



Wrap around care

Breakfast and Afterschool Club Policy

Date of policy: 01 April 2022
Next review date: 01 September 2024

Church Langton Primary School aims are to provide a safe, secure; friendly out of school hour's environment in which children can enjoy a healthy and nutritious breakfast or snack after school, under the supervision of qualified staff.

The Key aims of the club are:

- To provide the highest possible standard of care in a safe, secure, caring and supportive environment, where the children feel comfortable and happy before and after the school day
- To provide a relaxed and informal environment which promotes a balance of free and directed play.
- A wide variety of fun, creative and stimulating activities.
- Access to outdoor play subject to weather conditions.
- An opportunity to socialise with other children.
- To provide an affordable service to parents/carers

Opening Times

The wraparound care will open term time only for children in Reception through to Year 6, Monday to Friday from:

- 7.45am – 8.45am for breakfast club and
- 3.15pm – 5.15pm for afterschool club in two sittings 3.15-4.15 (1st session) or 4.15-5.15pm (2nd session).

Our club will be run by school staff. All staff are all enhanced DBS checked and conform to all of the schools employment requirements. Appropriate adult to child staffing ratios will be maintained at all times.

Children are dropped at breakfast club by their parent/carer and signed in by a member of staff. All children will be escorted to their respective classrooms. Children are welcome to have a breakfast whilst at the club. There is free play and organised activities. Breakfast includes a choice of toast, cereals and fruit and we encourage children to drink water or milk with their breakfast. Please note breakfast is served until 8.10am to enable the staff to tidy up and get children to their classes on time.

After School Club

At the end of the school day, all children will be collected from their classrooms by a member of staff. Healthy snacks will be provided such as rice cakes, yogurts, cheese, fruit, pitta breads. This list is not exhaustive.

Booking and Payment Arrangements

Wraparound care is an optional extra and must be paid for in advance. 'Optional extra' activities are those which take place wholly or mainly outside academy hours, but which are not provided as part of the syllabus and are not required in order to fulfil statutory duties relating to the national curriculum or to religious education.

Participation will be on the basis of parental choice and a willingness to meet such charges as are made. Any charge made in respect of individual children may include an appropriate element for the following: materials; other equipment; non-teaching staff costs; insurance costs.

- Places at the club are allocated on a strictly "first come, first served basis"
The advertised price includes the cost of food regardless if your child will be eating or not.
- All sessions must be paid for including absence and sickness days and all payment is strictly in advance.
- Charges are subject to review and may be adjusted from time to time to reflect costs

Deadlines for bookings the club is 11.59pm on Wednesday of the previous week – this is to ensure that the after school club team can put the appropriate staffing levels in place to supervise children, maintain adult to child ratios and also order the appropriate stock levels of food.

All booked sessions must be paid for at the time of booking. The 11.59pm Wednesday deadline also applies to any changes to bookings or cancellation of bookings.

The wrap around care will not be permitted to allow a child to attend who has not booked and paid for a place – this is to ensure compliance with adult to child ratios and other health and safety requirements.

Fees and Payments

Wrap around care is offered to pupils of Church Langton Primary School during term time only. We offer breakfast and activities at the start of the day.

- 7.45- 8.45am- £5.50
- 3:15-4:15 pm - £5.50
- 4.15-5.15pm - £5.50

The booking system works on a pre-payment basis. Therefore, when you book sessions you will pay for them at the point of booking. Payments are to be made on Parent Pay. The school has a cash free system therefore does not accept cash or cheques.

If you pay using childcare vouchers, please message afterschoolcare@clp.learnat.uk for more information on this. There is no discount for those children not having breakfast, the fee includes the price of the food.

If you think you are going to be later than 4:15pm to collect your child from school please notify the after school club. Any child who is not picked up by 4.15pm will be charged for the next session at £5.50.

Collection after 5.15pm will incur an additional extra charge of £5.50
Collection after 5:30pm will incur an additional extra charge of £11.00

Childcare Vouchers

We accept Childcare Vouchers for payment for Wrap Around Care sessions.

To ensure that making a payment is easy and stress-free as possible, please make payment as soon as possible. Childcare voucher and tax free payments take between 3-5 days to reach us so please allow two weeks from when you send them and for our finance team to credit your account (the credit information is obtained from the Bank Statement). Please also be aware some childcare voucher providers only send payments once a month on a set day.

Cancellation

In the event of closure due to circumstances beyond our control, for example weather or an outbreak of illness enforcing a school closure, refunds or replacement sessions will only be offered.

A member of school staff will endeavour to contact individuals by email, text or telephone. During adverse weather conditions school closure will be reported on the local radio - BBC Radio Leicester 104.9 FM and all parents are contacted via text message.

Refunds

There will be no credits, refunds or alternative sessions for sessions already booked but not used, even in the case of your child being off school sick. Parents are able to amend booking already made before the cut off time.

