



Wrap Around Care Policy

2017-18

Policy updated by	V Morris Vice-Principal
Policy reviewed:	Dec 2017
Review date	July 2018

Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends
- To enable pupils to eat breakfast before the start of the school day /have an after school snack in a pleasant, relaxed environment
- To provide a calm play environment for pupils
- To encourage physical activities to promote healthy living
- To provide an useful service to parents/carers

Fees and administration

- All children who will be booked into the service must be pre-registered. Forms are available from the school office, our website or in the files section of our Parent/Carer Facebook Group. Only parents who have completed this form will have access to the online booking system (School Comms).
- Regular bookings should ideally be made a month in advance to ensure you get your place.
- Bookings can be made online as late as the day before for breakfast, or up until 1.30pm on the day for after-school club.
- Last minute bookings (after 1.30pm) must be made by contacting the school office on the day.
- Payments are due at the time of booking.
- All payments are made online using School Comms.
- 2018-18 fees are as follows-
 - Breakfast Club- £5.50
 - After-school Club- £9.50
 - After-school Club (pre - 4.30pm pick up)- £5.00
- Parents using Childcare vouchers or the new tax-free childcare accounts must make the transfer of funds in good time. When the funds arrive in the school account, a credit will be added to your School Comms account which will allow you to make bookings without further payment. Please check your School Comms account 7 days after the transfer.
- Siblings receive a 10% discount after the first child booked.
- Children of staff will receive a 75% discount. (Please note this is a taxable benefit. Please see the School Business Manager for details).
- Complete cancellations must be made a minimum of 2 weeks in advance. A small admin fee will be charged. Cancellations within 2 weeks of the booking will not be accepted.
- It will be possible to rearrange, but not cancel, a booking if a child is ill, provided that the WAC manager is notified on the day. This cannot be done after the event. The booking will stand.
- Fees for the service will be reviewed annually and parents will be informed by July if they are to rise for the following September.
- Booking changes can be made by speaking to the Wrap-Around Care Manager directly. You can swap to an alternative day if there is space available.
- The late pick-up fee will be £5 per child for collections after 6pm.

Timings

Breakfast club

- This will run from 7.30 until the start of school.
- Breakfast will be served between 7.30 and 8.20am. Children arriving after 8.20 will not be given breakfast.
- Parents may drive onto site if dropping off before 8am. After 8 am they must park on Cressex Road and walk their child down.

- The drop-off point is at the side door just along the path to the left of the office.

After-school club

- This will run from the end of the school day until 6pm.
- Children will be given an after-school snack such as a filled bagel, crumpet with topping, fruit and a drink between 3.45 and 4.30.
- Parents may drive onto site to collect their child.
- The pick-up point is at the side door just along the path to the left of the office.
- Late collections (after 6pm) will incur a fee.

Late Collection

- If no-one has come to collect a child by 6pm, the late collection fee of £5 per 10 minutes will then apply.
- If no-one has come by 6.10, we will use the numbers listed on the registration form to find out what the reason is. If this is unsuccessful and we have had no response by 6.30, the manager will contact the Vice-Principal and then the local police station to ascertain if there have been any incidents which may have caused an issue, and to seek further advice.

Organisation

- Upon arrival at breakfast club, children will be ticked on the register by a member of staff.
- After breakfast club, KS2 pupils will be sent to the KS2 playground at 8.40am. KS1 pupils will be delivered to the member of staff on duty on the KS1 playground at 8.45am. Foundation Stage pupils will be taken directly to their classroom.
- For after-school club, children in Y4-6 will go across the playground to the club independently. Children in FS to Y3 will be taken by a TA or one of the older children who is attending after-school club.
- Upon arrival at after-school club, children will be ticked on the register by a member of staff.
- If a child who is booked into wrap around care does not arrive at the club, the manager will check the school attendance system to see if they are absent. If they were not absent, they will call the class teacher to enquire if they were sent home ill after the register or have gone to a sports club. If this is not the case, they will call the parents. If the parents are unable to explain the child's absence from the club, the missing child policy will then be followed.
- Children may only be collected from after-school club by people named on the registration forms. Those collecting the child will be asked to sign them out. Should a person who is not named on the form arrive to collect the child, the manager will call the parents to enquire and gain verbal authorisation.

Activities

The clubs will include a variety of indoor and outdoor activities through the week:

- Construction toys
- Creative activities and crafts
- ICT
- Table top games and jigsaws
- Outdoor games
- Use of the adventure trail and astroturf
- And many more

Where the weather is appropriate- children will be encouraged to be active.

Behaviour

- The clubs will follow the same behaviour policy as the academy.
- Parents will be informed of any behaviour concerns at pick-up.
- Children whose behaviour puts themselves, the staff or other children at risk may be asked to resign their place at the club.

Illness

- If a child is absent from school on a day where they are booked into wrap around care, the parent should contact the manager if they wish to move their booking to another day. No refund will be available in this instance.
- Should a child be taken ill or have an accident ,whilst attending the service, that may require rest or treatment, the manager will contact the parents using the details on the registration form advising them of the situation and to arrange collection.
- If the parent cannot be reached, we will leave a message and call the next person on the list.

Policies and procedures

The clubs will follow the following academy policies:

- Behaviour
- Child Protection
- Missing Child
- Supporting Pupils with Medical Conditions
- Health and Safety
- Equality
- Staff Code of Conduct
- Emergency Evacuation Procedures

Staffing

- The Wrap-Around Care Service will be overseen by the Vice-Principal of the academy.
- The service will be run by an appointed manager who will also be a Designated Safeguarding Lead.
- The manager will have a support worker in each session.
- Staffing will be reviewed regularly to ensure that it reflects the number of children attending as the clubs grow.
- Staff will have the following training:
 - Child Protection
 - Prevent
 - Food Hygiene
 - Paediatric First Aid

All staff will have enhanced DBS checks.

Complaints

Please see the separate complaints policy on our website or request it from the school office.