

# Rackham (CE) Primary School



## Wraparound Care Policy

Policy Number: SCH 001

Date: April 2022

## Introduction

Rackham CE Primary School is pleased to be able to provide the children of our school to opportunity to attend breakfast club and after school club. These clubs can be booked through MCAS and can be used on a full time, part time or ad hoc basis as required, however spaces are subject to availability.

This childcare provision is an extension of Rackham CE Primary School and therefore operates in line with the school's ethos, values and high expectations of pupil behaviour. The wraparound care staff are current members of school staff and the wraparound care lead is paediatric first aid trained.

## Aims

The school – will endeavour to:

- Provide a safe, stimulating, and happy environment.
- Provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child.
- Provide breakfast and/or afternoon snacks and drinks.
- Inform you of any concerns.
- Ensure equality of opportunities in all activities
- Be open, welcoming and available to discuss your child's individual needs
- Contact you if there is a problem with your child's health, wellbeing or behaviour.
- Encourage children to take care of their surroundings and others around them

The child – will do their best to:

- Be polite, friendly, kind and helpful to others.
- Respect the feeling and beliefs of others.
- Be responsible for all resources and help to keep the school tidy and safe.
- Ensure a happy environment for all and have fun.
- Demonstrate the school's values – the 5 Rs.

The parents – will endeavour to:

- Ensure that our child only attends sessions that are booked in advance online.
- Ensure that our child is dropped off/ collected on time by an adult.
- Contact the school if our child is going to be absent for a session.
- Contact the school as soon as possible if there is a change to adult collecting or collection times
- Support and adhere to the wraparound care policy.
- Inform the school of any concerns or problems that might affect our child's wellbeing or behaviour.
- Support and demonstrate the schools values – the 5 Rs.

## Admissions policy for wraparound care.

Wraparound care is only available to children attending our school. Once a child leaves our school, whether to go to secondary school or transferring to another primary school, the wraparound care is no longer available to them.

## Booking

Booking places for both breakfast club and afterschool club should be done through your MCAS account. Cut off for booking places is 7 days in advance. It may be possible to still book places after the cut off but you are required to email the office stating which days and clubs you would like to book. If we have reached the maximum number of children for a particular session you will be unable to book.

## Cancelling

Should you need to cancel a booking for whatever reason you will not be able to do this yourself. Please email the SCH 001 – Wraparound Care Policy

office with your request but we do require at least 24 hours notice. If less than 24 hours notice is given, full payment for the booking will still need to be made.

### **Opening hours and fee structure.**

Breakfast club:

- Open term times only from 7.30am
- Closed during holidays, bank holidays and teacher training days.
- Children can arrive at any time from 7.30am but must be here by 8am should they want breakfast.
- The cost of a session is £4.25.
- The full payment is required irrespective of the time your child arrives and whether your child eats or not.
- Payment should be made in advance of the session.

After school club:

- Open term times only from 3.15 to 5.30pm
- Closed during holidays, bank holidays and teacher training days.
- Collection times can be booked for either 4.30pm or 5.30pm. Collection made outside of these times is not permitted except in emergencies.
- The cost of a session is £7 to 4.30pm and £12 to 5.30pm.
- A snack and a drink is included in the price of the session.
- Any same day bookings made after 1.30pm will not be guaranteed a snack.
- Payments should be made in advance of the session.

### **Payments and refunds**

Bookings can be made without payment but we do ask that payment should be made in advance of the session. Payments must be made online through your MCAS account and cannot be made by cash or cheque.

Should payment be made and then a session cancelled, prior to the 24 hour cut off point, we are unable to offer a refund, but the amount can be credited to your account to use in the future.

### **Childcare vouchers**

Childcare vouchers can be used for our wraparound care. Please contact the office should you wish to pay by voucher.

We currently accept vouchers from:

- Government gateway
- Sodexo
- Computershare
- Edenred

We may be able to accept vouchers from other companies but would need to apply.

### **Arrival and departure policy and procedure**

Safety of the children is paramount so we operate a rigorous procedure regarding the security and safety of all children in our care. There is a clear procedure in place for both arrival and departure of all children attending these clubs.

#### Breakfast Club Arrival:

- Children must be dropped off by an adult or person over the age of 16, except for children in year 6 who may arrive unaccompanied.
- Children are to arrive into school via the main reception door where they will be met by the breakfast club

lead/team.

- Arrival can take place at any time after 7.30am.
- A register of attendance will be taken.
- The breakfast club team will know who has been booked in for the session and will notify the office should anyone attend who has not booked.
- Payment will be required for all attendances.

#### Breakfast club departure into the school day

- All children are required to help tidy away after breakfast club, once this is complete they will wash their hands.
- At 8.30am the children will be released to their classrooms.
- KS2 children are allowed to walk themselves to their classrooms.
- KS1 and reception children will be escorted to their classrooms.

#### After School Club Arrival

- Wraparound Care Lead/ staff member will wait for the children who are attending on the playground by the arch doorway to reception.
- Children in reception and KS1 will be escorted to meet the Wraparound Care Lead/staff member.
- Children in lower KS2 will be escorted to meet the Wraparound Care Lead/staff member, children in upper KS2 will be required to make their own way there after collecting their belongings at the end of the day.
- A register of all attendees will be taken.
- Anyone who is booked in to after school club but doesn't appear, attendance at school during the day will first be checked and if they were in school office staff will make contact with parents to check on the whereabouts of the child to ensure they are safe.

#### After School Club Departure.

- After school club has two collection times, 4.30pm and 5.30pm.
- Parents must wait on the playground by the red gate.
- The children will be brought up to the gate at the collection times.
- Due to the fact that the group could be anywhere on the school site, especially in the warmer months, collection cannot be made outside of the collection times except in real emergencies.
- Should an emergency occur and collection need to be made outside of collection times, the parent must ring the doorbell (situated on the wall near to the red gate). The doorbell will alert the Wraparound Care Lead where ever they are on the school site.
- Parents must ensure that they notify the school office during the day if anyone other than themselves or persons on the collection list will be collecting.
- For the safeguarding of your child school reserves the right to refuse to release a child to someone who is not on the collection permission list. Someone can only be added to this list through the school office, or a senior member of staff

#### **Non collection of a child from After School Club**

In the event of a child not being collected at the end of their session at After School Club the staff will:

- Attempt to make contact with their parent or carer.
- If the child is not collected from the first session they will be kept into the second session while contact is attempted.
- All persons on the contact list will be called in an attempt to make contact with someone.
- If the child is not collected from the second session, contact will be made by the Wraparound Care Lead to the Headteacher or other designated safeguarding leads.
- If after all avenues of contact have been attempted and no contact has been made it is at the Headteacher's or Deputy Designated Safeguarding Lead's (DDSL) discretion as to when to make the decision to make contact with the Local Authority Designated Child Protection Officer (LADCPO). At no point are any members of staff permitted to take the child off school premises unless instructed to do so by either the

LADCPO, Headteacher or DDSL.

### **Late collection from After School Club**

Late collection from the first session will mean your child will have to stay for the second session and you will be charged accordingly. If you are going to be late to collect from the first session, please ensure that you notify the Wraparound Care Lead via the mobile phone (number given below) and you will then have to collect at the end of the second session at 5.30pm.

Late collection from the second session will incur a charge of £2.50 for every 15 minutes until collection is made. Please ensure you notify us, via the Wraparound Care mobile phone that you are going to be late, and approximately what time you believe you will be at school.

### **Contacting the Breakfast Club or After School Club**

If possible, any contact with regard to breakfast club or after school club should be made through the school office, during office hours (8am to 3.30pm).

In an emergency, contact can be made between 7.30am – 8am and 3.30pm – 5.30pm via the Wraparound Care mobile. The number for this phone is 07749 602250.

### **Food Provision**

Food will be provided to your child unless directed otherwise by the parent in writing. All food provided comes from our kitchen that is fully checked by Environmental Health and currently has 5 stars.

If your child has an allergy, intolerance or other food requirements they will still be provided for so long as we are aware in advance of these restrictions.

Breakfast club provides low sugar cereal with semi skimmed milk, bread/toast with assorted spreads, and water.

After school club snack is usually a variety of things but could be a homemade sweet treat such as a cookie or cake, small sandwiches, cheese bread sticks and cucumber or other similar item made by our in house kitchen staff. There is usually fresh fruit available too.

There is no deduction in fees available should your child not eat the food provided.

### **Sickness**

All sickness and medication rules of the school are also followed in our wraparound care. Such as no one should attend who is unwell, be that high temperature, sickness or with an infectious disease. Children with head lice are not restricted from attending but must have received treatment before they do.

Parents will be notified immediately to come and collect their child if they become unwell or they develop an illness whilst at the wraparound care. Every attempt will be made to ensure the child is as comfortable as possible while they wait to be collected.

### **Medication**

Wraparound care provision is unable to administer any medication during sessions.

Any medication to be administered by the school during the school day (prescribed medication only) can be left with the wraparound care team so long as the appropriate parental consent form with all details of dose and timings completed.

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

Approved and signed by:

**Headteacher**

Date: 26<sup>th</sup> April 2022

Signed: 



**Chair of Governing body**

Date: 26<sup>th</sup> April 2022

Signed: 



RACKHAM C. OF E. PRIMARY SCHOOL