



Harbury C of E Primary School

Wraparound Care

Information Pack



Inspiring Educational Excellence for Everyone

ARDENforest
C of E Multi Academy Trust

Contents

- Mission Statement
- How to Use The POD
 - Bookings
- Registration & Contract Forms
 - Contact with The POD Team
- Payments, Cancellations & Changes
 - Settling in Procedure
 - Policies & Procedures
 - Comments & Feedback



Mission Statement

The POD aims to:

- Provide a happy, safe, warm, and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions; to become competent, confident, and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents and carers, working in partnership with them to provide high quality play and care for their children.

The POD is committed to meeting the needs of parents and carers by:

- Listening and responding to their views and concerns.
- Keeping them informed of policies, procedures.
- Sharing and discussing their child's achievements, experiences, progress, and friendships, along with any difficulties that may arise.

The POD is committed to providing:

- Care and activities that put the safety and needs of the children first.
- Activities that are interesting, educational, stimulating and fun.
- Activities that promote each child's social, physical, moral, and intellectual development.
- A team of staff that are experienced, well trained and supported within the school environment.
- An environment where everyone feels safe including from discrimination.

How to Use The POD

Opening Times

Days	Breakfast	After School
Monday to Friday	7.30am – 8.40am	3.20pm – 6.00pm

<u>POD Sessions</u>	<u>Contract Fees</u>	<u>Flexi Session Fees</u>
7.30.am – 8.40am	£7.15	£8.30
3.20pm – 4.30pm	£7.15	£8.30
3.20pm – 6.00pm	£14.30	£16.60

- All fees stated above include food for your child.
- During a breakfast session toast, bagels, fresh fruit, yogurt, and cereals are offered.
- Breakfast is served from 7.30am until 8.20am after this time only fruit is served as we are preparing to get all the children to their classrooms on time.
- During our afternoon sessions a small snack is offered to all children on arrival from their classrooms at 3.20pm.
- After a period of outside activity in the afternoons a light meal is then served from 4pm.
- Please make The POD team aware of any food allergies or dietary requirements on your registration forms.



Please note that these meals are not designed to replace an evening meal.

Bookings

- Bookings must be for whole sessions.
- Bookings for part sessions cannot be accommodated.
- Contract Bookings – most attendance at The POD will, and should be, in the form of contract bookings.
- Please complete and sign the contract form with the relevant details and return it to The POD by the closing date stated or within 48 hours of a new contract start date agreed by The POD Staff.
- We recommend that you inform your child's class teacher of the days they will be attending The POD, particularly for those children in Key Stage 1.
- After-school clubs will not be discounted from agreed contract sessions, the full session fee will be charged.
- Changes to agreed contracts can be made by emailing the Pod manager harburypod@welearn365.com , giving 4 weeks' notice.
- Emergency/Flexi Bookings - where we have space in The POD, we are happy to accommodate emergency bookings.
- These bookings must be made at least 24 hours in advance on our website <https://the-pod.childcare-online-booking.co.uk/>
- Should you need to book your child into The POD at very short notice you should call the school office direct on 01926 612656.

Please note emergency bookings will only be confirmed when a member of The POD Team has confirmed to you directly that they are able to accommodate your child.

Registration & Contract Forms

All contracts and registration forms are on our website. Please ensure that these are kept up to date.

Please note contract changes can only be confirmed when The
POD Manager has confirmed to you that they are able to
accommodate them.

Contact with The POD Team

- A member of The POD team can be contacted by calling 01926 613384, or alternatively via email at harburypod@welearn365.com or by sending a DOJO message to The POD Manager.
- If you call The POD directly, please leave a message should no one be available to answer your call, and a member of the team will call you back as soon as possible.
- On school days the phone will be checked at 7.30am and 3.00 pm, emails & Dojo messages will be monitored throughout the school day.
- The POD team are always around at the beginning and end of every POD session to greet parents so should you wish to talk to them in person at these times please just ask.
- If you would like to discuss anything with the POD Manager, please make an appointment directly.

