencing the term after the child's 3rd birthday. Grants cover up to 15 and 30 hours per week depending on availability; applications should be made to Nicola in the Atrium.

Free Nursery Education Funding is available for qualifying 2 year olds. Grants commence the term after the child's 2nd birthday and cover up to 15 hours per week, where available. For further information and to determine whether you qualify, please enquire in the Atrium.

Please see the table below for the birthdate ranges and the date from which you would be eligible to claim funding from:

Child's Birthday:	Eligible to claim NEG funding from:
1 April – 31 August	1 September following their birthday
1 September – 31 December	1 January following their birthday
1 January – 31 March	1 April following their birthday

On acceptance of a place at the Nursery we will need to take a copy of either your child's birth certificate or passport. This will be held in your child's confidential file and is essential to claim the NEG.

Unfortunately, if we do not receive this documentation your child will NOT be able to start at the Nursery.

HOURS AND FEES

The Nursery day is broken down into the following sessions and charged according to your child's age:

AGE	Breakfast 7.30am – 8.35am	Morning 8.35am – 11.35am	Lunch 11.35am – 12.20pm	Afternoon 12.20pm – 3.20pm	Evening 3.20pm – 6.00pm	FULL DAY 7.30am – 6.00pm	FULL TIME FEES (INC. DISCOUNT)
2 years old	£6.00	£15.90 or NEG	£5.00	£15.90 or NEG	£13.00	£55.80 1 x NEG = £39.90 or 2 x NEG = £24.00	£50.22 per day
3/4 years old	£6.00	£13.95 or NEG	£5.00	£13.95 or NEG	£13.00	£51.90 1 x NEG = £37.95 or 2 x NEG = £24.00	£46.71 per day

Children attending full-time, (7.30am – 6.00pm, Monday – Friday), are entitled to a discount, which is applied to the 'Full Time Fees' as indicated above.

Where you have two or more children attending the Nursery at the same time, the younger sibling/s is entitled to a 10% reduction in their fees, for the duration that they attend together.

FEES

On acceptance of a place, a two week deposit is payable in advance of your child's start date. (This applies to fee-paying children only). **The deposit will be fully refunded when your child leaves the Nursery**, providing you give one month's notice in writing that you intend to cancel the place and there are no fees outstanding.

Fees are calculated on a daily basis and can be paid by either cash, bank transfer or by cheque made payable to 'Eaton Mill Nursery'.

If you wish to pay by direct bank transfer, please see a member of staff in the Atrium for the relevant bank account information.

Please note: There will be a charge of £2.00 per minute for any child collected late in order to cover staffing costs to meet safety ratios.

All fees must be paid in advance and by the date specified on the invoice. Failure to pay by this date will incur a 10% surcharge being added to your account to cover administration fees, and the immediate withdrawal of your child's sessions.

Places are at a premium at the Nursery and by Christmas we always operate with a waiting list therefore should you have any concerns about paying your fees, please speak with a member of staff in the Atrium in advance of the payment date.

SHOULD YOU WISH TO CANCEL YOUR CHILD'S PLACE AT THE NURSERY, OR REDUCE YOUR CHILD'S SESSIONS, YOU MUST GIVE ONE MONTH'S NOTICE IN WRITING

TERM DATES 2019 / 2020

LEARNING BLOCKS

OPENS

CLOSES

Learning Block One

Monday 10 June 2019

Friday 26 July 2019

Learning Block Two

Tuesday 27 August 2019

Friday 4 October 2019

*We will also be closed on **Monday 9 September 2019***

Learning Block Three

Monday 14 October 2019

Friday 15 November 2019

Learning Block Four

Monday 25 November 2019

Friday 20 December 2019

Learning Block Five

Monday 6 January 2020

Friday 7 February 2020

Learning Block Six

Monday 17 February 2020

Friday 6 March 2020

Learning Block Seven

Tuesday 16 March 2020

Thursday 9 April 2020

Learning Block Eight

Monday 20 April 2020

Friday 22 May 2020

*We will also be closed on **Friday 8 May 2019** (Bank Holiday)*

TERM DATES 2020 / 2021

LEARNING BLOCKS

OPENS

CLOSES

Learning Block One

Monday 8 June 2020

Thursday 23 July 2020

Learning Block Two

Tuesday 25 August 2020

Friday 2 October 2020

*We will also be closed on **Monday 7 September 2020***

Learning Block Three

Monday 12 October 2020

Friday 13 November 2030

Learning Block Four

Monday 23 November 2020

Friday 18 December 2020

Learning Block Five

Monday 4 January 2021

Friday 7 February 2020

Learning Block Six

Monday 17 February 2020

Friday 6 March 2020

Learning Block Seven

Tuesday 16 March 2020

Thursday 9 April 2020

Learning Block Eight

Monday 20 April 2020

Friday 22 May 2020

*We will also be closed on **Friday 8 May 2019** (Bank Holiday)*

EATON MILL WRAPAROUND



EQUAL OPPORTUNITIES POLICY

Our Setting is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community.

