



# **George Mitchell School**

## **Wrap Around Care Policy**

### **November 2024**

|                              |                       |
|------------------------------|-----------------------|
| <b>Ratified by governors</b> | <b>November 2024</b>  |
| <b>Next review date</b>      | <b>September 2026</b> |
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**George Mitchell Primary School**  
**Wrap Around Care Policy**

This policy applies to all pupils at George Mitchell Primary School including those in reception.

George Mitchell Primary School is committed to offering wrap around care for pupils before the start of the school day and after the end of the school day. The school recognises the need for many parents to work or attend to other commitments and aims to provide an affordable, high quality and age appropriate level of care before and after school.

**Breakfast Club** refers to the care offered between 7.30am and 8.40am Monday-Friday. This is held at George Mitchell primary. Parents/carers will be charged if they desire their child(ren) to attend this club to cover associated costs including materials, breakfast and staffing.

**After School Club (ASC)** refers to the care offered after the end of the school day up until 17.00pm at George Mitchell primary. This is offered Monday-Friday. Parents/carers will be charged if they desire their child(ren) to attend this club to cover associated costs including materials, snacks and staffing.

Children from reception to Year 6 may attend wrap around care. **We do request parents of our younger pupils are mindful of the length of the day when booking sessions for their children**, avoiding doing so where possible until they are well transitioned into primary school life. If the school feels that any pupil is unable to cope with the extended sessions due to their age, **we withhold the right to withdraw the provision**. This is in the best interest of our pupils' wellbeing.

George Mitchell Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We recognise that every child is an individual and aim to promote their happiness, self-confidence and wellbeing as members of a caring community. We do not discriminate against anyone, be they staff or pupil, on the grounds of their sex, race, colour, nationality, ethnic or national origins. Our Equal Opportunities Policy applies to Wrap Around Care and throughout the school.

## **Objectives for wrap around care**

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day and after the school day ends until 17:00pm.
- To provide ample opportunities for children to socialise with siblings, friends and children from across school age groups.
- To provide opportunities that invite exploration, creativity and discussion.
- To provide a calm environment for both pupils and staff.
- To provide an affordable service to working 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 offer a range of sporting, arts & crafts and homework support activities.
- To employ caring, committed qualified staff.
- To demonstrate our commitment to equal opportunities for all
- To provide a varied programme of stimulating activities.

## **Bookings**

In order to plan the best care and have the required staffing levels, bookings must be made in advance via Parent mail for breakfast and after school club. For this reason, we ask families to make bookings at least one week in advance. Of course, we can cover unexpected delays, but for staff ratios to be secured we do require 24 hours' notice for a one-off daily booking. Spaces may be available on an ad hoc basis, but places cannot be guaranteed. Our maximum capacity is set at 53 places, with a waiting list operating on a 'first-come-first-served' basis.

## **Charges:**

Breakfast Club: £4.00 per day

After School Mon - Thurs: £8 per day

After School Fri: £16 per day

There will be a 10% sibling discount for both breakfast and after school. Both siblings have to attend the same session for this to be used. Payment must be made in advance of the session by ParentPay. If payment has not been received, parents will be expected to collect their child at the normal time. Any child not collected at the normal time will be subject to a £25 penalty fee, automatically added to your ParentPay account. All further bookings will be suspended until this fee has been paid.

## Procedures for Breakfast Club

### Greeting

The Breakfast Club will take place in the main hall, accessed via the main Primary entrance. A member of staff will greet the children and parents/carers as they arrive. A register will be taken on arrival. Children are then encouraged to choose their own breakfast and drink before participating in table top activities. At 8.40am children will be walked to their classroom by a member of staff and into the care of their class teacher.

### Eating

All children are expected to wash their hands before and after they have breakfast. Children eat at designated tables. Food served includes cereals, toast, and a drink of water. Children will be encouraged to keep the area clean and tidy and clean up any spillages. While eating, all children will remain seated and are reminded that this is the expectation. Staff are also entitled to eat a breakfast of their choice and can have a mug of tea or coffee in a spill proof vacuum insulated mug, provided that they also sit with the children whilst they eat, encouraging social interaction and modelling appropriate behaviour and etiquette.