Responsibility for payment

The responsibility for payment of fees, charges lie at all times with the family person/carer who has made the booking.

Collection

Parents/Carers should collect their children from the Wrap Around Care facility or name an alternative person to collect their child, this person being aged 18 years or over. If there is any change to this arrangement the wrap around care staff must be notified beforehand.

In the event that a child is not collected by 5.15pm and no contact has been made by the parents to inform they are going to be late, the procedure below will be followed. The staff member on duty will endeavour to contact all persons listed on the school system as emergency contacts. If none of these persons on all of the numbers given to us can be contacted, we will then contact the police (after 30 minutes of the after school club closing, 5:45pm) to find out if there have been any accidents involving any of these people. The situation will be explained and advice will be sought.

There is a charge for any children collected after 5.15pm (please see fees and payments section)

If you are arranging for another adult to collect your child please inform the office who it is who will be collecting your child.

Menus

A nutritious breakfast is provided, which includes cereal, toast, fresh fruit, milk or water. This is included in the price. Healthy snacks are also provided for afterschool care.

Registers

Children will be registered as they are admitted by a member of staff on duty. The register will be kept in the club during the session and stored in the locked cupboard outside of club hours.

Activities

The club provides a variety of free play and structured play with a broad range of activities and freedom for children to choose their own activities.

Behaviour

The club will operate the same behaviour policy as the school and any incidents of inappropriate behaviour will be reported to the Headteacher and the club leader will speak to the parents/carers of the child(ren) involved.

Fire procedures

All children will be escorted to the playground, following the same procedure and expectations that are followed during the standard teaching day. Children will then be registered and remain on the playground until further instructions are given.

Outdoor Area

Children have access to outdoor space during Wrap Around Care subject to weather conditions. If children are outside, there will be a Wrap Around Care staff member supervising them.

Illness

If you suspect that your child may be unwell please ensure that you inform a member of the Wrap Around Care Team. Should they become unwell during a session it may be necessary for you to collect them before the end of the session.

Medical

Pupil information including allergies and emergency contacts will be held by the staff. Please ensure that the school is informed of any changes to any information whether it is contact details or medical. It is the responsibility of parents to inform the school office about any allergies their child may have. Alternatively, this can be updated on the Arbor App. Please speak to the school office if you do not have access to the Arbor App.

Medication

The Wraparound Care provision is not permitted to possess, store or dispense medication or other general medications.

Prescribed Medication

The Wraparound Care provision will administer medication as they would in school times. Inhalers, epi pens, antibiotics can be given and we will follow the instructions that have been set out when you complete the normal school form. Any medication administered by the school during the school day will be passed to the club leader to be handed back to the parent / carer.

Related policies

The wraparound care club follow the policies of Church Langton Primary School. Please refer to the following policies:

- Medicines Policy
- Child Protection policy
- Health and Safety policy
- Complaints procedure
- Positive Behaviour Policy

- Safeguarding Policy
- Anti-Bullying
- First Aid
- Fire Drill
- Charging and Remissions

The club is also covered by the school's risk assessments.

Other information

Wrap around care is outside of the school's educational provision for normal school hours. The club will consider the reasonable adjustments that it can make for a child with SEND needs attending wrap around care club and will discuss this with the child's parents. Decisions will be made on a case by case basis. Please contact the headteacher via the school office prior to booking wrap around care for the first time should your child require additional support in the provision.

Contacting wraparound care club

By Phone: Wraparound care club can be contacted during school hours on the main school telephone number: 01858 545237. The school office hours are 8.30am – 4.00pm. The staff will take your message and share it with the club leader.

By Email:

Out of school office hours please email the club on afterschoolclub@clp.learnat.uk and these will be monitored during the club hours.

Concerns

If parents/carers have any concerns they should, primarily, be directed to a member of wraparound care staff. If the matter is not resolved parents/carers should contact the Head Teacher of the school or a member of the governing body.

Confidentiality

It is a legal requirement for wraparound care to hold various items of information about the children who attend the clubs. The information is used to produce registers and to have emergency contact details readily available. If there is a concern or an issue arises concerning safeguarding the Child Protection Policy will take priority over confidentiality. The wraparound care scheme follows the school Data Protection Policy which complies with the requirements set out in the GDPR.

Health & Safety

The wraparound care follows the school Health and Safety Policy and accepts its responsibilities under the Health and Safety at Work Act 1974, for providing a safe and healthy workplace and working environment for all its' employees, pupils, visitors and other persons who may be affected by its activities. We aim to ensure the health, safety and welfare of all children and staff by creating an environment that is safe and without risk to health.

First Aid

First aid will be administered in accordance with first aid training that staff have received. We will ensure that records are kept of all first aid treatment administered. There will always be a trained First Aider on site and First aid boxes will be regularly checked and refilled.