Policies & Procedures

- The POD ensures that the safeguarding of all our children is of paramount importance & we work closely with the school to adhere to all the same policies 'Under the Education Act 2002 (Section 175 for maintained schools), schools must make arrangements to safeguard and promote the welfare of children.
- Parents/carers should know that the law (Children Act 1989) requires all POD Team members to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional, or sexual abuse.
- Team members will seek, in general, to discuss any concerns with the parent/carer and, where possible, seek their consent to make a referral to Children's Social Care if that is considered necessary.
- This will only be done where such discussion will not place the child at increased risk of significant harm.
- The school will seek advice from Children's Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later found to be unfounded.
- Parents/carers will appreciate that The POD Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.' The designated person for safeguarding and child protection within POD is Mrs Liz Kitchener.
- A copy of the Safeguarding Policy can be viewed or downloaded by visiting the school's website.

Behavioural Policy

- The POD works in conjunction with the school in regard to its behavioural policy a copy of which is available to download by visiting the school's website.
- We have a restorative, nurturing and inclusive approach responding to and supporting behaviour. We consistently support children in managing their emotional regulation and understand how their actions can affect others. We support children to understand emotionally, and physically unsafe behaviours can cause emotional and physical harm to

others and support children in restoring and rebuilding their relationships.

- The POD also reserves the right to ask any child whose consistent behaviour places other children or Team members in unsafe situations to leave The POD.
- The POD Manager will discuss with the parents & Headteacher should this situation arise whether a place will be kept open for the child.
- Medicine - The POD Team are happy to administer medication in exceptional circumstances, i.e. If a parent is unable to come and administer it themselves or it is required at certain times.
- A medical consent form must be completed and handed in with the medication.
- All long-term medicines such as EpiPens and inhalers must be clearly labelled with the child's name and replaced on a regular basis. These will be made available to the children.
- First Aid - the majority of our POD Team have been first aid trained and are on hand to administer basic first aid for the usual knock, bumps and grazes.
- Injuries to the head will always warrant a text, note or phone call home. We will always consult you if anything needs further attention.

Settling In Procedures

All children are unique and the amount of time that a child takes to settle into club can vary enormously. Children will, therefore, be given time to settle in at their own pace. This will ensure that they feel safe and confident in a new environment.

- The POD strongly encourages parents and carers to visit the room with their children before they are due to start whenever possible.
- Children new to The POD will be greeted in a warm and friendly manner.
- They will be introduced to all members of The POD Team, other children, and told about any other regular visitors.
- The rules of The POD and expectations of the children will be explained to each child.
- Children will be shown around and told where they can and cannot go.
- Children will be encouraged to ask questions and raise any concerns.
- Fire evacuation procedures and the locations of all fire exits will be explained to children.
- Signing in and out procedures will be explained to parents/carers and children.
- All staff will supervise children new to The POD to ensure that they are happy in their new surroundings. The appropriate level of supervision will be judged according to the child's age, maturity, and previous experiences.
- Team members will talk to new children regularly during the first few weeks to ensure they are happy at club and settling in well.
- If it seems that a child is taking a long time to settle into The POD, this will be discussed with parents/carers.
- If a parent/carers has a concern about how a child is settling into club, they should talk to a member of the team at the earliest opportunity.
- The POD team members will make every effort to be available to talk to parents/carers at any time to discuss any issues or concerns they may have.

- If a parent/carer wishes to speak to The POD Manager, they should make an appointment to come in for a chat.
- Whilst every care will be taken of property, The POD or its team members cannot be held responsible for the loss of or damage to children's property.
- Parents should ensure that their children take care of their personal belongings including any scooters or bikes left outside The POD door.
- We strongly advise that children do not bring toys, games or personal belongings into POD as they can easily get lost or mixed up with other items.

Comments & Feedback

We are committed to providing the highest quality of care and service for you and your children.

- If you have any comments or feedback, please send us an email directly on harburypod@welearn365.com where you can note any comments about the service we provide.
- Alternatively, you can speak with The POD Manager in person or via our telephone number 01926 613384.
- If you have a complaint, please speak to The POD Manager as outlined above, or refer to our complaint's procedure which can be found on the schools' main website.

We look forward to welcoming you into
our POD very soon.

