Towcester Church of England Primary School

Wraparound Care Policy

Towcester Church of England Primary School is pleased to be 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 fulltime or a part time basis. The sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability.

This childcare provision is an extension of Towcester Church of England Primary School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour.

The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at Towcester Church of England Primary School's Wraparound Care Provision 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 and well-rounded development.

THE SCHOOL

We will endeavour to:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and drinks
- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality
- keep you informed about the school events and activities through newsletters, email and website

THE CHILD

I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's Core Values and adhere to the Community Code
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

THE PARENTS

We will endeavour to:

- ensure that our child only attends sessions that are booked in advance online
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school if our 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 and demonstrate the school's Core Values, Community Code and Behaviour Policy
- support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

This agreement forms part of the Admission forms and must be signed and returned before starting either the Breakfast Club or After School club.

Admissions Policy for Wraparound Care

Towcester Church of England Primary School Wraparound Care is only available to children of school age who attend our school. Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

Registration Forms

Parents and Carers will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms MUST be emailed or returned directly to the school office in a sealed envelope and NOT via the book-bags or handed to staff on the playgrounds as they will contain sensitive personal information.

Online Accounts

Once registration forms have been completed you will be given access to the online booking system. Parents will be required to set up an Arbor Parent Portal if they do not currently have one. (Please speak to the school office for more information about this system.)

Sessions can be booked a term in advance and places are subject to availability (up to a limit of 30 children/session). It is therefore, recommended that parents do not rely on 'same day' bookings unless in an emergency. Booking should be made 12 hours in advance, in an emergency to book a place phone the school office.

Maximum Numbers and Waiting Lists

Currently our staff/pupil ratios allow for 30 children to attend Breakfast Club and 30 children to attend After School Club. Additional staffing will be considered if demand requires it. Wraparound Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available.

We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios.

Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list. Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Towcester Primary School having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

Specific Individual Needs

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.

Opening Hours and Fee Structure

Towcester Church of England Primary School Breakfast Club:

- Is open term-time only with sessions running from 7:45am
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the full session (7:45-8:45) is £5.00 and is inclusive of breakfast and a cold drink
- Sessions must be booked in advance via our online service

Towcester Church of England Primary School After School Club:

Is open term-time only with sessions running from:

- 3.25pm – 4.30pm, or
- 3:25pm to 5.45pm

Will be closed during the holidays including bank holidays and INSET days

The fee for each session is:

- 3.25pm – 4.30pm £6.50
- 3.25pm – 5.45pm £11.00

Sessions must be booked in advance via our online service and can only be booked if your account is in credit.

Charging

All charges made to parents/carers for the use of our Wrap Around Care are calculated to facilitate the smooth and efficient running of the facility.

The school is not permitted to make a loss on such provision (i.e . the school's allocated education budget cannot be spent on subsiding before school care) and therefore reserves the right to review charges in light of attendance, change in cost of provisions or the need to employ additional staff.

Charges may be revised up or down and where this is the case, at least one months' notice will be provided. Any profits made (i.e. money taken in over and above expenditure on the Wrap Around Care) will be used to enhance the provision. It is neither an intention or desire that the Wrap Around Care generates more revenue than is required to run the club. The Wrap Around Care will endeavour to make no more than 2 changes to the pricing structure within any one academic year (September to July).

Where the service runs at a loss for a period of time, or where the numbers of children using the service fall below the minimum required to ' break even' the service may cease to exist.

Payments and Refunds

Fees are to cover sessions booked in advance online using an Arbor account. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information.

Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs.

Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc.

Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc after you have already made a booking with either After School Club or Breakfast Club. In this instance a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.

If you no longer require the use of Breakfast Club or After School Club e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies.

Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Head Teacher.

Childcare Vouchers

Childcare vouchers can be used for our Wraparound Care. Please inform us of your provider on the booking form so that arrangements can be made.

Arrival and Departure Policy and Procedure

Towcester Church of England Primary School Breakfast Club and After School Club will operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for both arrival and departure of all children attending these clubs.

To ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

Breakfast Club

Arrival to the Breakfast Club

Children of all ages must be dropped off by an adult or person over 16 years of age. Adults dropping the child will sign them in on the register each day. Children in Year 6 may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.

Children will be handed over to the Breakfast Club staff at the School KS1 Entrance from 7:45am. **Please note that breakfast will not be served after 8:15am.**

At the beginning of each Breakfast Club session there will be a formal register taken. This will subsequently be handed to the admin team who will cross-reference pupils in attendance at that session against the online bookings made. Pupils who have not booked into this session in advance will be billed and further attendance not allowed until the debt has been paid.