The Setting's equal opportunities procedures aim to help everyone involved in the setting to counteract and eliminate both direct and indirect discrimination in decision-making, employment practices and service provision and to ensure that our services strive to achieve equality of opportunity for all.

The Setting aims to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. The Setting will endeavour to challenge any offensive behaviour, language or attitudes with regards to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.

The Setting recognises that achieving the objectives of our equal opportunities policy relies on the active involvement of parents/carers, as set out in the Parent Partnership Policy. As such, the Setting will both welcome and encourage parents/carers to get involved in the running and management of the Setting, and to comment on the effectiveness of its policies and procedures.

The Setting will facilitate regular opportunities for consultation with parents/carers about the service that the Setting provides, as a means of monitoring the effectiveness of the Equal Opportunities Policy.

Equal Opportunities Procedures

To realise the Setting's objective of creating an environment free from discrimination and welcoming to all, the Setting will:

- Ensure that its services are open and available to all parents/carers and children in the local community.
- Ensure that race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and/or disability does not inhibit a child from accessing the Setting's services.
- Treat all children and their parents/carers with equal concern and value.
- Have regard for promoting understanding, respect and awareness of diversity and equal opportunities issues in planning and implementing the Setting's programme of activities.
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Ensure that the Setting's recruitment policies and procedures are open, fair and non-discriminatory.
- Endeavour to recruit a staff team that reflects the make-up of the Setting's local community.

- Ensure that all members of staff are aware of, and understand, the Equal Opportunities Policy as it relates to all aspects of its work.
- Encourage and support staff to act as positive role models to children by displaying and promoting tolerant and respectful behaviour, language and attitudes and challenging any discriminatory incident, according to the provisions set out in the Staff Disciplinary Procedures, the Behaviour Management, and Dealing with Racial Harassment policies.
- Treat seriously any member of staff found to be acting, or have been acting, in a discriminatory way, according to the provisions of the Staff Disciplinary Procedures Policy.
- Work to fulfil all the legal requirements of the Human Rights Act 1998 and the Equality Act 2010.

The Manager will be responsible for ensuring that the Equal Opportunities Policy is implemented and that its effectiveness is regularly monitored. They will be responsible for ensuring that:

- All staff receive appropriate training.
- The Equal Opportunities Policy is consistent with current legislation and guidance.
- Appropriate action is taken wherever discriminatory behaviour, language or attitudes become apparent.

All the Setting's policies and procedures will be kept under review to ensure that they do not operate in a discriminatory manner or in any way against its commitment to equal opportunities.

As part of the Setting's admissions procedure all parents/carers are asked to read and sign to state that they are happy to adhere to this policy.

EATON MILL WRAPAROUND



SAFEGUARDING CHILDREN POLICY

Our Setting believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

The Setting's Designated Lead on Safeguarding is Sarah Daniells, who has suitable experience, training and expertise, and will be responsible for liaising with Milton Keynes Children and Families Practice (MKCFP), Children's Social Care, Milton Keynes Safeguarding Children Board (MKSCB) and Ofsted in any child protection matter. The Deputy Leads are Susan Watson and Collette Butler.

The Nursery's Safeguarding Children procedures comply with the guidance in the documents 'Working Together to Safeguard Children' (2013), 'What to do if you are worried a child is being abused' (2006), the MKSCB policies and procedures and other relevant legislation.

The Setting is committed to reviewing its Safeguarding Children policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers when they register their child at the settling.

Recognising Child Abuse

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff have had safeguarding training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces illness in a child.

Sexual Abuse

Sexual abuse is a form of Significant Harm which involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the Internet).

Children under 16 years of age cannot lawfully consent to any sexual activity occurring, although in practice young people may be involved in sexual contact to which, as individuals, they may have agreed.

Emotional Abuse

Emotional abuse is a form of Significant Harm which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone.

Neglect

Neglect involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. Neglect may occur during pregnancy as a result of maternal substance misuse.

