Wraparound Care Policy

Hillary Primary School

Approved by: **Governing Body**	**Date:** 17.10.24
Last reviewed on:	17.10.24
Next review due by:	October 2026

Introduction

Hillary Primary School Wraparound Care Policy

Hillary 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.

This childcare provision is an extension of Hillary Primary School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour.

It is the wish of everyone involved at Hillary 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 and stimulating environment, ensuring staff are playful, accepting, curious and empathic at all times.
- Provide a range of activities that: promote creativity, provide stimulation and meaningful play, offer recreational and educational opportunities, involve being physically active and improve mental health and well-being.
- Provide a nutritious breakfast and/or afternoon snacks and drinks.
- Create and ensure an open line of communication with parents.
- Ensure equality of opportunity in all activities.
- Follow the school values, policies and procedures at all times.

THE CHILD - I will do my best to:

- Follow the school values: Respect, Reciprocity, Resourcefulness, Resilience & Reflection
- And school drivers: Aspirational, Inquisitive, Articulate, Knowledgeable, Unique, & Thrive.
- Be responsible for all resources and help to keep my school tidy and safe.
- Ensure that there is a happy and fun environment for all.

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.
- 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 Values.
- Support and adhere to the Wraparound Care Policy.

By registering children to attend either the Breakfast Club or After School club, parents are agreeing to adhere to the above, and will uphold these expectations.

Staffing

Wraparound Care Lead – D Maynard	
Breakfast Club	**After School Club**
K. Salt N. Patel	G. Asif N. Zabinska R. Khanam

At Hillary Primary School, we are determined to ensure that the wrap around care team meets the needs of the provision and are able to provide positive and meaningful daily experiences for all children involved.

All members of staff are required to have the appropriate training and qualifications (e.g. Safeguarding, GDPR, Health and safety, Food hygiene, First aid, intimate care etc…), as well as a clear understanding of their roles and responsibilities, and a sound understanding of the schools policies and procedures (referenced later in this policy).
It is the role of the wraparound care lead to ensure this.

Admissions

- Only children that currently attend Hillary Primary School are eligible to attend.
- All places are subject to availability.
- Numbers are based on legal staff ratios and the demographic of the children in attendance.
- To book, parents / carers must log in to Arbor.
- All places must be pre-booked and paid for before the child's attendance at the club.
- Bookings can be made in blocks or as and when required.
- If a booking is made on the same day, it is the parent's duty to call the school office as well as booking online so that the message can also be passed on to the class teacher.

Cost

The current cost of **Breakfast Club** is **£3** per child per day.
The current cost of **After School Club** is **£3** per child per day.
Late Fees – If a child is collected any time after 4.30pm, the parent / carer will incur a **£2** late fee, every 10 minutes after this will be an additional **£2**.

All payments are to be made in advance through Arbor.
If fees are not paid, then children will not be eligible to attend after school club.
If there are any problems with payment, then parents and carers should contact the school staff at the earliest convenience to resolve this.
If parents / carers wish for payment matters to be discussed confidentially, this can be arranged.
If for any reason afterschool club is cancelled (e.g. due to adverse weather) all money paid will be held on Arbor, this can then be used at a later date.

Time and location

Breakfast club operates before the start of every school day.
Children can attend from **8am**, providing that their space has been pre-booked on Arbor.
The location of breakfast club is in the KS2 hall. Parents and children must enter school through the KS2 Playground, and access the club via the KS2 hall door (ramp).

After School club operates at the end of every school day.
On the last Friday of each half term, there will be no after school club.
At the usual time of dismissal, the children in attendance are escorted to after school club by their class teacher or LSA, here they will be registered by a staff member of After School Club.
Children can remain in after school club, and be collected at any time up until **4.30pm**.
At this point, all children will need to have been collected.

Collection

Parents must collect their children from the KS2 Hall door located on the KS2 playground ramp.
All children attending after school club must be collected and cannot walk home alone.
On Wednesdays, parents must collect their children from the white door to the right of the KS2 ramp as staff meeting takes place in the KS2 hall on these days.

If parents wish for someone else to collect their child, they must contact the school office.
Parents may also inform the class teacher, but the first point of contact is the school office.
Children must be collected by someone of secondary school age or older, deemed suitable by the parent / carer. If the person collecting a child is a childminder, then parents must contact the school office before 4pm to communicate this with afterschool club.
All persons collecting children must know the collection password set up by the parents / carers.
Afterschool club staff can refuse to dismiss children if the above criteria is not met.

It is the parent's / carer's duty to contact the school promptly if there is a change in Adult arrangements or collection times. If parents / carers need to contact school after 4pm the After School Club Telephone number is – 0774906970870. After School Club ends at 4.30 promptly.

If a parent is running very late, then a senior member of the school staff will be informed.
After 1 hour, if children are still uncollected and contact with parents / carers cannot be made, the police and / or social services will be contacted.

If a child/ren are persistently collected late then the following policy applies:
1st occasion in a term - normal late fees are charged as stated in the 'Cost' section of this policy.
2nd occasion in the same term, the normal late fees are charged and a formal letter will be sent to parents / carers. **3rd occasion** in the same term parents will be charged 50% of the After-school club staffing costs and the use of the facility will no longer be available to use.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in July each year. Parents will be informed of the charges for the coming year in July each year. All information can be found in the schools Charging & Remissions policy.

