

Kingsfield Primary School

A member of the Active Learning Trust



Statement / Policy Summary

This policy looks at the school's approach to Wraparound Care including breakfast and after school provisions.

Date ratified:	Spring 2022
-----------------------	-------------

Date of review:	Spring 2025
------------------------	-------------

Equalities Impact Statement

Has this policy fully considered the school's equality objectives and statement?	Yes
--	-----

Is there any impact upon the school's equality objectives?	No
--	----

If 'yes', are these clearly described and their impact assessed?	
--	--

1. Aims

Through our Extended School provision, we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities
- Encourage children to develop friendships between age groups and work cooperatively
- Develop an understanding of etiquette linked to the school's motto of 'Ready, Respectful, Safe'

2. Fees and payment terms

2.1 General details

Our wraparound service includes after school club and breakfast club. Fees are due every week / month in advance. The finance team will, through Parentmail, advise parents / carers of the amount of fees due. Fees should be paid immediately through Parentmail.

If a parent / carer is unable to pay fees within the time period then they must advise the finance team and provide a genuine reason why they are unable to pay. In exceptional circumstances, we may agree to fees being paid by a payment plan.

At the end of each term, the finance team chase outstanding fees. Should the fees not be paid then a child's place for the following term will be revoked and we reserve the right to involve the Small Claims Court.

2.2 Late collection of a child from setting

Late collection of a child will incur a £1.00 a minute charge to cover extra costs incurred if later than 5:45pm. Persistent lateness when collecting a child will jeopardise a child's place within the wraparound provision.

2.3 Absence, Cancellation or Termination of Contract

We have a limited number of spaces available within our settings so we need at least two days' notice of a cancellation of space. If the appropriate notice is not given then you will be charged for the time that your child was booked into the setting. If a child is sent home from school or absent due to sickness, a charge will not be incurred.

We also require at 48 hours' notice should you decide to reduce/increase their hours so that we can check availability of sessions when required. If notice is not given, fees in lieu of notice will be charged. If a child is leaving the setting, all fees must be paid and their account cleared by the last day of attendance. If this does not happen, the Governing Body will continue to reclaim the debt.

We reserve the right to terminate a child's place without notice in the event of unsuitable behaviour by parents / carers or non-payment of fees following the non-payment procedure.

2.4 Refunds

Refunds will only be issued in the case of an advanced payment being received and a child's last day falling before the balance has expired. If the school has not been given notice of termination of contract then there will be no refund of fees.

2.5 Closure

In the event of the school being forced to cancel wraparound sessions, we will endeavour to give as much notice as is reasonably possible.

2.6 Working Tax Credit

If you receive Working Tax Credit, you may be able to get help towards the cost of child care. For further details, contact the tax credits helpline on 0845 300 3900 or visit the HM revenue & customs (HMRC) website (www.hmrc.gov.uk/taxcredits)

The number to claim childcare costs from HMRC is below:

DfE: 873-2026

Ofsted URN: 140888

2.7 Vouchers

We are registered with several voucher schemes; please speak to finance team for further information.

3 Expectations

1.1 Expectations of the wraparound provision

Staff will:

- Be courteous to parents / carers.
- Pass on relevant information from the class teacher to the parent / carer on collection.
- Ensure children's needs are met, such as dietary or medical requirements.
- Keep children safe.
- Organise engaging activities using the indoor and outdoor environments of the school site.

3.2 Expectations of parents / carers

Parents can help the smooth running of the club by following these few guidelines and requirements below:

- Dropping off and collecting their children on time. The club has policies and procedures to follow if children are persistently collected late outside opening hours. This would include additional fee penalties being applied to your child's account.
- Making every effort to follow the club's procedures and contacting the club at the earliest opportunity in the event of any problems.
- In particular, following the procedures for registration, booking and payment for places and keeping children at home in the event of illness.
- Parents / carers to sign their children 'in' and 'out' of the club and including the time.
- Parents / carers to remember to sign all consent forms.
- Where you require the staff to administer prescribed medicines, ensuring the requirements of the policy are adhered.
- Providing a change of clothes if you do not want your child to play in their school uniforms.
- Observing and following the 'no smoking' policy on site.
- Observing and abiding by the 'no mobile phone' signs in and around the premises.
- Provide appropriate clothing for your children in line with the day's weather.
- Ensuring all your child's belongings are clearly labelled with their name.

- Notifying the club immediately of any changes to contact numbers and addresses.
- Notifying the club in writing of any persons authorised to collect their children.
- Treat the club's staff with courtesy at all times.

3.3 Expectations of children

Children will be expected to act appropriately within the setting, adhering to the school's 'Ready, Respectful, Safe' motto.

4. Safeguarding and Welfare

4.1 Safeguarding

All staff within the wraparound provision will:

- Adhere to the Active Learning Trust's Code of Conduct and act in line with school policies.
- Keep themselves updated with latest safeguarding expectations and be familiar with the latest Keeping Children Safe In Education.
- Have appropriate employment checks undertaken before working with children.
- Be appropriately trained to work with children with additional needs and / or disabilities.

Should a safeguarding incident arise, staff need to contact a member of the safeguarding team and log the disclosure on MyConcern immediately.

4.2 Health and Safety

Staff must follow the school's policies for online safety, health and safety, safeguarding and other related policies and protocols.

In the event of a fire evacuation, staff will walk children to the appropriate muster point via the closest fire exit. A register will take place to ensure all children and staff are present.

Children will be supervised when walking to and from other areas of the school outside of the normal hours.

In case of an emergency, a member of the Senior Leadership Team (SLT) will be informed immediately and procedures followed accordingly.

4.3 Behaviour and Welfare

As the wraparound provision is not part of the statutory school day, we reserve the right to refuse a place when poor behaviour has been exhibited that puts the child or others in danger.

No medicines will be administered during club hours.