Once the child is born, neglect may involve failure to:

- Provide adequate food, clothing or shelter (including exclusion from home or abandonment)
- Protect from physical and emotional harm or danger
- Meet or respond to basic emotional needs
- Ensure adequate supervision including the use of adequate care-takers
- Ensure access to appropriate medical care or treatment

Staff Support and Training

The Nursery is committed to ensuring that it meets its responsibilities in respect of safeguarding children through the provision of support and training to staff.

Therefore, the Setting will ensure that:

- All staff, students and volunteers are carefully recruited, have verified references and have full and up to date Disclosure and Barring Service checks.
- All staff and volunteers are given a copy of the Safeguarding Children Policy during their induction, and have its implications explained to them.
- Staff will be made aware of the booklet, 'What to do if you're worried a child is being abused' (2006).
- All staff receive regular training and supervision in safeguarding children issues and are provided with any relevant information and guidance.
- All staff are provided with supervision and management support commensurate with their responsibilities in relation to safeguarding children and their requirement to maintain caring and safe relationships with children.
- All staff are provided with safeguarding training which covers inappropriate behaviour by adults.
- All staff are aware of the main indicators of child abuse; they are also aware that information is also available on the MKSCB website.
- All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Designated Safeguarding Lead.
- The Nursery will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers.

- Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary Policy.

Safe Caring

All staff understand the Setting's Safeguarding Children procedures and have had appropriate training and guidance in the principles of safe caring. To this end:

- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.
- Staff will follow the guidance in the Intimate Care Procedure Policy.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.

Dealing With Suspicions/Making a Referral

The Setting is committed to ensuring that it meets its responsibilities in respect of safeguarding children by treating any allegation seriously and sensitively. The Setting will not carry out any investigation itself into a suspected child abuse incident.

The following principles will govern any suspected or reported case of abuse:

- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
- Where actual or suspected abuse comes to the attention of staff, they will report this to the Designated Safeguarding Lead at the earliest possible opportunity.
- Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incident/suspicions; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. The Setting will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
- The Designated Lead on Safeguarding will be responsible for ensuring that written records are dated, signed and kept confidentially.
- The Designated Lead on Safeguarding will discuss the concerns with the child's parent/carer unless this is deemed to put the child at greater risk of harm or the allegation is against a parent/carer. In this situation an immediate referral to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) on 01908 253169 or 01908 253170 will be made.
- If there are still concerns after the discussion with the parent, the parent will be notified that the Designated Lead on Safeguarding will make a referral to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) on 01908 253169 or 01908 253170.
- The Setting will assist Milton Keynes Multi-Agency Safeguarding Hub (MASH) and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
- The Setting Manager will liaise with the Designated Lead on Safeguarding when appropriate.
- At all times, the safety, protection and interests of children concerned will take precedence. The Manager and staff will work with and support parents/carers as far as they are legally able.

Dealing with a disclosure

- Any children involved in alleged incidents will be comforted and reassured.

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

1. Listen fully to all the child has to say.
2. Make no observable judgement.
3. Ask open questions that encourage the child to speak in their own words. **WILL NOT** ask leading questions.
4. Ensure the child is safe, comfortable and not left alone.
5. Make no promises that cannot be kept; such as promising not to tell anybody what they are being told.
6. Do not attempt to investigate the allegations of abuse, report concerns to the Designated Lead on Safeguarding.

Dealing with allegations against members of staff

Where it is alleged that a member of staff, student or volunteer has:

- Behaved in a way that has harmed or may have harmed;
- Possibly committed a criminal offence against, or related to, a child;
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Either on the premises or during a visit or outing the following procedure will apply:

- All allegations made by a child against a member of staff, student or volunteer will be reported to the Designated Lead on Safeguarding who will fully record the allegation. In the event of there being a witness to an incident, they should sign the records to confirm this.
- The Designated Lead on Safeguarding will refer the allegation immediately to the Local Authority Designated Officer (LADO) for Allegations Against Staff on 01908 254300. The LADO will be responsible for conducting the investigation and notifying the Police and Milton Keynes Multi-Agency Safeguarding Hub (MASH)). The Setting will comply with all aspects of the investigation.
- Immediately after referring the allegation to the LADO the Designated Lead on Safeguarding will inform Ofsted on 0300 123 1231. Ofsted will be informed of the outcome of the investigation.
- The member of staff may be suspended during the investigation. Further disciplinary action may be taken depending on the outcome of the investigation.
- The parent/carer of the child making the allegation will be notified of the referral and the outcome of the investigation.
- If an allegation of abuse is made against the Manager or the Designated Lead on Safeguarding, the Local Authority Designated Officer (LADO) will be informed as soon as possible.
- All suspicions and investigations will be kept confidential and shared only with those who need to know.
- If there is an allegation against a member of staff that is substantiated and that staff member disciplined or dismissed because of the way they have behaved then a referral will be made to DBS (Disclosure and Barring Service) via www.homeoffice.gov.uk/dbs .

