Wrap Around Care Policy

Review date	October 2026
Review Period	2 Years unless PDET/OPS revision
Next Review	October 2028

Wrap Around Care Policy

Introduction

At Oundle CE Primary School we are very proud to be able to offer a "Wrap Around Care" facility to our pupils and parents. The Wrap Around Care service is available to all pupils that are registered at Oundle CE Primary and are in full-time education. All children are under full adult supervision at all times, with a guideline ratio of 1 adult to 12 children. 1 adult to 8 children for Pre-school children.

Aims

- To provide a welcoming, safe, secure environment for pupils between 7.45am to 8.45am and after the school day ends up until 6pm.
- To provide an affordable service to parents/carers.
- 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.

The Breakfast/After School Clubs 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/carers will be informed as to the reasons why such an increase is needed, in a timely manner.

Staffing

All staff that work at the Wrap Around Care are employed following the Oundle CE Primary recruitment process. All members of staff hold current DBS checks and have had up to date safeguarding training. There is always a member of staff on duty who is first aid trained.

Organisation

Breakfast Club

During term time we offer an early morning breakfast club from 7:45am - 8:45am. Breakfast is offered until 8.30am – allowing children time to get ready for school.

Children are dropped at breakfast club by their parent/carer and signed in by a member of staff. Children in Pre-school, foundation stage, year 1 and year 2, are escorted to their classrooms at 8:45

while children from year 3,4,5 and 6 will make their own way to their classroom. Children are welcome to have a breakfast whilst at the club. There is free play, organised activities and the opportunity to complete homework.

Breakfast includes a choice of toast and cereals, and we encourage children to drink water or milk with their breakfast.

After School Club

During term time we offer after school club from 3.30pm to 6.00pm. When school finishes at 3.30pm children in Preschool, Reception, Year 1, Year 2 and year 3 are registered and collected by a member of the Wrap Around Care team from their classrooms. Children who are in years 4,5 and 6 walk independently from their classroom down to the Community Room to be registered. Each class has a register so they will know who will be attending.

Parents need to ensure that they make the child's class teacher aware of Wrap Around Care attendance to ensure the smooth transition for all children.

If you think you are going to be later than 3:30pm to collect your child from school, please notify the school office on 01832 272392. Any child who is not picked up by 3.45pm will be placed in the Wrap Around Care facilities if there is availability (A charge for attendance at Wrap Around Care will be made).

When collecting your child from Wrap Around Care After School Club, we will sign the children out and note down the time of collection. If your child stays longer than the booked session the booking will be amended in retrospect by the Wrap Around Care Team to account for the additional time taken. Any additional time will be added on in half hour blocks e.g. if you booked till 4.30pm but collected at 4.45pm you will be charged till 5pm overall, thus an additional half hour added to your booking. Late collection, post 6pm, for After School Club and Holiday Club is charged at £1 per minute.

Children who are in years 3, 4, 5 and 6 can sign up for the school's teacher lead and external lead clubs. A member of the After School Club team will cross reference the Wrap Around Care register with the club register so that children who need to attend Wrap Around Care post clubs can be collected by a member of the Wrap Around Care team.

Holiday Club

We also offer a holiday club, on Teacher Training days from 7.45am till 1pm, 1pm – 4.30pm and 1pm – 6pm.

Children are to be dropped off in the Wrap Around Care facility and will be signed in by a staff member using the holiday club register. Upon collection they will be signed out using the same register. If you child stayed longer than the booked session the booking will be amended in retrospect by the Wrap Around Care Team to account for the additional time taken. Any additional time will be added on in half hour blocks

Parents are required to provide a packed lunch and a water bottle if their child is going to be present for a period of time where the child would require a meal. We stipulate that products that are nut based are not included as part of that packed lunch due to allergies of other potential attendees.

Times, pricing and booking

Breakfast Club - Open 7.45am till 8.45am at a cost of £4.10.

After School Club (charged at £4.40 per hour and a half hour period is £2.20):

From	Until	Price
3.30pm	4.00pm	£2.25
3.30pm	4.30pm	£4.50
3.30pm	5.00pm	£6.75
3.30pm	5.30pm	£9.00
3.30pm	6.00pm	£11.25

Holiday Club –

7.45am – 6:00pm is £46.12

7.45am – 1.00pm is £23.62

7.45am – 4pm is £39.37

1pm – 6pm is £22.50

Late collection, post 6pm, for After School Club and Holiday Club is charged at £1 per minute. This charge will be manually added onto your account so that it can be paid on Arbor.