Children of Staff

Members of staff who have children that attend the school will be granted 15 minutes free after school club. This is from the time children enter the club. If members of staff wish for their children to have full attendance, then they must also pay the admission fee as outlined in the above 'Cost' section. Late fees will also apply to school staff if they collect their children after the 15 minute grace period.

Food and drink

In breakfast club, children have access to the school canteen where a small selection of cereals and toast are on offer to eat, as well as juice, water or milk to drink. This comes at no extra cost. This is provided by the kitchen staff who all have food hygiene and safety training.

After school club do not have access to the kitchen. However, there may be some fruit, biscuits, and water available. This comes at no extra cost. If parents / carers wish, children can bring a healthy snack to school with them in a lunch box that they can have during afterschool club (no nuts, sweets, crisps, chocolate). It is the parent's duty to communicate any allergies with school.

Activities

It is important to make sure wraparound time is separate from school time so that children don't see it as a continuation of the school day.
Having said this, it is also important to ensure activities are aligned to our school's ethos and curriculum. Therefore, we have identified 6 key areas of learning and engagement:

1. Communication and Language
2. Personal, social and emotional development
3. Physical development
4. Literacy and Mathematics
5. Understanding the world around them
6. Expressive / creative arts and design

Resources and space

Both Breakfast club and afterschool club take place in our KS2 hall.
This provides the children with plenty of space, and enables staff to set up a variety of activities for the children to take part in. All children have access to creative resources, games and sports equipment. The KS2 hall is also fitted with a fully operational kitchen where food and drinks can prepared as an added service for breakfast club.

After school club also have access to the KS2 playground, where on certain days, they can involve themselves in physical activities – proven to have excellent health benefits both physically and mentally. Due to weekly staff meetings on Wednesdays, afterschool club is moved into a classroom. All of the same activities are on offer.

Safeguarding and child protection measures

All members of staff are required to have the appropriate training and qualifications before the start of every academic year. Safeguarding Level 1 is compulsory, therefore all wraparound care members are appropriately trained to deal with any safeguarding concerns. A higher trained (safeguarding level 3) member of staff is always present or contactable for further support, and external agencies can be contacted. The full policy and procedures can be found on the school website under 'key information' for further guidance.

Inclusion

Inclusion means that all people should be freely and openly accommodated without restrictions or limitations of any kind. At Hillary Primary School, we endeavour to create accessible opportunities for all. This is achieved in our wraparound care by **assessing** the provision in place, **planning** to support those with additional needs, and by **reviewing** the provision and its impact on a regular basis. This will be approved by the school inclusion lead.
Please also refer to the school SEND policy for more information about SEND inclusion.

At Hillary, we also think that it is very important for children to have a choice in what they do at each session, therefore they are given access to a broad range of opportunities and activities to suit their wants, needs, ages and abilities.

Risk Assessment

Risk assessments are carried out to identify hazards in the work place, evaluate the risk arising from those hazards, and ensure that adequate precautions are in place to minimise the risk.
It is the duty of the wraparound care lead to ensure that breakfast club and afterschool club both have risk assessments in place.

Assessments will be reviewed regularly, especially following any changes such as in methods, locations, new equipment, attendee's needs, etc… and following any accidents or other serious incidents. As a minimum, risk assessments will be reviewed every 2 years if none of the above changes take place. The wraparound care risk assessments are kept with all other school risk assessments. These are monitored by the school health and safety committee in accordance with Elite safety in education.

All Wraparound care staff will also be kept up to date with any individual risk assessments that may apply to individuals in attendance.

Health and safety measures

- **Fire Procedure** – Upon hearing the fire alarm, all children will be escorted to the nearest fire assembly point located on the KS2 playground in a calm and timely manner.
  Staff will then take a register to ensure that all children are accounted for.
  Children are not allowed to enter the building unless the site has been examined and cleared by a senior member of staff.
  Parents will be informed when appropriate, so that collection arrangements can be made.

- **First aid** – there will be a first aid trained member of staff in wraparound care at all times. This includes both paediatric and emergency first aid.
  Parents will be informed of any administered first aid upon collection of their child.
  In the case of a major emergency, a senior member of school staff will be contacted, as well as parents and in some cases, the emergency services.

- **Lockdown Procedure** – all staff are appropriately trained in order to care of children should a lockdown procedure need to take place.
  There is a careful and strategic plan in place should this need to happen during Wraparound care provision.

- **Behaviour** – All staff undergo regular training and CPD to ensure that behaviour can be effectively monitored and dealt with. All school procedures will be followed.
  Staff are all familiar with and have a clear understanding of the school behaviour policy.
  Other behavioural tools such as the ladder of consequence & celebration, the school behaviour chart and 'understanding our behaviour boards' are used to ensure that all behaviour incidents are dealt with fairly and consistently. Behaviour will be reported to parents upon collection. Behaviour incidents are also reported using class dojo and Arbor.

Related Whole School Policies

- Accessibility
- Behaviour Policy
- Equal Opportunities
- Health & Safety Policy
- Safeguarding Policy
- SEND Policy
- Intimate Care policy
- Charging & Remissions Policy

A copy of all of our school policies can be found on our school website:
https://www.hillary.walsall.sch.uk/

On the main menu, 'Policies' can be found under 'Key Information'.