

# St John's C of E VA First School

## WRAPAROUND CARE POLICY



'Together we have roots to grow and the wings to fly.'

**This policy should be taken as part of St. John's C. of E. First School's overall strategy and is implemented within the context of our vision of Government aims and our values as a Church of England School.**

### Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Yearly	July 2024	Business Manager	July 2025

### Ratification

Role	Name	Signature	Date
Chair of Governors	Kerry Smith	KERRY SMITH	
Head Teacher	Teresa Gilbert	TERESA GILBERT	
DSL	Teresa Gilbert	TERESA GILBERT	

### Details of Policy Updates

Date	Details

St John's First 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 St John's First School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. Wraparound care staff have the necessary training for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at St John's First School 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 at Breakfast Club
- 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

THE CHILD - I will do my best to:

- be polite, friendly, kind and helpful to others
- to adhere to the school behaviours expectations to be 'Ready', 'Safe' and 'Kind'
- 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
- have an emergency contact available at all times that our child is in Wraparound Care
- support and adhere to this Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

By booking and paying for a place in the Wraparound Care provision, parents / carers agree to abide by this agreement and to talk about their child's part of the agreement.

### **Admissions Policy for Wraparound Care**

St John's First School Wraparound Care is only available to children who attend our school. Once a pupil leaves our school this childcare service will no longer be available to them. Places are available on a first come, first served basis, subject to availability.

### **Online Accounts**

Bookings and payments are administered through the school's communication and online payment system (currently ParentMail). Bookings can be made session by session or as block bookings. All sessions must be paid for at the time of booking in order to confirm the booking. All bookings are subject to availability.

### **Maximum Numbers and Waiting Lists**

Currently our staff/pupil ratios allow for up to 24 children to attend Breakfast Club and 40 children to attend After School Club. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Should demand regularly exceed supply, we will review the provision and consider putting additional staffing in place.

### **Specific Individual Needs**

Where a child has a specific need, including a disability, admission will be discussed and agreed with the school SENCO. This is to ensure we can meet the needs of the child.

### **Behaviour and other school policies**

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 suspended from the club for a period deemed appropriate by the Senior Leadership Team.

### **Opening Hours and Fee Structure**

Our Wraparound Care operates Monday to Friday during term-time, as long as the school is open as usual. It will be closed during school holidays, on INSET days and during any emergency school closure.

Breakfast Club runs from 8am until the start of school.

After School Club runs from the end of school until 5.30pm

The fees for the 2024-25 academic year are as follows;

Breakfast Club	£3.00
After School Club (collection at 4pm)	£3.00
After School Club (collection at 4.30pm)	£4.65
After School Club (collection at 5.30pm)	£7.00
After School Club (4.30 – 5.30pm)	£4.65

### **Payments and Refunds**

Fees must be paid in advance using the school's online payment system (ParentMail). Please contact the finance office if you require more information.

Places may be cancelled up until 1pm on the day before attendance (Breakfast Club) or 1pm on the day of attendance (After School Club). Any no shows or cancellations received after this cut off will be charged as if attended.

If a child is unwell and absent from school, any booked session will be automatically cancelled.

If a child arrives at a session without a booked place, their account will be billed and further attendance not allowed until the debt has been paid.

### **Childcare Vouchers and Tax Free Childcare**

Childcare vouchers and tax free childcare can be used to pay for Wraparound Care. Please contact our finance team to register your wish to pay by this method.

### **Arrival and Departure Policy and Procedure**

St John's First School operates a rigorous procedure regarding the security and safety of all children within our care.

#### **Breakfast Club**

Children must be dropped off at the main school entrance by an adult or person over 16 years of age. That person must remain with the child until they have been received by a member of school staff. Registers are taken at all sessions for safeguarding, health and safety and billing purposes.

Children will be sent to class at the start of the school day. Children in reception will be escorted to their classroom by a member of staff until they are confident finding their way.

#### **After School Club**

Any child attending After School Club will be sent to the club at the end of the school day by their teacher (or other staff member overseeing dismissal of their class). Any no shows will be passed to the School Administrator to follow up.

Children must be collected promptly at the end of the booked session by either the parent or a person named on the child's authorised contact list. Verbal or written permission must be given by the parent if they wish for their child to be collected by someone not on the child's authorised contact list.

Children should be collected from the main school entrance. The person collecting and time collecting will be recorded on the register.

#### **Late Collection from After School Club**

If a child is collected late from their booked session, their account will be charged appropriately for the next session up.

If a child is collected after the end of the final session (i.e. after 5.30pm), a late collection charge of £5.00 per 15 minutes will be applied.

### **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, staff will:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages will be left asking for them to contact school immediately.
- Staff will work through the child's authorised contact list to try and make contact with someone who can collect the child.

If contact with an authorised contact is not made, staff will inform the Designated Safeguarding Lead (DSL) on duty. If contact with an authorised contact still cannot be made, the DSL will refer the matter to the Local Authority's Children Social Care Department.

### **Contacting the Breakfast Club or After School Club**

Please contact the school office using the usual number or email address and messages will be shared with Wraparound staff.

### **Food Provision**

Breakfast and a drink is provided at Breakfast Club. Staff have received food hygiene training.

Children may bring a snack and drink to After School Club.

### **Allergies, Intolerances or other medical requirements**

School policies apply to Wraparound Care in the same way as they do during the main school day.

We will provide for those children who have medically diagnosed food allergies or other medical needs. An allergy action plan or medical care plan must be agreed with the school SENCO and Wraparound Care staff will hold a copy of the child's plan, and any emergency medication.

We are a 'nut-free' school site and cannot serve or allow children to bring nuts or products containing nuts into the school.

### **Sickness & Medication Policy**

School policies apply to Wraparound Care in the same way as they do during the main school day.

If your child is taken ill whilst attending Wraparound Care, we will telephone you. If we get no reply we will leave a message and try another number from the contacts you have provided.

If your child has an accident at school they will receive basic first aid (Wraparound Care Staff have first aid training), which will be logged. Parents are informed via email if their child has a bump to the head.

On the rare occasion that there are more serious accidents, parents are notified immediately by telephone. If a parent is unable to get to the school quickly, and if we deem it necessary, the child may be taken to the minor injuries unit by two members of staff in a staff car which has business insurance. If emergency medical care is required, school staff will contact the emergency services.

We are not able to hold or administer medications in Wraparound Care, unless it is an inhaler for asthma or long term regular medication that has been agreed as part of a medical care plan for your child.