



Maryport Church of England Primary School

Wraparound Policy

September 2024

Approved by ¹	
Name:	Mandy Penn
Position:	School Business Manager
Signed:	<i>MPenn</i>
Date:	1 st September 2024
Review date ² :	September 2025

REVIEW SHEET

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate amendments which have been made to later versions.

Version Number	Version Description	Date of Revision
1	Original	September 2024

Maryport Church of England Primary School runs a very popular Breakfast Club and from September 2024 the introduction of Tree Tops After School Club. The Breakfast Club runs from 8am to 8.35am each school morning and is available for ages 3-11. The After School Club (Tree Tops) runs from 3.15pm to 5.15pm and is available for Reception to Year 6 children. It is ran by fully trained staff from all areas of school.

The Breakfast and Tree Tops After School Clubs are available for use by current Maryport Church of England Primary School pupils only.

Bookings

Booking for the Breakfast and Tree Tops After School Clubs should be made in advance via SchoolMoney our online payment system. 24 hours notice should be given for bookings and for cancellations. The Club reserves the right to charge for sessions booked but either not used or cancelled at short notice.

Same day bookings for Tree Tops After School Club can be made by contacting the school office **no later than 2pm** on the day.

Charges

Charges are made per session irrespective of drop off or pick up times. Currently the charges for the clubs are £2.00 for Breakfast Club and £7.50 for Tree Tops After School Club. Payments should be made at the time of booking on SchoolMoney. Parents may use childcare vouchers if they wish and should inform the school office in advance of the type of vouchers they will be using and provide a reference code where applicable.

Snacks

Snacks are provided for Tree Tops After School Club. For children arriving in the Breakfast Club before 8.30am, breakfast is provided. If children have a specific dietary requirement then the club will accommodate this or alternatively parents can provide snacks themselves.

Location

Breakfast Club is ran from the school canteen and Tree Tops After School Club is ran from The Bungalow. Children will be given a lanyard to identify that they are going to Tree Tops After School Club, which makes them visible to staff and other children around school. They will be collected and walked down to The Bungalow by the After School Club Leader / Assistant. All children must be collected from Tree Tops After School Club and signed out by an appropriate adult.

Activities

We offer a range of activities within the clubs. Games and toys are widely used but children can also do drawing or reading. The clubs also have resources for outdoor play in fine weather when many structured activities are organised for the children if they want to participate. We also understand if some children prefer some quiet time, particularly in Tree Tops After School Club, and space is provided for this too.

Late Collections

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff. The charge will be £10 per child for every 15 minutes beyond the end of the session. This amount is invoiced separately to standard invoices for care provided and is payable within one week.

Due to the impact persistent late collections may have upon the personal commitments of our staff, should late collection become a regular habit, we reserve the right to suspend the child's place within our Tree Tops After School Club.

Uncollected Children

If a child is not collected at the end of the session, we follow the following procedures:

- Parents/carers are contacted at home or at work.
- Telephone contact is made with a member of the Safeguarding Team.
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the Registration Form - are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.

- The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
- The Club Leader will again then contact a member of the Safeguarding Team who will return to school. They will then contact the Cumbria Safeguarding Hub on 0333 2401727
- The child stays at school in the care of two members of staff until the child is safely collected either by the parents or by a Children's Services social worker.
- In the event of Children's Services being called, and responsibility for the child being passed to a child protection agency, the member of the Safeguarding Team will attempt to leave a further telephone message with the parent, carer or designated adult's answer phone. A note will be left on the front door of the school informing the parent, carer or designated adult of a contact number for Children's Services. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Children's services will aim to find the parent or relative. If they are unable to do so, the child will become "looked after" by the local authority.
- Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded on CPOMs.