

Wrap Around School Care Policy

Purpose of the policy

- To describe how the school delivers a wraparound school care service which is affordable, sustainable and of quality.

Aims

Through our wrap around care we intend to:

- Support our families and meet the needs of the community.
- Provide a safe environment in which children can enjoy a wide range of child initiated activities.
- Encourage children to develop friendships across age groups and work together cooperatively.

Provision

- Breakfast Club runs during term time Mon-Fri, starting at 7.45 am. Breakfast is served between 7.45 and 8.15 am.
- Breakfast club ends at 08.40 when children go straight to class.
- After School Club runs during term time Mon-Fri, starting at 3.10 closing at 6.00 pm Monday to Thursday and 5.00pm on Friday.
- After School Club will close at 1:00pm on the last day of the autumn term (Christmas) and end of the school year.
- Children can be collected from after school club any time during the hours the club runs.
- The club is open to children from Reception (once full time) to Year 6. Parents of children with additional needs will need to discuss provision with the school prior to requesting a place.
- Reception & KS1 children will be escorted to after school club at the end of the school day.
- KS2 children will make their own way to the after school club.

Admission, booking procedures and payment of fees

- All parents must complete a registration form available for the school office before booking any sessions.(see appendix1)
- Bookings for space at the breakfast or after school club must be made online via the school gateway at least 5 days in advance.
- One-off slots can be booked, if space is available, by speaking to a member of admin staff, confirmation of a place will be given verbally.
- Cancellation of a booking must be made at least 24 hours in advance by contacting the school admin team, otherwise full charges will apply.
- Fees are payable via the school gateway with the exception of one off bookings which must be paid for in cash to the school office to avoid the school incurring charges.
- Parents are expected to make regular payments and outstanding debt must be paid monthly.
- Fees are payable as follows:-
- Breakfast club: - £3.00 per day which includes breakfast.
- After school club: - 3:15 to 4:15 pm - £3.00 per day for the first child in each family (which includes a snack) and £2.80 for second/subsequent children.
- 3:15 to 5:00pm - £6.00 per day for the first child in each family (which includes a snack) and £5.50 for second/subsequent children.
- 3:15 to 6:00pm - £9.00 per day for the first child in each family (which includes a snack) and £8.50 for second/subsequent children.

- If a parent is experiencing difficulty with payment of their fees, they should contact The Head teacher or School Business Manager in a timely manner to discuss how this can be resolved.
- In the unlikely event that there is significant debt against an account, the place may be cancelled until all arrears have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with the Head teacher, and subject to availability.
- The Kiwi School wrap around care fees are covered by Kiwi School's Debt Collection Procedures.

Missed Sessions

- If your child misses a session due to an educational or residential trip there will be no charge.
- If your child misses a session due to illness 50% of the normal charge will apply for the first 24 hour period. Parents will need to cancel further sessions while their children remain ill.
- Failure to cancel a session more than 24 hours in advance will result in the full cost being applied.

Venue

- After School Club is based in the food technology room and activities may take place anywhere on the school premises.

Register and Collecting

- A register of children who attend breakfast and/or after school club is taken at the start of each session. This register is retained by the school office.
- Parents should collect their children from after school club from the gate leading off Marlborough Road to the KS2 playground. The gate will be locked and parents should ring the doorbell or call 01980 669414 to alert staff of their arrival.
- Parents are required to sign the register when collecting their child.
- If a parent is unable to collect their child as arranged, they must call 01980 669414 immediately. (Please do not ring the main school number after 4pm as the message will not be retrieved until the next day)
- If someone else will be collecting a child, the after school club or office staff must be informed by telephone.

Late collection

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance.
- We follow the Safeguarding Procedure for Primary Age Children not collected from school at the end of the school day which could result in Children's Services involvement.
- If a child is not collected by 6pm (or 5pm on Friday) a charge of £5 per 15 minutes or part thereof will be made. The school will consider contacting children's social care if a child has not been collected by 6.30pm (or 5.30pm on Friday) and the parent has not contacted the school to explain why.

Food & Drink

- Breakfast is offered to all children who arrive at breakfast club by 8.15 am
- Children attending after school club will be offered a healthy snack during the registration period at the beginning of the session.
- Menus are available for parents to view and comply with school foods standards.
- Fresh drinking water is available to the children at all times.

Activities/ Provision

- A range of activities are planned each session for the children in wrap around care. These may include role-play, creative art, reading, cooking, dancing, learning & discovery, outdoor activities, scooters, movies, as well as an opportunity to complete homework.
- Activities are age appropriate and often initiated by the children's interests

Behaviour

- Children and staff are expected to follow the School's Best Values and British Values whilst attending the After School Club.
- The school's behaviour policy will be followed and expectations during wrap around care must follow the same high standards expected during the school day. The school has the right to refuse provision for children who behave in a way the school deems inappropriate.

Health & Safety

- The following policies apply to wrap around care to ensure the safety of children:- Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- Procedures for evacuation in the event of a fire or emergency are displayed on all classroom walls.

First Aid

- There will be a qualified first aider on site during sessions.
- A first aid kit is available during all sessions.
- All accidents will be recorded in an accident book and any accidents reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.

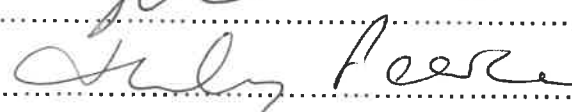
Enquiries regarding bookings and payments: 01980 632364 (School Office)

Enquiries/Contact during the session: 01980 669414 (Breakfast/After School Club Leader)

Ratified by Govs: (date)

Signed HT:.....

Signed Chair of Govs:.....



Wrap Around Care Registration Form

Child details

Name	Current Class	Date of Birth

Parent/Carer details

Name	Work telephone	Mobile telephone	Home telephone

Alternative Emergency Contact Details. Please provide at least one alternative person we can contact if we are unable to contact you.

Name	Work telephone	Mobile telephone	Home telephone

Details of Child's Doctor

Surgery Name	Doctors Name	Telephone Number

About your child

Please detail any additional needs:
Please detail any medical needs including medication:
Please detail any allergies:

I give permission for a member of staff to administer appropriate first aid, and if necessary emergency medical advice or assistance if my child is involved in a serious incident and I cannot be contacted. I agree to adhere to the school policy and rules for Kiwi School wrap around care.

Signed.....Dated.....