



## **Newbottle and Charlton C.E. V.A. Primary School**

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# **WRAP-AROUND CARE POLICY**

(Non-Statutory – Annual Review)

<b>Adopted by the Governing Body:</b>	
<b>Date of committee review:</b>	July 2023 22 June 2022 17 June 2021
<b>Chair of Governors Signature:</b>	
<b>Date of next review:</b>	June 2024



## **Newbottle & Charlton CEVA Primary School**

### **WRAP-AROUND CARE POLICY**

#### **Introduction**

At Newbottle and Charlton CEVA Primary school we are very proud to be able to offer a 'wrap around care' facility to our pupils. This service is available to all pupils that are registered at the school. All children are under full adult supervision at all times.

#### **Aims**

- To provide a welcoming, safe, secure environment for pupils between 7:40-8:50am and after the school day up until 5:30pm (M-TH) and 4:20 (F)
- To provide an affordable service to parents/carers
- To continue to build positive links/relationships with parents;
- To provide children with a nutritious breakfast at the start of the day/ have an afterschool snack in a pleasant and relaxed environment;
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community.
- To encourage physical activities to promote healthy living.

The breakfast/after school club are self-sufficient. The attendance fees are designed to cover all costs. This includes:

- Staffing
- Food
- Equipment
- Day-to-day running costs.

It may be necessary to change fees from time to time. However, parents and carers will be informed as to the reasons why such an increase is needed.

## **Admissions Policy**

We are a fully inclusive club open to **ALL** children girls and boys. Should your child have any additional or special needs please record these on the registration form and speak to staff to ensure your child can be appropriately welcomed into the club. We have places for up to 30 children from Reception to Year 6.

## **Availability**

For so long as places are available they will be advertised. In circumstances of over-subscription places will be allocated on a first come, first served basis and a waiting list will be maintained.

## **Staffing**

All staff that work at the wrap around care are employed following the Newbottle and Charlton CEVA Primary school recruitment process. All members of staff hold current DBS checks and have up to date safeguarding training. There is always a member of staff at school who is first aid trained. Where ICT equipment is used, they must also follow the schools e-safety policy and procedures.

The staff child ratio is 1:10- Reception and 1:15 for Year 1-6. There will always be two members of staff in school when clubs are on.

## **Contingency Arrangements for Staff Absences and Emergencies**

If a member of staff is absent, he/she must ring the Head Teacher who will arrange cover. A Teaching assistant is in place to fill in if the wrap around care supervisor/assistant is absent. If necessary, the Head Teacher will step in.

## **Organisation**

### **Breakfast Club**

During term time we offer an early morning breakfast club from 7:40-8:40am Monday to Friday.

Children will be admitted and registered at the group room. Each child's details, medical conditions, parent contact details and additional emergency contact information are kept in the contact files in the school office.

Breakfast includes a choice of toast, cereals, fruit and we encourage children to drink water or milk with their breakfast. There will be no reduction in price if your child is not having breakfast.

Parents should not drop off their children earlier than the start time of the sessions they have booked.

## After School Club

During term time we offer an after school club from when the children finish school until 5:30pm- Monday to Thursday and 4:20pm on a Friday.

Children in Oak and Ash will be delivered into the group room and Elm and Birch children will make their way the club by themselves.

Our snack food aims to offer a healthy balance. On arrival at the club the children are offered a drink and fruit/snack bar and may include a savoury snack- crumpet, waffle, croissant, more fruit or a biscuit. You are more than welcome to provide your child with their own packed tea if needed. There would however be no reduction in price if you did this.

If you think you are going to be later than 3:40pm to collect your child from school, please notify the school office. Any child who is not picked up by 3:50pm will be placed in after school club if there is availability- A charge for attendance will be made.

## **Behaviour**

We follow the school rules with regard to behaviour to ensure consistency for the children at club. We expect good behaviour from staff and children and respect for others. We use various techniques to encourage good behaviour including praise, rewards such as stickers and certificates. We use distraction techniques and discussion for unacceptable behaviour. We do not tolerate bullying or name calling.

## **Club Rules**

**We Do** - Respect each other, help each other, listen, share, have a good time & look out for each other, inside and outside the club.

**We Don't** - Climb on equipment, damage equipment, shout, swear or bully, fight with each other, go into areas that are "out of bounds", go outside the rooms without asking an adult.

**We aim to provide safe and stimulating play, whilst encouraging fair play within a sharing and caring environment.**

Newbottle & Charlton After School Club reserves the right to withdraw the service if a child's behaviour is consistently unacceptable.

## **Fire Procedure**

In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly way via the closest exit. They will congregate on the playground. The club register should be taken outside and all names will be checked. There will be a fire practise regularly.

## **Accident and Medical Consent Forms**

Should your child have an accident i.e. fall or bump whilst at club, trained first aid staff will offer appropriate treatment and fill in our accident form. We will communicate what has happened at pick up.

We will not administer any medication (except in an emergency) without your prior written consent. You will first be asked to complete a medical consent form before we can give prescribed inhalers or other medicine.

## **Indoor Activities at the Club**

This provision may need to change or limited to adapt to covid-19 Dfe guidance.