## Procedures for After School Club

### Arrival

Children will be collected from their class line up at the end of the school day by a member of the after-school club team. On arrival the children will be greeted and registered.

### Extra-Curricular Clubs

Children attending extra-curricular clubs or activities who are booked to attend ASC when their activities finish will be escorted to the Breakfast and After School Club by a member of staff. On arrival the children will be greeted and registered by the After-School Club Team. It is the responsibility of the extra-curricular club (externally or internally run) to escort the child to this club. If your child is in Years 6 and has permission to walk home alone, it is their responsibility to make sure they go to the after-school club rather than walking home; **failure to do so may result in their permission to walk home alone being revoked.**

Children booked on to our after-school club who do not arrive will be followed up by the Team. This most frequently occurs when a parent has booked on ParentPay and not cancelled when they have decided to collect their child at the usual end of day. The procedures are:

- If a child does not arrive at the booked time, the ASC will notify colleagues in George Mitchell reception.

- A check will be made by the George Mitchell Reception Office Team to see if they are attending a different after school extra-curricular club.
- If they are not attending an extra-curricular club, a member of the Reception Office Team staff will contact the parent/guardian to confirm they have been collected.
- If the child has not been collected, and is not attending a club the missing child procedure will be implemented immediately, SLT on duty must be informed immediately.

## **Activities**

Drawing, colouring and simple table top activities will be available for children attending the Breakfast Club and a range of free choice and planned activities will be on offer each day for children attending ASC.

Children will have fun exploring, creating and socialising. Children throughout the year will be able to enjoy the wide range and variety of activities on offer, which include board games, arts and crafts, quizzes, puzzles, construction toys, needlework, drawing and colouring, mosaic work, gardening, reading, IT, modelling and ball games.

Breakfast Club staff are responsible for the planning of activities for the breakfast club. SLT are responsible for planning after school club activities. All relevant staff will take responsibility for helping to set up and tidy away each day. Children will be encouraged to help with this. All ASC staff will take responsibility for evaluating the activities provided. Children are reminded to look after resources and re-use or recycle as much as possible.

A dedicated area will be provided for children who wish to complete homework. We do not routinely watch TV at ASC, but there is a movie night held once a week.

Ample opportunities will be provided for children to relax after their busy day and they will be able to play with their friends, siblings and children from across all age groups.

## **Snack**

Children are also allowed to bring their own healthy and balanced snacks to ASC provided they comply with the school's nut free policy. These should be kept in a separate lunchbox, clearly named and marked for the ASC.

## **Preparation of food**

All staff have completed relevant food hygiene training and follow recommended hygiene protocols, keeping the area clean and tidy at all times.

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## **Allergies**

George Mitchell Primary School is a nut- aware school. Parents of children who have allergies to any food products, or who have special dietary requirements, are asked to make sure they provide updates to the School Office of any allergies or special dietary requirement as soon as they are known. All staff have access to each child's SIMS record where information on allergies, food intolerances and other medical information is recorded.

## **Hygiene, Health and Safety**

- Children will be escorted to wash their hands prior to eating a snack. Children will wash their hands thoroughly after using the toilet.
- Tables will be wiped down with disinfectant before and after eating their snacks.
- All relevant risk assessments are completed.
- All members of staff are responsible for observing health and safety matters and reporting any matters of concern. See whole school Health & Safety Policy.

## **Staffing**

In the Breakfast Club and ASC, at least one member of staff will be a qualified first aider. There are a limited number of 53 places available, and ratios will always be maintained.

All staff have current enhanced Disclosure and Barring Service checks in place.

Staff supervision ratios are in compliance with DfE standards, namely:

- 1 member of staff, for up to 8 children (1:8) - for 4 year olds.
- 1 member of staff, for up to 10 children (1:10) - for children 5 years old and above.

An SLT member is always on site when children are in school, and will provide cover to the ASC to ensure these supervision ratios are maintained.

## **Contingency arrangements for staff absence**

If a member of staff is to be absent, he/she must ring the staff absence line by 7am who will then arrange appropriate cover. When reporting an absence, employees will be required to give details of the reason for the absence and the likely duration of the absence. Employees must keep us informed on a daily basis of any continued absence and likely date of return.

## **Contact details**

Medical, dietary and contact details can be accessed via SIMS. A daily attendance register is kept on ParentPay. Updated pupil dietary requirements are regularly maintained by the School Office and available to all staff on SIMS.

## **Medication**

The Breakfast and ASC follow the school's First aid policy. Medication can be administered if we have prior written consent.

There will be a qualified First Aider available at all times, and staff will follow the First Aid Policy. If First Aid is administered, a record of the incident is recorded on the incident log book and communicated to parent or person collecting at pick up. A record of children who have experienced any medical issues during the day that requires communicating to ASC is kept by the office and ASC staff will be informed via a phone call.

## **Behaviour**

Both clubs are expected to adhere to the George Mitchell Primary School behaviour policy. Our [Behaviour Policy](#) is available on the school website.

All staff members of the Breakfast and ASC should be actively supervising and/or playing alongside the children at all times. We encourage outside time if the weather permits.

## **Fire safety and emergencies**

Should the alarm sound, all staff will assemble the children as quickly as possible; the assembly point is located in the playground in case of a fire or the main hall in case of lockdown. Our school's Fire Safety and lockdown procedures are on the school website.

The Breakfast/ASC registers must be taken to assembly points by staff members in charge. Toilets will be checked and internal and external doors will be shut by the last member of staff to leave the building to prevent fire spreading and to verify that the room has been visually checked and no child has been left inside a room. A member of SLT will then attend to supervise the situation.

## **Policies**

The Breakfast and ASC will adhere to all current policies set out by George Mitchell Primary School.

The attendance charges are designed to cover all running operational costs. It may be necessary to change fees from time to time, however parents/carers will be notified in writing a term in advance.

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## Insurance

Insurance cover is provided by the School's Insurance Policy.

## SEND

George Mitchell Primary School takes pride in being an inclusive setting, appropriately meeting the needs of all children. Where this before school and after school clubs are deemed 'additional paid for services', we will endeavor to cater for all children that need to attend. Should your child have significant additional needs, the Head school (Primary Phase) will meet with you prior to booking your first session to agree a suitable plan. Should your child require additional staffing or resources to safely attend, an additional fee may be levied. Attendance will also be subject to a suitable additional member of staff being available to work at the club when required. Please contact the school to discuss attendance to the club with the Head of School (primary Phase) **prior to booking.**

## Dismissal

Parents can collect their children at any time up to 17:00 from the front gate. On arrival they should call buzz the intercom and walk to the main hall where a member of staff will bring the child to them.

It is the responsibility of the member of staff who escorts the child to their parent, to make sure all relevant information has been passed on to the parent/carer.

It is the responsibility of Parents/Carers and children to make sure that all their personal belongings have been collected from ASC and taken with at the end of the day.

It is the responsibility of the staff on duty to ensure that any finished work such as colouring sheets, craft work, painting and needlework goes home with the child at the end of the day.

**Any child not collected at the normal time will be subject to a £25 penalty fee, automatically added to your ParentPay account. This will be applied robustly.**

## Parents should

- Only book their child into this service if they feel they are able to manage with the additional daily demands that come with an extended school day.
- Contact the school in advance of booking for the first time if their child has additional special educational needs (SEND).
- Make sure they keep the school updated with the correct emergency contact details.
- Personally drop off and collect your child, door-to-door.
- Always provide at least two, ideally more, emergency contact details.