EATON MILL NURSERY TOPICS

August 2019 - July 2020

	Week Beg	Hedgehogs Topic	Squirrels Topic
Aug-19	27 August 2019	Me, Myself and I	Me, Myself and I
Sep-19	02 September 2019	Goldilocks And The Three Bears	Jack And The Beanstalk
	09 September 2019	Music Week	People Who Help Us
	16 September 2019	People Who Help Us	Music Week
	23 September 2019	Harvest Time	Harvest Time
	30 September 2019	Fairy Tales	Handa's Surprise
Oct-19	07 October 2019	Half Term	Half Term
	14 October 2019	The Gruffalo	Hibernation
	21 October 2019	Hibernation	Supertato
	28 October 2019	Road Safety	Road Safety
Nov-19	04 November 2019	Transport	Recycling
	11 November 2019	Construction and Building	Where we live
	18 November 2019	Half Term	Half Term
	25 November 2019	Pets	Walking Through The Jungle
Dec-19	02 December 2019	The Tiger Who Came To Tea	Superheroes
	09 December 2019	Polar Animals	Pirates
	16 December 2019	Christmas/Winter Activities	Christmas/Winter Activities
	23 December 2019	Christmas Break	Christmas Break
	30 December 2019	Christmas Break	Christmas Break
Jan-20	06 January 2020	Winter	Winter
	13 January 2020	Healthy Eating	Healthy Eating
	20 January 2020	Stick Man	The Blue Balloon

	27 January 2020	Maths Fun	Stick Man
Feb-20	03 February 2020	The Little Red Hen	Maths Fun
	10 February 2020	Half Term	Half Term
	17 February 2020	Exercise & Fitness	Planets, Moon & Stars
	24 February 2020	Planets. Moon & Stars	Exercise & Fitness
Mar-20	02 March 2020	The Gingerbread Man	Fun with Science
	09 March 2020	Half Term	Half Term
	16 March 2020	Pond Life	Kipper's Birthday
	23 March 2020	Bird Watching Week	Bird Watching Week
	30 March 2020	Little Red Riding Hood	The Gingerbread Man
Apr-20	06 April 2020	Art Week – Wassily Kandinsky	Art Week – Wassily Kandinsky
	13 April 2020	Easter Break	Easter Break
	20 April 2019	Walking Through The Jungle	Pets
	27 April 2019	Flowers & Trees	Bees, Bugs & Butterflies
May-20	04 May 2020	Bees, Bugs & Butterflies	Flowers & Trees
	11 May 2020	Gardening Activities	Down on the Farm
	18 May 2020	Down on the Farm	Gardening Activities
	25 May 2020	Half Term	Half Term
Jun-20	01 June 2020	Half Term	Half Term
	08 June 2020	The Hungry Caterpillar	The Ocean
	15 June 2020	The Ocean	The Hungry Caterpillar
	22 June 2020	The Blue Balloon	Lifecycles
	29 June 2020	We're Going On A Bear Hunt	At the Seaside
Jul-20	06 July 2020	At the Seaside	We're Going On A Bear Hunt
	13 July 2020	Jack And The Beanstalk	Weather
	20 July 2020	My 5 Senses	My Feelings and Emotions
	27 July 2020	Summer Break	Summer Break



Parent 'Stay and Play' Schedule



Please find detailed below all the planned 'Stay and Play' sessions for the year. We have varied the days in the hope that this enables everyone to attend. We will to send out reminders nearer the time.

Date	Theme	Days of the week
29 October & 1 November 2019	Early Maths	Tuesday & Friday
17 & 18 December 2019	Christmas	Tuesday & Wednesday
27 & 31 January 2020	Art	Monday & Friday
18 & 19 March 2020	Mother's Day	Wednesday & Thursday
6 & 7 May 2020	Spring	Wednesday & Thursday
15 & 19 June 2020	Father's Day	Monday & Friday

EATON MILL WRAPAROUND

(Trading As Eaton Mill Nursery & Out Of School Day Care Limited)

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