Non-Arrival for Breakfast Club

Non-arrival to the Breakfast Club will be marked as an absence on the register, the school office team will check attendance for the school day and make follow up calls. If a Year 6 child with permission to walk to school on their own does not attend, the Breakfast Club will call the contacts to check their whereabouts. The Breakfast Club is an extension of the school day and the child's absence could be considered a safeguarding concern. Monies will not be refunded for absence.

Departure from the Breakfast Club into the school day

Children will be taken to Foundation Stage where they will be handed to their teachers, then on to the KS1 playground at 8.45am where KS1 children will join their lines. KS2 children will then be taken to the KS2 playground to join their class lines. One member of staff will then stay on the playground to be available to the children until they are taken into their classes.

After School Club

Arrival to After School Club

Pupils will be collected from the KS1 classes at 3.25, taking them to the wraparound care provision whilst the other member of staff collects KS2 children from the KS2 school hall by a member of staff where they will be registered. Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the After-School Club by the extra-curricular club leader.

If a child has been booked into After School Club and is unable to attend, parents/carers must inform the school by no later than 2:30pm that their child will not be attending that day. This is to ensure the safeguarding of your child.

At the beginning of each After School Club session there will be a formal register taken. This will subsequently be handed to the administration team who will cross-reference pupils in attendance at that session against the online bookings made. Pupils who have not booked into a session in advance will be billed and further attendance not allowed until the debt has been paid.

Non-Arrival for After School Club

In the event of a child not arriving during this time the following procedures will be put into place:

- The designated member of staff will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- The office staff will contact the named Parent ascertain the whereabouts of the child.

Departure from the After-School Club

The After School Club has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff.

Children must be collected promptly at the end of your booked After School Club session by either the parent or a person named on your collection permission form. We will not release children to any siblings or children under the age of 16 years.

When collecting your child, phone the wraparound care number to gain the attention of a member of staff by using the doorbell or phoning the wraparound Care number, your child will then be brought out to you, please wait by the entrance for your child unless invited in by a member of staff. Parents and authorised adults must sign the collection register before leaving the building.

For 'first time' pick up, an authorised person will be required to provide a suitable form of identification as After School Club staff will not necessarily know who adults are in the first instance. If a person is added to the authorisation list later, they must be introduced to the staff and their name added to the collection permissions form. For the safeguarding of your child, the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office.

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The wraparound care staff must be contacted and a full description of the person including their name must be provided.
- To establish it is the named Parent/Carer the wraparound care staff will ask you to confirm the previously agreed password.
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.

Non-Collection of a Child from After School Club

In the event that a child is not collected from the After-School Club by the end of the session, the staff should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.
- A member of staff must remain near the telephone in order to receive calls.

If the child has not been collected by the end of the Club's registered session and contact with the named parent has not been established, the staff must contact other authorised collectors from the registration form.

The staff must inform the Head Teacher or one of the other designated safeguarding leads.

After all avenues of contact have been exhausted and the Club has not received any contact from the parent or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority's Safeguarding Team.

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 Safeguarding Team or Head Teacher or a Designated Safeguarding Lead.

Late Collection from After School Club and Associated Fines

If your child is not collected at the end of their booked session, then you will be charged for an additional 30 minutes.

If you are late picking up after 5:45pm you will incur a £5:00 charge for each 15mins you are overdue. The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where a child/children are picked up late from the After School Club.

When children are late to be picked up without good reason or notification from a parent/carer after the end of the school day at 3:25/30pm or late picking up from extra-curricular clubs, they will be put into After School Club and a £5.00 initial charge will be made. Each 30 minutes beyond this initial charge will be billed at £2.50.

Contacting the Breakfast Club or After School Club

By Phone: During wraparound care session hours (Breakfast: 7.45am – 8.45am, Afterschool Club: 3.25 – 5.45pm) please use the Wraparound care contact number: **07340 565108**

By Email: If you wish to contact either the Breakfast or After School, please email the wraparound care team: wraparound@towcester.pdet.org.uk

Please note, emails will not be checked or picked up whilst sessions are running. Please use telephone as a means of contact during session times

Food Provision

Both Breakfast and After School care provide food for your child unless directed otherwise by the parent in writing.