- Make sure that all medical and allergy information is current and updated when necessary to the School Office.
- Always collect children promptly at the end of each session/day.
- Communicate clearly with staff, keeping them informed of any changes in arrangements.
- Understand that late collections incur additional charges.
- Make arrangements for a family member, friend or designated person on the contact list to collect their child in the event that they are unable to do so and inform the school of this in advance
- Understand that children will not be released to anyone unless with written permission from a parent.
- Have a note of the Wrap Around Care email and phone number for out of hours contact in the event of any delay to pick up or change in arrangements

**Our menu**

|                         | MONDAY   | TUESDAY  | WEDNESDAY  | THURSDAY   | FRIDAY   |
|-------------------------|--|--|--|--|--|
| BREAKFAST               | Toast, Cereal & Fruit<br>Drink - Water/Milk      | Toast, Cereal & Fruit<br>Drink - Water/Milk      | Toast, Cereal & Fruit<br>Drink - Water/Milk      | Toast, Cereal & Fruit<br>Drink - Water/Milk      | Toast, Cereal & Fruit<br>Drink - Water/Milk      |
| AFTER SCHOOL CLUB SNACK | Bagel<br>Sliced Fruit Selection<br>Drink - Water | Bagel<br>Sliced Fruit Selection<br>Drink - Water | Bagel<br>Sliced Fruit Selection<br>Drink - Water | Bagel<br>Sliced Fruit Selection<br>Drink - Water | Bagel<br>Sliced Fruit Selection<br>Drink - Water |

## **Appendix: George Mitchell School Wrap Around Care Terms and Conditions (T's & C's)**

From time-to-time the school may wish to update the wrap-around Terms and Conditions. Parents will be notified of any changes and updated T&C's will be made available via the school website.

### **Bookings**

- All bookings must be made through Parent mail
- All bookings are subject to availability.
- The person making the booking accepts the booking conditions on behalf of the account holder.
- All bookings must be paid for at time of booking unless you are paying by Childcare Vouchers/Tax Free Childcare.
- Sessions can be booked up to half a term in advance.
- Sessions can be booked each half term and can be booked up until 12 midday for the following day for an 'ad-hoc' session.
- In the event of the school's early closure on the last day of term before Christmas and the summer term, the after-school club will not be open.

### **Cancellation Notice and Charges:**

- It is the account holder's responsibility to cancel sessions.
  - There is a 24-hour cancellation period. If a session is cancelled within 24 hours of a booking, it will still be chargeable, and no credit will be provided.
  - Any booked sessions which are not attended are still charged, unless cancelled through the Parent mail account within the cancellation period detailed above.
  - Sessions paid for can be carried over.
  - Parents must inform the main office if their children are arriving late at after school club due to attending an extra-curricular club.
  - All bookings must be made prior to arriving onsite. If you arrive at a site and have not booked your child will not be accepted until a booking is made.
  - Discount vouchers or offers can only be used for the purpose stated.
  - Types of payment available are Credit/Debit card, Childcare Voucher or Tax Free Childcare.
  - When paying by Childcare Vouchers or Tax Free Childcare, please use your child's full name as the payment reference. Please allow 2 workings days for the payment to appear and assigned to your account.
  - Having an overdue balance may lead to the termination of your child's place within the club.
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### Extra-curricular clubs and wrap around care

- Your child may attend an internally or externally run after school sports/homework club. Children may combine this with using the afterschool provision, but sessions will always commence from 3.15pm. This means that the full cost of a session to either 4.30pm or 5:00pm must be paid. Unless your child is pay for a paid extra-curricular club. In this case the attendance to the extra-curricular club is free.

### Late Collection Fees:

- Any child not collected at the normal time will be subject to a £25 penalty fee, automatically added to your ParentPay account. All further bookings will be suspended until this fee has been paid.
- Persistent late collections may result in your space at wrap around care being removed.
- For any children not collected by 5.30pm, this will be logged as safeguarding concern and social care/police may be contacted.

