



**Wraparound Care Provision Procedures and Charging Policy – including charging information**

Salehurst Church of England Primary School has an extended service provision before and after school known as Breakfast Club and 5:20 Club (jointly referred to as Wraparound Care Provision). The overall provision should not run if in deficit, it is expected for the club to stay financially viable or to make a profit. Governors will receive a financial report twice a year (January and July) from the provision manager.

Purpose

This extended service provision is offered as a service to parents to:

- provide an enjoyable play experience for all children attending.
- involve children in the planning, setting up and packing away of activities.
- ensure the safety of all children at all times.

Staffing responsibilities:

Responsible to: Headteacher

Duties

- Encourage children to be involved in all the appropriate activities.
- Contribute to the planning of activities.
- Deliver planned activities, and develop an understanding of the special particular needs of the child/ren concerned.
- Develop methods of promoting and reinforcing children's self-esteem and independence
- Encourage acceptance and integration of the child/ren with special needs.
- Follow the school's 'Behaviour Management' policy
- Enable children to have fun and participate in games at their appropriate level.
- Ensure the provision provides support for pupils that are under 8.
- Work alongside all other staff to create a positive environment for our children.
- Follow school policies and procedures for Child Protection and Health and Safety and any other policies that are relevant to this provision.
- Work or play with individuals or small groups of children providing assistance and encouragement.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, caring for sick, injured or distressed children.)
- Liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of sessions.
- Assist with the management of resources e.g. setting up and putting away of equipment.
- Assist with all activities as directed.
- Attend appropriate meetings and training days/events as requested.
- Support and supervise the children at all times whilst eating and playing.
- Maintain attendance registers of attending staff and children.
- To follow Child Protection Procedures and report any concerns to the designated staff (Headteacher).
- Collect income intact and ensure financial record keeping is up to date to be received by the School Business Manager, to then reconcile expected income on a monthly basis with the School Business Manager.

## **Extended School information**

- Breakfast Club, running from 8.00am to 9.00am. Fees:
  - Breakfast club £4.50 per session – start time 8.00am to include breakfast.
  - Early birds £1.50 per session – start time 8.30am.
- After School Club (known as 5:20 club), running from the end of the school day to 5.20pm. Fee - £6 per session.

Both are open to every family in the school. All children using either facility must be of school age, i.e. enrolled in Year R or above. The running of both provisions is overseen by the Extended Services Committee of the Governing Body. This committee reports to the Governing Body a minimum of two times a year.

## **Capacity**

There is a limit to the number of children that can be catered for in each provision, this is dependent upon staff available. The correct adult/child ration must be adhered to. When all the places are filled, a waiting list will be established with the following priority order:

1. Siblings of children already attending.
2. Existing users who require the greatest number of sessions each week during term time.
3. New users without a sibling.

Emergency admissions will be at the discretion of the provision manager.

There must be a safe adult to child ratio 1:8 at all times

## **Booking / Charging Procedures**

A registration and booking form must be completed to register a child before a booking can be made. These are available from the staff of each provision or from the main school office. Places are subject to availability.

Places for each provision must be booked in advance, preferably on a termly basis, but as a minimum on a weekly basis. Sessions for existing users can be booked with 24 hours' notice, although no guarantee of a place can be given if staffing ratios would be exceeded. In emergency circumstances, a session can be offered at less than 24 hours' notice with the authorisation of the provision manager. Short notice bookings will only be accepted for children registered at the provision.

Invoices will be issued on the following basis:

### Breakfast club:

Regular users will be invoiced at the end of the month for number and value used.

Ad hoc users are requested to pay on the day of use.

### 5:20 Club:

Regular users will be invoiced at the start of the month with payment due by 15<sup>th</sup> day of each month. Online payments are accepted but the provision manager should still be notified of payment. If additional sessions are added to an existing weekly booking, the session(s) will be added to the following month's invoice.

Ad hoc payments are to be made on the day of use.

### Terms and Conditions

A set of terms and conditions for Breakfast Club and 5:20 Club are given to parents on joining the club and with the completion of the forms necessary for the child to attend the club.

## **Payment procedures for 5:20 club and Breakfast Club and management of outstanding payments**

Procedural steps	Payment status	Action	Tick box when actioned & date each step
1	Initial payment due	Provision Manager sends invoice to parents via child if unpaid	Date:..... <input type="checkbox"/>
2	Non-receipt of payment after 1 week	Provision Manager gives verbal reminder	Date: ..... <input type="checkbox"/>
3	Non-receipt of payment after 2 weeks	Provision Manager sends 2 <sup>nd</sup> reminder home via child	Date: ..... <input type="checkbox"/>
4	Non-receipt of payment after 3 weeks	School Business Manager posts letter to parents requesting payment by a set date deadline.	Date: ..... <input type="checkbox"/>
5	Non-payment after above steps	Parents are invited into school to discuss with Headteacher/Senior Teacher	Date: ..... <input type="checkbox"/>

### Non-payments

Outstanding owed payments – it is at the School Leadership Team’s discretion as to whether to write off an outstanding debt for the Wraparound Care Clubs that could be due to genuine hardship. However, with the above procedures being followed, a debt should not be outstanding for more than 2 previous months.

### Cancellation

The school states in the 5:20 club information for parents’ document (terms and conditions) that if a parent wishes to cancel a child’s place in the club, a month’s notice is requested.

### Late Collection

The school states in the information for parents’ document (terms and conditions) that frequent late collection would result in the child’s space being withdrawn.

### Withdrawal of Use of Provision

Breakfast Club and After School Club reserve the right to withdraw the use of this facility in the following circumstances:

- Failure to pay for use of provision as set out above;
- Should any child appear unsettled or unhappy continually during sessions;
- Where attendance of a child would be to the detriment of either the child, other club members or staff. Please see the Extended Services Behaviour Policy for details.
- In any of these cases the Headteacher or Senior teacher will meet with the parents and the Club Manager before such a decision is taken. If a parent does not agree with the decision, a right of appeal exists. This should be directed to the Extended Services Governing Body Committee who will reply within five working days setting out the procedure that will be followed to deal with the appeal.

**Approved by The Bridge Federation Governing Board September 2018:  
To be reviewed September 2019**