Our Wraparound Care staff are aware of the School Food Standards and at least one member of staff per session has received the required training in Food Hygiene.

Both the Breakfast and After School care team will provide food that meets the School Food Standards.

Allergies, Intolerances and other food requirements

The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand on the registration form.

We are an allergy aware school site and cannot serve or allow children to bring nuts or products containing nuts into the school. If you wish to provide your child with their own breakfast food or packed snack, then there will not be any deduction in fees for any sessions that your child attends.

Breakfast Club is likely to provide options such as:

- Bread/toast with assorted spreads
- A weekly rotation of alternative options: bagel/ brioche/crumpet/waffle
- Low-sugar cereal and semi-skimmed milk
- Fresh fruit options
- Fresh apple/orange juice

After School Club will provide a light snack which may include options such as:

- Cheese and biscuits
- Sandwiches
- Breadsticks and dips
- Cold meats
- Fruit and/or vegetable sticks
- Water will be provided

Breakfast Club Organisation

Breakfast will be served as soon as the children arrive and children are asked to sit at a table to eat.

- Once children have finished their breakfast, they then clear their plates/bowls.
- Children are asked to help with tidying up equipment, toys and games used at 8:35

Behaviour

School policies, including behaviour, 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 a member of the School's Senior Leadership Team 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 deemed appropriate by the Senior Leadership Team.

Safeguarding

• In accordance with Safeguarding arrangements, all staff involved in the running of Wrap Around Care, either in a paid or voluntary capacity will have enhanced DBS clearance. DBS information is recorded on the school's Single Central Record.

Wrap Around Care Staff will attend the school's annual safeguarding training sessions and undertake regular update training throughout the year. All Wrap Around Care Staff will complete the school's Staff Induction Programme.

• The Wrap Around Care Staff will follow the school's policies and procedures for child protection and safeguarding.

• Where ICT equipment is used, they must also follow the school's Acceptable Use Policy.

• Mobile Phones are not permitted for use by children during the sessions.

Fire Procedure

• In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the hall door Fire Exit.

• They will line up at the playground assembly point to be registered.

• The club register is taken outside and all names called.

• There will be a fire practice once per term.

Sickness & Medication Policy

All wraparound care staff members have first aid training. The priority is to provide an environment where children and adults are protected from the spread of illness and infection.

This is achieved in the following ways:

• We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.

• Parents are asked to telephone the main school line on the first day of their child being absent with illness and give the reason.

• Children with head lice are not 'excluded' but must be treated to remedy the condition, long hair should be firmly tied back.

• Parents are asked not to bring their child to the After School Club who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.

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

• Good hygiene practice concerning the clearing of bodily fluids is always carried out.

• The Breakfast and After School care staff follow the school's First Aid policy which includes the management of medical conditions and intimate care. This can be found on our website.

Medication

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

Prescribed Medication

The Wraparound Care provision is unable to administer any medication during sessions.

Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the club supervisor with consent of the parent/carer.

We request that parents provide clearly named medication (e.g. inhalers/epipens) specifically for use during wraparound care. This will be stored in the locked cupboard outside of wraparound care hours, but accessible when wraparound care sessions are taking place. We require parents to ensure that all medication is within expiration dates.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the Headteacher as early as is practicable for cover to be arranged. Cover will be provided by the named volunteer, who holds a full enhanced DBS check. Where cover staff are leading Breakfast Club, the nominated member of staff will provide additional supervision as necessary.

Complaints

The school's Complaints Procedure, which is posted on the school website, will be followed should a parent/carer have a complaint about any aspect of our Wrap Around Care provision.

Appendix 1

Towcester C of E Primary Wrap Around Care

User Agreement

It is the wish of everyone involved at Towcester Church of England Primary School's Wraparound Care Provision 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 and well-rounded development. To facilitate this, the code of expectations set out below should be read and agreed to by all parties.

THE SCHOOL

We will endeavour to:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and drinks
- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality
- keep you informed about the school events and activities through newsletters, email and website

THE CHILD

I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's Values and adhere to the Code of Conduct (Be Ready, Be Safe, Be Caring)
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

THE PARENTS

We will endeavour to:

- ensure that our child only attends sessions that are booked in advance online
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school if our 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 and demonstrate the school's Core Values, Community Code and Behaviour Policy
- support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

This agreement forms part of the Admission forms and must be signed and returned before starting either the Breakfast Club or After School Club.

Child's names:		Signature:	
Parent's name:		Signature:	
Date:			