



## SMARDEN PRIMARY SCHOOL

*'Enjoying, Learning and Achieving Together'*

# Wraparound Care POLICY

Reviewed by Governors	<u>January 2024</u>
Due for Review	<u>January 2026</u>

# Smarden Primary School Wraparound Care Policy

Smarden 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 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. **Sessions must be booked and paid in advance via School Gateway.** Please note if sessions are not paid for they do not get reported to the school.

This childcare provision is an extension of Smarden 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 also have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at Smarden 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
- ensure confidentiality at all times
- 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 and CARERS – 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

Smarden 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 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 and carers will be required to set up a Schoolcomms 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 and carers do not rely on 'same day' bookings unless in an emergency.

## Maximum Numbers and Waiting Lists

Currently our staff/pupil ratios allow for 20 children to attend Breakfast Club and 20 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 Smarden 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

## Smarden 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 each session is £4.00 and is inclusive of breakfast and a cold drink
- sessions must be booked in advance via our online service by 9pm the day before the booking.

## Smarden Primary School After School Club:

- is open term-time only with sessions running from 3:15pm to 6pm
- will be closed during the holidays including bank holidays and INSET days
- the fee for each session is dependent on collection time arranged:
  - 3:15pm – 4:30pm session is £5.00 (fruit and cold drink included)
  - 4:30pm – 6pm session is £7.00 (light snack and cold drink included) – this is aimed at children who attend an extra-curricular activity. *Please note: the school cannot be responsible for bringing children back to school if an extra-curricular activity is held off site.*
  - 3:15pm – 6pm session is £11.00 (light snack and cold drink included)
- sessions must be booked in advance via our online service by 12pm on the day required.
- in the event of an emergency you can contact the school office by phone after 12pm on the day, to see if a space is available. Please note if a space is available you will be required to log into your account to make payment once the booking has been made by the school.

# Payments and Refunds

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

Your Schoolgateway account must be in credit in order to be able to make a booking.

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

## Refunds

You are able to cancel or amend your session on School Gateway up to the cut off times for bookings (9pm the day before breakfast club and 12pm on the day for afterschool club). After this time if sessions are booked but not attended no refund will be made.

If the school needs to cancel a session for any reason this will apply a credit to your account which can be used against future sessions. The school will endeavour to give parents and carers as much notice as possible of any sessions that will not be running.

## Childcare Vouchers

Childcare vouchers can be used for our Wraparound Care. Please contact our Finance Officer, either by phone or by email on [amy.gadsden@smarden-tkat.org](mailto:amy.gadsden@smarden-tkat.org) to inform her of your provider so arrangements can be made.

# Arrival and Departure Policy and Procedure

Smarden 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. In order 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 school office from 7:45am.

Arrival can take place up to 8:10am as breakfast will not be served after 8:15am.

Breakfast Club staff will have a register produced from the Schoolcomms online booking system. If your child is not on the register they will not be able to attend except for exceptional circumstances.

### Non Arrival for Breakfast Club

Non-arrival to the Breakfast Club will result in a call being placed to a parent or carer to ascertain the whereabouts of a child. 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 dismissed by the Breakfast Club staff at 8:45am.

Younger pupils will be collected by a member of staff and escorted to their classrooms.

Older pupils will be directed to go straight to their classrooms by the Breakfast Club staff.

## After School Club

### Arrival to After School Club

Younger pupils will be escorted from their classroom to the school hall by a member of staff where they will be registered. Older pupils will be dismissed from their classes and sent to the school hall 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, parents/carers must inform the school by no later than 3:15pm if their child will not be attending that day. This is to ensure the safeguarding of your child. After School Club staff will have a register produced from the Schoolcomms online booking system. If your child is not on the register they will not be able to attend except for exceptional circumstances.

You will therefore receive a call from the school office to collect your child from School if they are not booked in.

## **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 registering the children will immediately notify the Office Administrator.
- The Office Administrator will make contact with staff from relevant class, clubs and the school office to ascertain attendance at school that day.
- The Office Administrator will contact the named Parent/Carer on the initial registration form to 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 legal parent or carer 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 you must not enter the main building unless invited by a member of the After School Club staff. You will need to wait in the front playground for your child to be brought out by a member of the staff.

Parents, carers 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 at a later date, 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 on [office@smarden-tkat.org](mailto:office@smarden-tkat.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.
- To establish it is the named Parent/Carer the Supervisor 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.

The last pick-up and hand over times for each session are 4:30pm or 6pm.

## **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 Supervisor 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.

If the child has not been collected by the end of the Club's registered session and contact with the named parent/carer has not been established the Supervisor must contact other authorised collectors from the registration form or the emergency contacts for that child.

The Supervisor 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/carer 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 the next session's fees. If you are late picking up after 6pm you will incur a £5:00 charge for each 15mins you are overdue.

Session Times	Session Latest Pick Up	Late Fees
3:15pm – 4:30pm	4:30pm	Late collection between 4:30 – 6pm: £10:00 will be charged instead of £3:00
3:20pm – 6pm	6pm	Collection after 6pm: £5:00 will be charged for each 15mins you are late

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:

- First late collection – 'verbal' warning
- Second late collection – 'written' warning
- Third late collection – Final 'written' warning with notice to meet with Head Teacher

This 'late collection' policy will be applied on a rolling 12-month period.

# Contacting the Breakfast Club or After School Club

## By Phone:

Both the Breakfast Club and After School Club can be contacted during club hours on the main school telephone number: 01233 770316

During normal school office hours (8.30am – 3:30pm) the school office staff will take your message and share it with the club supervisor.

During out of school office hours please use the main school number and you will need to leave a message that will be picked up by staff at the end of the session.

## By Email:

If you wish to contact either the Breakfast Club or After School Club please email the school office on: [office@smarden-tkat.org](mailto:office@smarden-tkat.org). Messages will be shared with the club supervisor.

## Food Provision

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

Our Wraparound Care supervisor is aware of the School Food Standards and has received the required training in Food Hygiene. Both the Breakfast Club and After School Club will provide food that meets the School Food Standards.

## Allergies, Intolerances and other food requirements

The clubs 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 a 'nut-free' 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 tea 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
- Fruit
- Yoghurt
- A cold drink e.g. semi-skimmed milk or water

The After School Club will provide food options dependent on the child's collection time and will be highlighted on the attendance list.



During the 3:15pm – 4:30pm session there will likely be options such as:

- A piece of fruit or raw vegetables
- A cold drink e.g. semi-skimmed milk, sugar-free squash, water

During the 3:15pm / 4.30pm – 6pm session there will likely be options such as:

- Sandwiches
- Wraps
- Bread/toast with assorted toppings
- Pizza, nuggets, hot dogs
- A piece of fruit or raw vegetables
- Yoghurt
- Cereal bar
- A cold drink e.g. semi-skimmed milk or water

## **Sickness & Medication Policy**

### **Sickness**

All After School Club staff members have first aid training. The After School Club's 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/carers are asked to telephone the After School Club 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/carers 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/carers will be notified immediately to collect their child if they become unwell or they develop an illness whilst at the After School Club. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is carried out at all times.
- The Breakfast Club and After School Club 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: <http://www.smardenprimaryschool.co.uk/>

### **Medication**

The Wraparound Care provision is not permitted to 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. Medicine can be left with Breakfast Club staff to be passed to the school office. Any medication administered by the school during the school day will be passed to the after school 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.