Our programme of planned activities places emphasis on providing safe & fair play & aims to be creative, stimulating & varied within a relaxed friendly atmosphere. Each child is encouraged to make choices in their play activities in order to promote self-confidence, independence and self-esteem. Our weekly programme of activities may include:

- Art using various mediums and exploring cultural diversity
- Crafts using a wide variety of textures, materials and opportunities
- Construction toys
- Board games
- Fantasy play toys
- DVD

## **Outdoor Play**

We will try to offer children outdoor play every day for at least 20 minutes – dependent on weather and light. After this time, children will then often have the choice between playing indoors or outdoors, providing the weather conditions are appropriate. Outdoor play will also include bat and ball games, team games, hoola hoops, skipping.

The After School Club also has access to the village park; children are always supervised by at least one member of staff from the Club during outside play. Appropriate footwear is required before children are allowed to use equipment.

## **Sun Protection Policy**

We recognise the dangers posed to children by over exposure to sun. In hot weather parents are encouraged to provide a sun hat for their children. In hot weather staff will encourage children to drink frequently and stay in shady areas

## **Policies and Procedures**

### **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 aim to achieve an environment free from discrimination and will endeavour to challenge both direct and indirect discrimination in our decision making, employment practices and service provision. We aim to treat all children and their families with equal concern and value.

### **Booking Arrangements, Payment & Registration**

A completed registration form is required for each child attending the club.

A list of the latest fees will be displayed on the notice board in the foyer of school, put on our website and are attached to this policy at Appendix 1. The level of fees will be set annually by the head teacher and governing body as costs and economic conditions dictate.

Parents will pay the established fee but there will be a discount for siblings.

Places at the club are allocated on a strictly 'first come first served' basis. Please contact the school office for place details. We cannot, however, guarantee the availability of a place.

Children should be booked into the Breakfast and Afterschool Club in advance. This will ensure staff ratios are correct and sufficient food can be provided. Fees will be calculated on a monthly basis and are payable in advance.

Payments are expected to be paid through direct bank transfer on our online SchoolMoney system or alternatively in childcare vouchers or paid through a tax-free childcare account. If you wish to pay via childcare vouchers, please speak to the office so we can change your account to accommodate this way of paying. Once you have paid via the vouchers, the office will be able to apply these to your account. We do not accept cash or cheque as a payment.

If fees are not paid in advance or if childcare vouchers are not used, your child will not be able to attend the breakfast club or after-school club care unless there is an unforeseen emergency circumstance.

Parents will be able to book adhoc or in an emergency if the provision is not full. This includes provision that is not regular over the month. If booking adhoc pre-payment will still be required before attending.

If there is an emergency and you require an available place at very short notice, then we kindly ask that you pay online as soon as possible afterwards. If parents and carers stay in arrears they will not be able to take up a place again until the outstanding balance has been cleared. We will communicate this to you in a letter.

### Non-payment

As detailed above, payment is due on the last day of the of the previous month. In cases of non-payment, the place will be offered to another if the balance is not settled. A warning letter will be sent in advance of any such action.

Adhoc/emergency payments should ideally be paid before or on the day. If not paid, parents and carers will not be able to book another session until the outstanding balance is cleared.

### Cancellation by Parents and Refunds

Refunds will only available for the following:

- (i) If cancelling a pre-booked place in either club. Payment will be required each month, unless cancelled before the payment is due on the last day of the previous month. I.e. Cancel at the end of September for payment due for sessions in October.
- (ii) If a child is needing to self-isolate due to covid-19.
- (iii) Due to adverse weather conditions.
- (iv) There were problems with the building e.g. no heating or water supplies.

In the event of closure: A member of school staff will endeavour to contact individuals by telephone by 7:30 am if attending breakfast club. During adverse weather conditions school closure will be reported on the Northamptonshire County Council Website and the school Website.

A 'credit' or refund will be made in respect of any days cancelled.

### Communication with Parents at Breakfast Club

In the morning staff will have verbal communication with parents/carers which may involve passing message to classroom teacher. A note of these messages should be recorded. Written notes to parents from the Breakfast Club Staff will be passed on via the child's classroom teacher.

### **Complaints**

Parents may make appointments with a member of the Head Teacher and wrap-around care staff to discuss any informal problems or issues.

All complaints notified in writing by a parent regarding either Breakfast Club or After School club will be investigated by the Head Teacher and a record kept of the outcomes.

## **Further Information**

If you require any further information about Newbottle & Charlton CEVA Primary School wrap-around care please speak to Mr Peter Smith, Headteacher, the school office or wrap-around care staff directly who will be happy to talk to you.

### **Appendix 1: Fees**

#### **Breakfast Club**

Flat fee of- £4.00

#### **After School Club-**

Short Session- Up to an hour £4.00

Long Session- Over an hour £7.00



## **Appendix 2: Booking Form**

### Pre-Booked Place Booking and Information Sheet

Child's Name:

Class:

Child's DOB:

Does your child have any allergies? (Please provide details):

Does your child have any medical conditions? (Please provide details):

Parent/Guardian names:

(1):

(2):

Home address (including postcode):

Emergency contacts (names and telephone numbers):

(1): .....

(2): .....

(3): .....

Please indicate (by circling) which pre-booked sessions you wish to book your child into:

Monday

Tuesday

Wednesday

Thursday

Friday

Total number of sessions per week applied for:

Signed:

Print name:

Date:

**Appendix 3: Adhoc/Emergency Place Booking Form**

Adhoc/ Emergency Place Booking and Information Sheet

Child's Name:

Class:

Child's DOB:

Does your child have any allergies? (Please provide details):

Does your child have any medical conditions? (Please provide details):

Parent/Guardian names:

(1):

(2):

Home address (including postcode):

Emergency contacts (names and telephone numbers):

(1):

(2):

(3):

Signed:

Print name:

Date: