

# Wraparound Care Club Policy



**HENHURST  
RIDGE**

PRIMARY ACADEMY

PROVIDING THE ROOTS TO GROW AND THE WINGS TO FLY

*Providing the roots to grow & the wings to fly.*

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## **Henhurst Ridge Primary Academy Wraparound Care Policy**

Henhurst Ridge Primary Academy 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 full time 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 Henhurst Ridge Primary Academy 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 Henhurst Ridge Primary Academy'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 school's policies
- 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, aged 16 or over
- cancel the session online if the place is no longer needed
- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's Core Values and Behaviour Policy
- support and adhere to the Wraparound Care Club 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**

Henhurst Ridge Primary Academy Wraparound Care is only available to children of school age who attend our school, we are unable to accommodate nursery aged children. 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.

### **Online Accounts**

Once admission forms have been completed you will be given access to the online booking system. Parents will be required to set up a ParentPay account if they do not currently have one. Please speak to the school office more information about this system. Bookings can be made session by session or as block bookings once your account has been credited. Sessions can be booked at any time online and places are subject to availability. It is therefore recommended that parents do not rely on 'same day' bookings unless in an emergency.

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

Currently our staff/pupil ratios allow for 40 children to attend Breakfast Club and 40 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 Henhurst Ridge Primary Academy 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

## **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.

## **Opening Hours and Fee Structure**

### **Henhurst Ridge Primary Academy 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 (7:45-8:30) is £3.50 and is inclusive of breakfast and a cold drink
- Sessions must be booked in advance via our online service

### **Henhurst Ridge Primary Academy After School Club:**

- Is open term-time only with sessions running from the end of the school day to 5:45pm
- Will be closed during the holidays including bank holidays and the last day of every full term and INSET days
- The fee for each session is dependent on collection time: £8.00 for the first session, end time of 4:45pm or £12.50 for the second session, end time of 5:45pm
- Sessions must be booked in advance via our online service and can only be booked if your account is in credit.

## **Payments and Refunds**

Fees are to cover sessions booked in advance online using a ParentPay 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. If your child no longer needs the place please remove them

from the booking system to ensure you are not charged. 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.

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 contact our Admin team either by phone on 01283 372200 or by email on [office@henhurstridgeacademy.org](mailto:office@henhurstridgeacademy.org) to inform us of your provider so arrangements can be made.

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

Henhurst Ridge Primary Academy 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.

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 Hall Entrance door from 7:45am.

Arrival can take place up to 8:10am as 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.

If a child has been booked into Breakfast Club and the place is no longer required parents/carers must cancel using the online booking system before the start of the session, otherwise a refund will not be issued due to the place being taken.

### Non-Arrival for Breakfast Club

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 released from school hall by the Breakfast Club staff at 8:30am.

Children will walk to their relevant classrooms, younger children may be escorted if needed.

## **After School Club**

### Arrival to After School Club

Pupils will be escorted from their classroom to the 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 the place is no longer required parents/carers must cancel using the online booking system before the start of the session, otherwise a refund will not be issued due to the place being taken.

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 please come to the main office reception area, there will be a walkie talkie to radio the staff, your child will then be brought out to you. Please wait here 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, [office@henhurstridgeacademy.org](mailto:office@henhurstridgeacademy.org)

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 Supervisor must be contacted and a full description of the person including their name must be provided.
- When the person arrives, identification will be checked.

The last pick-up and hand over times for after-school care is 5:45pm.

#### 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 the call after 5:45pm.

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 Designated Child Protection Officer. 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 Child Protection Officer 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 each additional 10 minutes. If you are late picking up after 5:45pm you will incur a £1:00 charge for each 10 minutes 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. Children who are late to be picked up after the end of the school day or late picking up from extra-curricular clubs, will be put into After School Club.

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

**By phone: 07826 663203 during wraparound care hours.**

During normal school office hours (8am – 4:00pm): 01283 372200, the school office staff will take your message and share it with the staff in our wraparound care team.

By Email: [office@henhurstridgeacademy.org](mailto:office@henhurstridgeacademy.org) Messages will be shared with the staff.

## **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 have 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.

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, low-sugar cereal and semi-skimmed milk, apple/orange squash.

The After School team will provide food options which may include cheese and biscuits, breadsticks, fruit and/or vegetable sticks. Water will be available along with squash.

## **Sickness & Medication Policy**

### Sickness

All wraparound care sessions will have at least one staff member who has 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.
- 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.

### **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. Any medication administered by the school during the school day will be passed to the club supervisor to be handed back to the parent/carer.

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.