### School Safeguarding policy and procedures.

- If your child does not arrive at a booked ASC session and we have not been advised of their non-attendance by you the parent, we will begin our Missing Child Procedure, which is to contact the primary parent.
- Parents must inform George Mitchell School Primary School of any conditions that may affect their child (medical, learning, behavioural, etc.). If full information is not provided, this may result in George Mitchell School Primary School excluding them from certain activities or if it felt necessary, excluding them from using George Mitchell School Primary School's Wrap Around Care provision. In such circumstances no refund or credit will be paid.

### Behaviour

- All children will be expected to adhere by the school's behaviour policy.
- Staff will encourage remediation to resolve conflicts with other children. Parents will be informed about inappropriate behaviour.
- Serious incidents may result into the offer of wrap around care being withdrawn.

### Safeguarding

- Serious incidents may result into the offer of wrap around care being withdrawn.

- The breakfast and after-school club is a fully inclusive provision.
- If your child has a SEND learning plan from the school, this will be shared with the staff.

#### First Aid and Health and Safety

- There will be a paediatric first aid trained member of staff at breakfast and after school club at all times.
- Incidents where a child has received first aid will be communicated to parents following the policy of the school.
- A member of staff will have relevant food hygiene and allergy training.
- There will be a dedicated fridge for specific food storage for the breakfast and after school clubs.

#### Medication:

If your child requires medication of any sort, including an inhaler, the following must be in place before your child can attend:

- Completed Health Care Plan, please contact the school's office who will email this to you
- Permission to Administer medication form, please contact the school's office who will email this to you

Please note: If the above is not in place, your child will not be able to attend the session

#### Collecting:

Children can only be collected by an adult over the age of 16 who has been authorised to collect them.

#### Exclusion:

George Mitchell School Primary School reserves the right to exclude or refuse any person without notice, if we consider that their presence compromises the good atmosphere of the club.

#### Forced Closures:

If George Mitchell School Primary School is forced to close due to an external factor such as bad weather, infectious or contagious disease outbreak, Power cut, Teacher Strikes or other industrial action, by order of Local Authority or Environmental Health, customers will be credited with the cancelled session fees to their account.

#### Schedule Changes:

- George Mitchell School Primary School may need to amend activity programmes, schedules, services, dates, times and/or venues on occasions that may be out of our control. This will be without refund or compensation to the customer.

#### Complaints:

- Complaints are managed in accordance with George Mitchell School Complaints policy.

#### Liability:

- George Mitchell School Primary School does not accept liability for personal injury or death of any participants unless directly caused by the proven negligence of the company or its staff.
- George Mitchell School Primary School take no responsibility for any items that are lost/stolen or damaged at the club.
- Insurance: the provision is covered under the Department for Education's (DfE's) Risk Protection Arrangement (RPA).

#### Parent Abuse of staff:

The threat or use of physical violence, verbal abuse, intimidation or harassment towards our staff is likely to result in a termination of all direct contact. Such incidents may be reported to the police, and this will always be the case if physical violence is used or threatened.

#### Data Protection:

- Data Protection is managed in accordance with George Mitchell School Data Protection policy.
- Parents must agree to the terms and conditions of our booking system to book with us

**I have read George Mitchells School Terms and conditions relating to breakfast and After school club. By signing this form, you are agreeing to the Terms and conditions.**

**Parent/Carers agreement consent:** -----

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**George Mitchell School Before & After School Club Registration Form**

Pupil Full Name(s):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Names of adults authorised to collect (must  
be over 16):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**Please select which club you wish to book and the days you would like your child to attend:**

**Breakfast club**

|        |         |           |          |        |
|--------|---------|-----------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|

**After school club**

|        |         |           |          |        |
|--------|---------|-----------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|

I have read and accept a copy of the Wrap Around Care (Before & After school) policy and terms and conditions.

Parent signature \_\_\_\_\_



Print Name: \_\_\_\_\_

Date: \_\_\_\_\_