

# THE HOLY FAMILY CATHOLIC PRIMARY SCHOOL

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## Wrap Around Care Policy

Date: October 2020

Review Date: October 2022



**OFSTED July 2019**

Pupils feel safe in school and believe that the adults take good care of them.  
The quality of teaching, learning and assessment in the school is strong.



**Section 48 Diocesan Inspection January 2016**

The effectiveness of the Catholic life of the school in developing pupils' experience of the richness of a Catholic way of living and believing is outstanding.  
The vision and leadership of the head and senior leadership team together with the regular presence and encouragement of the parish priest all lead to an environment where the children flourish in the school's Catholic ethos.

***At The Holy Family School we are committed to Safeguarding Children***

***'As a family we live, love, learn and celebrate with Jesus.'***

### **Our Core Aims**

- To provide an affordable, childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils to have Wrap Around Care before and after school hours.

### **Introduction**

The Holy Family Wrap Around Care is run by The Holy Family Catholic Primary School and exists to provide high quality out-of-school childcare for our parents/carers. The children have the opportunity to extend their day within the school building and to join in a variety of activities on offer to enhance the curriculum and interests of the pupils. The care operates term time only (excluding inset days) from:

- 7:45am – 8:50am
- 3:15pm – 5:30pm

A copy of this policy is provided to all parents of children attending the sessions and is also available on the school website. All parents must complete a registration form for each child attending the sessions and sign the parental agreement to adhere to the terms of this policy.

### **Admissions**

- Only children attending The Holy Family Catholic Primary School are eligible to attend Wrap Around Care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- Parents requiring ad hoc places are welcome to use the Wrap Around Care provided there are spaces and parents/carers have previously completed the registration process.
- All Wrap Around Care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

### **Booking places**

- Places for Wrap Around Care are to be booked via using School Gateway and all payments must be made prior to the session attended.
- Priority for places will be given to those pupils that have pre-booked paid sessions.
- Subject to space, ad hoc places can be booked up to the actual day so long as payment has been made.
- If payment has not been made you will be called to collect your child.

### **Pricing Policy**

- The Wrap Around Care fees are set out below:  
**Breakfast Club** – 7-45-8.50am £5  
**After School Care** – 3.15pm – 5.30pm £9
- It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month's notice of this.
- All bookings and fees are to be paid by **Thursday each week prior to the week they are attending.**
- Payment is due for all booked sessions if at least 24 hours' notice is not given for non-attendance.
- Refunds are only given in the case of illness
- Fees must be paid via our online payment system (School Gateway).
- Receipts will be provided detailing the sessions that payments have been made for (School Gateway).
- Parents should keep their receipts as proof of payment.

### **Staffing**

- The Wrap Around Care leader will have relevant qualifications to provide care for pupils
- At least one member of the team will also hold a paediatric first aid and food hygiene certificate.
- The maximum amount of children in any session will be 26.
- At all times the Wrap Around Care leader will be present and in addition the one other staff member.

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- Staff breaks will be timetabled but ensuring that effective ratios are maintained.

## **Arrivals and Departures**

### **Breakfast Club:**

- Parents/ Carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult)
- Parents are to enter via the small gate and ring the wrap around care doorbell. This will alert the staff members to come and greet the child/ren.
- At the end of the session, KS2 pupils will walk internally to their classrooms. Reception and KS1 children will be taken to class by an adult.

### **After School Care:**

- Registers will be provided to the Wrap Around Care staff each day to ensure staff know whether pupils have attended school that day.
- Parents must call the school office if their child is going to be absent from any session using the usual absence reporting procedures but making it clear that it is absence from The Wrap Around Care.
- Children will continue to stay within the school building once their class have been dismissed. KS2 children will walk through the school to the hall. After School Care staff will collect children from Reception and KS1. Any information/ handover to the Wrap Around team will take place at this time.
- Parents are to collect pupils via our school lobby and ring the doorbell. This will alert the staff members to bring the child/ren to them.
- Parents/ Carers are responsible for collecting pupils from after care (we will not release pupils without a named adult). Children will only be released to a known parent, unless notified via the office of any change by 3pm.

### **Late pick up**

It is important that you are prompt to pick up your child from After School Care. If you are late you will incur a late fee of £20 up until 5.45pm and a further £20 for each 15 minutes thereafter.

### **Provision:**

- **Breakfast Club**

We will provide a healthy breakfast to start the day, children can choose from a variety of cereals, toast, muffins, bagels and fruit from the self-service station. Children have a calm start to the day, with the provision of quiet table games, books and puzzles. If children are having breakfast with us we ask that they arrive no later than 8.15am, this gives them the opportunity to eat without rushing.

Reception and KS1 children will be taken to their classrooms by a member of staff and KS2 children will go to their classrooms on their own.

- **After school care**

There will be planned activities each day, although we operate on a free play system, where children can decide what they want to play with from the wide range of resources we have available including: arts and crafts, Lego, Clix, role play, painting, board games and puzzles. There's also plenty of time for playing and socialising with friends. In addition, we have a quiet area where children can read books or just rest from the day. At 4.30pm a snack will be provided, this may be sandwiches, toasties, soup, beans on toast, wraps, fruit etc. this is a snack to tide them over until they get home for dinner.

### **Behaviour:**

- Whilst attending The Wrap Around Care children are expected to follow the school behaviour policy.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a child continues to

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display inappropriate behaviour, the Wrap Around Care Leader may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

### **First Aid**

- All accidents will be recorded in the Wrap Around Care accident book, accurately reported to the parents/carer via a telephone call.
- Accident records will give details of the time, date and nature of the accident; details of the child involved; type and location of the injury; action taken and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during the session will be contacted immediately.

### **Medical conditions**

- It is the parent's/carers responsibility to inform the Wrap Around Care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school Policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main school office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with Wrap Around Care staff.

### **Related Whole School Policies:**

- Behaviour Policy
- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Children with Medical Conditions Policy
- Complaints Policy

### **Contacting Wrap Around Care before 8am and after 4pm**

Should you need to contact the Wrap Around Care team as a matter of urgency out of school hours please phone:  
**07754842234**

### **Complaints:**

The school complaints policy is available from the school office or can be found on our school website.

### **Monitoring and Evaluation**

This policy will be reviewed annually by the Head teacher, staff and Governing Board.

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## Wrap Around Care Parental Agreement 2020-21

I .....parent/carer of ..... have read and accept a copy of the Holy Family Catholic Primary School Wrap Around Care policy and agree to abide by the terms therein.

I accept that all sessions need to be booked and paid for in advance via Parent Pay. I understand that if I have not booked and paid in advance I may be called to collect my child.

I accept that should my child's behaviour be unacceptable during the sessions, there is a possibility he/she may be excluded from the sessions (following a period of partnership work with the school).

I accept that if I am late to pick up my child I will incur late payment charges.

Person with parental responsibility .....

Print name .....

Date .....

Signed .....on behalf of the Holy Family Catholic Primary School

Print Name .....

Date .....