



Oundle CE Primary School

Wrap Around Care Policy

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| Agreed by (Committee/FGB): | Resources Committee |
| Review date: | May 2018 |
| Review period: | Annually |
| Next review date: | May 2019 |

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. All children are under full adult supervision at all times, with a guideline ratio of 1 adult to 10 children.

Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day 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.

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 that is first aid trained.

Organisation

Breakfast Club

During term time we offer an early morning breakfast club from 7:45am - 8:45am.

Children are dropped into breakfast club by their parent/carer and signed in by a member of staff.

Children in foundation stage or year 1 are escorted to their classrooms at 8:45 whereas children from years 2, 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, cereals and fruit 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 through to 6.00pm. When school finishes at 3.30pm children in the yellow zone (Reception & Year 1) will be registered and collected by a member of the Wrap Around Care team from their classrooms. Children who are in years 2,3,4,5 and 6 will be met in the gazebo on the KS2 playground.

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 children who are not picked up by 3.45pm will be placed in the wrap around care facilities if there is availability. Parents who are consistently late in collecting children from school will be charged for using the wrap round care facility.

Children who are in years 3, 4, 5 and 6 are able to sign up for the schools 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. The collection point is in the entrance at the front of school at 4:30pm where a booking has been made.

Holiday Club

We also offer a holiday club, this operates Monday to Friday including Teacher Training days from 8.00am till 6.00pm. We are closed on bank holidays and for the last two weeks of the Summer Holidays. Our opening times over the Christmas period vary according to demand and this is communicated once the dates are known.

Children are to be dropped off in the Wrap Around Care facility and signed in using the holiday club register. Upon collection they are to be signed out using the same register.

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.

Times, pricing and booking

Breakfast Club - Open 7.45am till 8.45am at a cost of £4.00.

After School Club (charged at £4.00 per hour and a half hour period is £2.00):

| From | Until | Price |
|--------|--------|--------|
| 3.30pm | 4.00pm | £2.00 |
| 3.30pm | 4.30pm | £4.00 |
| 3.30pm | 5.00pm | £6.00 |
| 3.30pm | 5.30pm | £8.00 |
| 3.30pm | 6.00pm | £10.00 |

Holiday Club – Open 8:00am – 6:00pm and is £4 per hour

Booking

Children should be booked into the Breakfast and After School club in advance via the online Tucasi Scopay system. This will ensure staff to children ratios are correct and sufficient food can be provided.

Parents can book, amend and cancel places 24 hours before the session. All parents need to book for Breakfast, After School and Holiday Club using the online system. The activation codes can be obtained from the school office. The website that will need to be used is www.scopay.com/oundlecofeprimary. 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.

We accept Childcare Vouchers for payment for Wrap Around Care sessions. If you wish to pay via Childcare Vouchers your Scopay account will need setting up for this to be possible. Please speak to the Wrap Around Care Team or the school office for this to happen. Once you have paid via childcare vouchers the Finance Team will apply the credits to your account at around the second week of the following month (in arrears as the credit information is obtained from the Bank Statement). Debts/non-payment of Wrap Around Care session via this method will result in the loss of your child's place.

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

Understandably, there may be times where Wrap Around needs to be used for emergency childcare and a booking hasn't been made. The school will do our best to care for your child in this instance, subject to appropriate staffing levels being available. If you need emergency care please contact the school office.

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.

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 of the numbers given to us can be contacted, we will then contact Oundle police station (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

Space is provided for children wishing to complete homework in the Wrap Around Care facility. The Wrap Around Care staff will encourage children to complete their homework but it is not a mandatory requirement that it is completed at Wrap Around Care.

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 clean work surfaces at the end of each club session. They should also sweep any obvious debris from the floor and mop any spillages up as they occur. The school's cleaning team will mop and vacuum thoroughly at the end of each day and clean the toilet facilities. The facilities will be given a 'deep clean' once a week by a school's cleaner.

The school will comply 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 will be a Wrap Around Care staff member supervising them. If some children are inside and some are outside the door will be kept open. Children are to speak to the supervising adult if they would like to go outside or return inside.

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 if their behaviour is a continuous 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.

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 will 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.