

Adopted by governing body	January 23
Last amended	November 25
For review	November 27

Chirton C of E Primary School

Wraparound Care Policy and Procedures



‘Loving our neighbours as ourselves’
Luke 10:27

Chirton Primary School provides extended childcare provision for its pupils via the Breakfast and After School Club.

Aims:

- To provide high quality childcare that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To foster good relationships between the children encouraging co-operation and providing help and support.
- To work in close partnership with parents/carers.
- To provide children with breakfast and/or a light snack and drink at the after school club.
- To offer a range of structured and free play opportunities and activities to engage and stimulate the children and foster their independence and self-esteem.

Prices:

	Breakfast Club	After School Club
Cost	7.45 – 8.45am £5.00	3.15 – 4.14pm £5.00 3.15 – 5.00pm £8.00 3.15 – 5.30pm £9.00

Please note that a discount is offered for Pupil Premium children who are eligible for Free School Meals.

The Governing Body reserves the right to increase these charges as appropriate.

Bookings and Payment:

Parents/Carers will book using their ParentMail account by choosing breakfast or after school club and selecting the dates required. This will then be added to your basket at which point payment will be required to complete your booking. When making bookings via ParentMail you are agreeing to the terms and conditions set out in this policy.

- If the fees are not paid on time, the school office will notify the parent/carer in writing and request payment at the earliest possible opportunity
- The Headteacher has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at Wraparound Care being forfeited.
- If fees are paid persistently late or not at all with no explanation, Wraparound Care will be forced to terminate that child's place. Under exceptional circumstances, the Headteacher may agree to allow the child to continue attending Wraparound Care for a specified period.
- Parents/carers are encouraged to speak to a member of staff or the Headteacher if they have any query about the fees, or if, for any reason, they are likely to have difficulty in making a payment on time.
- Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at Wraparound Care
- If your child is in receipt of Free School Meals fees are discounted.

Childcare Vouchers:

If you use our breakfast and after school clubs, payment can be made via childcare vouchers. Many employers offer these through a salary sacrifice scheme. This means you agree to reduce your salary by a certain value and receive childcare vouchers to the same value but pay no tax or National Insurance on these vouchers. It doesn't cost you anything to sign up for childcare vouchers and the scheme applies whatever rate of tax you pay.

Cancellations/Amendments to bookings:

Notice of cancellation of a session must be left with the school office, 24hrs notice should be given otherwise full payment must be made.

Arrivals and Departures:

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate register is kept of all the children in the clubs, and that any unexpected or departures are recorded in the registers. Please ensure that emergency contact details and medical information (allergies etc.) are kept up to date with the main school office.

Photographs

At times we may take photographs within the club. These images may be used for newsletters, to promote the club, on our website, or on the School's social media pages. Forms completed on entry to Pre School/school detailing whether children can have photos taken or published will be shared with all Wraparound Care Staff.

Admissions Policy:

Our wraparound care clubs are fully inclusive and are open to all Chirton Primary School pupils as well as children of Preschool age. Should your child have any additional or special needs, please speak to the provision staff to ensure your child can be appropriately supported during their time at the clubs. To ensure that appropriate staffing ratios are in place, booking forms must be completed in advance to ensure all children are able to attend.

Breakfast Club:

Breakfast Club opens from 7:45-8:45am. Entry is through the old school front playground, please ring the doorbell from 7.45am, a member of staff will be there to greet you.

Breakfast Club will operate in the Old School building for all pupils. When breakfast club has ended, children will be escorted to class/Preschool in readiness for the start of teaching time.

Breakfast Club operates on normal school days, Monday to Friday, term time only. Children may be dropped off during the opening times above.

Children will have access to a choice of cereals and toast to begin their day. Milk, juice, fruit and water is also available. Any dietary requirements will be catered for.

After the children have eaten, they will have the opportunity to be involved in a number of fun activities. The emphasis is on the children having the best start possible to prepare them for the school day ahead. Children may participate in any activity offered to them, but they are also given the freedom to choose how they spend their time in the confines of the space.

If your child is not attending breakfast club for any reason, please let the school office know as soon as possible by telephoning 01380 840684 or email admin@chirton.equamead.org

After School Club:

The After School Club operates between 3:15-5:30pm Monday-Friday, term-time only. School staff are issued with an after school club register so that the correct children are sent to the meeting point at the end of each day; the after school club team then register them all again together.

Any children attending after school extra-curricular clubs are escorted to the after school club staff at 4pm.

Collection of children at the end of the club is from the front Old School playground area unless during summer months when the club may operate from the main school site, of which parents will be informed; parents/carers should call the office number if there is nobody outside. Parents/carers must inform the school in advance if someone who is not listed on the child's contact list is to collect them; staff will call the main parent/carer for confirmation if there are any concerns regarding departure. Children **are not** allowed to leave the club on their own unless prior arrangements for walking home have been agreed.

Children will be offered a light snack during their time at after school club. Any dietary requirements will be catered for.

The children will have the opportunity to be involved in a number of fun activities, both in and outside. Typical activities include outdoor team games, books, Lego and construction, art and crafts, drawing or puzzles and help with reading. The emphasis is on play and children winding down after their school day. Children may participate in any activity offered to them, and whilst there are structured activities, they are generally given the freedom to make their own choices to promote self-confidence, independence and team-work.

Late collection of children:

The After-School Club finishes at 5:30pm and there is no facility for an extension to this time. We realise there may be circumstances where parents are unexpectedly delayed but these should be a rarity and not frequently occurring. In the event of an unexpected delay in collecting your child, please contact the office number to let staff know as soon as possible.

Late collection of children, unless notified, may result in additional costs and staff following procedures for the non-collection of a child. If late collection occurs regularly, we reserve the right to withdraw your child's place from the club.

Safeguarding and Health & Safety:

Both the Breakfast and After School Club follow the school's safeguarding and Health & Safety policies, all of which are available on the school website. If any concerns come to light during club time, these will be immediately reported to the school's Designated Safeguarding Lead, Mrs Bekker Wrench.

Behaviour:

All children will need to maintain acceptable levels of behaviour at the clubs in line with the School Behaviour Policy. If staff have any concerns about your child's behaviour, they will speak directly to you to make you aware. If a child's behaviour does not improve and jeopardises the safety and enjoyment of others, this may result in your child being unable to attend the provision. Where necessary, school staff will be called to support with behaviour and an incident book will be completed if unacceptable levels of behaviour persist.

Accidents and Illness:

In the event of a child falling ill or having an accident, relevant school first aid policies and procedures will be followed and parents will be contacted as soon as possible, if deemed necessary. basic first aid will be administered by a qualified member of staff and the accident book completed.

Medication:

The clubs follow the school's Administration of Medicines Policy, which includes guidance and procedures on medicines in school. This policy can be found on the school website.

Equal Opportunities:

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equality Statement which is available on the school website.

Complaints:

All complaints will be dealt with in line with the EQUA Complaints Policy, which can be found on the school website.

Phone Numbers:

School: 01380 840684

Wraparound Care Mobile: 07479565823