Booking

Children should be booked into the Breakfast and After School club in advance via Arbor. This will ensure staff to children ratios are correct and sufficient food can be provided. Parents can book, amend and cancel places as follows:

- Breakfast Club – cut off is 48 prior to the session
- After School Club – cut off is 48 hours prior to the session
- Holiday Club - cut off is 4 days prior to the session

All parents need to book for Breakfast, After School and Holiday Club using the online/app system. If you haven't booked a slot by the cut of times above you can contact Wrap Around Care to check availability by emailing outofschoolclub@oundle.pdet.org.uk. This email address is not always checked during the core school hours (8.45am to 3.30pm), so for last minute bookings/to check availability please contact the school office on 01832 272392.

The booking system works on a pre-payment basis. Therefore, when you book sessions you will pay for them at the point of booking (this differs for Childcare Vouchers – see below) and if you cancel a session with 24 hours' notice your account will automatically credit.

Paying via Childcare Vouchers or Government Tax Free Childcare scheme/any other payment scheme – In order to book sessions your account will need to have a positive balance. We will manually apply your credit to your account on a weekly basis (term time only) and allocate the funds according to your booking trends e.g. 50% to Breakfast Club and 50% to After School Club. On ocassion you may require us to move credit from one club to another to facilitate a booking – to do this please email outofschoolclub@oundle.pdet.org.uk

Sessions that are not cancelled with 24 hours' notice will still be charged.

Collection

Parents/Carers should collect their children from the Wrap Around Care facility or name an alternative person to collect their child, this person being aged 16 years or over. If there is any change to this arrangement the Wrap Around Care staff must be notified beforehand. You can contact the Wrap Around Care facility on 01832 741905.

In the event that a child is not collected by 6pm and no call has been made by the parents to inform they are going to be late, the procedure below will be followed.

The staff member on duty will endeavour to contact all persons listed on the school system as emergency contacts. If none of these persons on all the numbers given to us can be contacted, we will

then contact the police (after 30 minutes of the after school club closing, 6:30pm) to find out if there have been any accidents involving any of these people. The situation will be explained and advice will be sought.

There is a £1 a minute charge for any children collected after 6:00pm.

Homework

Staff encourage and support children to complete homework in the Wrap Around Care facility.

Fire procedures

All children will be escorted to the KS2 playground, following the same procedure and expectations that are followed during the standard teaching day. Children will then be registered and remain on the playground until further instructions are given.

Health and Hygiene

It is the responsibility of the Wrap Around Care staff to sweep any obvious debris from the floor and mop any spillages up as they occur. The school's cleaning team mop, deep clean and vacuum thoroughly at the end of each day and clean the toilet facilities.

The school complies with the school food standards and the East Northamptonshire food safety requirements. Allergen information is available upon request.

Outdoor Area

Children have access to outdoor space (a tennis court is set aside for games and activities) during Wrap Around Care. If children are outside, there is a Wrap Around Care staff member supervising them. If some children are inside and some are outside the door will be kept open. The supervising adults are aware of the whereabouts of the children at all times.

Equipment

Where children can safely tidy up, they are encouraged to do so. All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed immediately. Children are taught to care and respect the equipment and their surroundings and encouraged to play constructively.

Behaviour

Wrap Around Care follow the same behaviour policy as the school and children are expected to behave in accordance with that policy. A child may be banned temporarily or permanently from the facility if their behaviour is a continuing issue.

First aid

There is a qualified First Aider available at all times. Any incident will be recorded in the school's accident book, located in the first aid rucksack in the wrap around care facility, and communicated to the parent on collection.

Illness

If you suspect that your child may be unwell, please ensure that you inform a member of the Wrap Around Care Team. Should they become unwell during a session it may be necessary for you to collect them before the end of the session.

Related policies

The Breakfast/After School Clubs follow the policies of Oundle CE Primary School. Please refer to the following policies:

- Medicines Policy
- Behaviour Policy
- Safeguarding Policy
- Anti-Bullying
- First Aid
- Fire Drill
- Racial/Anti-Discrimination
- Charging and Remissions

The club is also covered by the school's risk assessments.