



## **SWARLAND PRIMARY SCHOOL**



### **"The Best That We Can Be"** **Wrap Around Care Policy.**

#### **Rationale**

Swarland Primary School aims to support the school community by being able to provide the children of our school, the opportunity to attend Breakfast Club and After School Club. These clubs may be attended on a full time or part time basis. The sessions can be booked in blocks over time in advance or as and when required, however places are subject to availability.

The wrap around care model will be reviewed each term to ensure effectiveness and financial feasibility.

#### **Aims**

To provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing.

The childcare provision is an extension of Swarland Primary School and therefore operates in line with the school's ethos and values and high expectations of pupils' behaviour. The wrap around care staff members have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

The school will endeavour to:

- Provide a safe, stimulating and happy environment
- Provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for the child
- Provide breakfast and/or afternoon snacks and drinks
- Inform parents of any concerns which may affect the child's progress or behaviour
- Be open, welcoming and available to discuss your child's needs
- Contact parents if there is a problem with their child's health, wellbeing or behaviour

The parents will endeavour to:

- Ensure that their child only attends sessions that are booked in advance
- Ensure their child is dropped off and/or collected on time by an adult
- Contact the school if their child is going to be absent from a session
- Contact the school promptly if there is a change in adult arrangements or collection times
- Support the school and club ethos and values
- Inform the school of any concerns that may affect their child's wellbeing or behaviour

### Admissions Policy

The wrap around care is only available to children of school age who attend Swarland Primary School.

Once a pupil leaves our school whether still in primary education or moving onto middle or high school, the childcare service will no longer be available to them.

### Registration Forms

Parents and carers will be required to complete school registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details to the school.

### Booking Arrangements

Parents will be required to book their child into wrap around care via the school office initially in the trial phase.

Bookings must be received for the following week before Friday at 12pm. Booking after this time will be subject to availability of spaces and staff. Parents will be invoiced for the amount owed at the end of each month.

### Maximum Numbers and Waiting Lists

Currently our staff pupil ratio allows for 15 children to attend Breakfast Club and After School Club with 1 staff member. Additional staffing will be considered if demand requires it. Wrap around care will operate a waiting list once the maximum number of children has been reached. We need to ensure the welfare and safety of those attending. Spaces for siblings are also subject to a space being available and no priority over those children already on the waiting list. Places will be offered as they become available.

Provisions are organised for the maximum number of children in accordance with the risk assessment having regard to the age and needs of the children and the types of activities.

### Specific Needs of Individuals

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable
- The staffing levels can support the needs of the child.

During this trial stage we are not able to offer one to support for children with additional needs.

### Behaviour

School policies, including behaviour policy, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by the Headteacher in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the Headteacher.

### Opening Hours & Fee Structure

Wrap around care will be term time only.

Club will be closed during holidays, bank holidays and INSET days.

Breakfast session will run from 8am until school opens at 8:45am.

Breakfast fee for the full session or part of is £5 and is inclusive of breakfast and a drink.

After school sessions will run from 3:15-5:15pm.

The fee will be £5 per hour or part of an hour and will include a snack or drink.

Sessions must be booked in advance via school office.

All payments must be settled before further sessions can be booked at the end of each month.

All bookings must be paid for and are non-refundable for non-attendance such as illness, holidays or ad hoc events. Refunds will be given if the school initiates an activity such as a school trip or sporting event after a booking has been made. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.

### Arrival & Departure Policy & Procedure

#### Breakfast Club

Children of all ages must be dropped off by an adult or nominated person over 16 years of age to breakfast club and sign the drop off sheet.

Drop off can be from anytime from 8am but no breakfast will be served after 8:30am.

A formal register will be taken and this will be passed to the office to cross check against payments and bookings.

If a child is absent from a booking, fees will still be charged.  
Children will be asked to go to their classrooms at 8:45am, supervised by staff.

### After School Club

Pupils will be collected from their classrooms at 3:15pm by Wrap Around Care staff.  
A formal register will be taken and this will be passed to the office to cross check against payments and bookings.  
If a child has been booked into after school club parents must inform the school no later than 2:30pm if their child will not be attending. This is to ensure safeguarding.  
Pupils not booked into sessions in advance the previous week will be billed.

### Missing Children

In the event of a child not being collected for after school club but is booked in for the session, the designated staff member will contact staff from the relevant class and/or school office to ascertain if the child was in attendance that day. If the child was absent, the parents will still be charged. If the child was present at school, the Missing Child School Policy & Procedures should be followed.

### Collection from After School Club

Children must be collected promptly at the end of the club session by either a parent or a nominated member on the collection form. Children will not be released to siblings under the age of 16 years.  
Parents must sign the child out on the given form.  
For the safeguarding of your child, the school reserves the right to refuse to release a child who is not on the collection permission form unless we have verbal permission via a senior member of staff or written note.

In the event of a child not being collected from the after school club by the end of the session, the staff will:

- Establish if a message has been left by the parent or carer
- Try to establish contact with the parent via telephone and leave messages asking them to contact the club immediately.
- Emergency contacts will be informed.

The staff must inform the designated safeguarding lead after all contact avenues have been exhausted.

In the event that no contact has been made at 5:30pm emergency contacts will be used and the schools uncollected children policy and procedures will be followed. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or Designated Safeguarding Lead.

### Late Collections

A child not collected at the end of their booked session, will be charged for an additional hour.

Contacting The Breakfast Club or After School Club may be done by ringing the school office on 01670 787346.

Parents may make bookings via school office but these must be sent by the Friday 12pm for the following week.

### Food provision & Allergies

Wrap Around Care provision provides food for your child unless directed otherwise by a parent in writing. Our wrap around care staff are aware of the School Food Standards and have received the Food Hygiene Qualification and follow these guidelines.

The team will endeavour to provide for those children who have food allergies, intolerance or other food requirements such as restricted diets, provided the parents/carers have informed the club before hand on the school registration form.

Breakfast snacks may include - toast, cereal, crumpets, fruit, fruit juice

After school snacks may include - fruit, breadsticks, crumpets, cereal bars cheese and biscuits, water or squash.

### Sickness & Medication Policy

All staff have emergency first aid training. The school medication and sickness policies and procedures are followed.

Parents will be notified immediately to collect their child if they become unwell or develop an illness whilst at wraparound care. Every attempt will be made to keep the child calm and comfortable.

Wrap around care staff are not permitted to possess, store and dispense medication such as Calpol or aspirin. No medication will be administered during sessions. Any medication administered by the school during the day will be passed to the club supervisor to be handed back to the carer. Individual health care plans for children with asthma etc will be shared by the school with the club staff with the consent of the parent.

### Monitoring

The practices and procedures of wrap around care will be monitored and reviewed in line with other school provision.

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Louise Fletcher		1.0	Draft 1 pending Governor consultation
Changed by	Revision Date		