

Wheatfield Primary School

'High Achievement through Growing and Learning Together'

Wheatfield Plus School Guidelines

(Non-Statutory Document)

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Approved by Head Teacher:

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Wheatfield Primary School

Wheatfield Drive
Bradley Stoke
Bristol BS32 9DB

Tel: 01454 868610

Email: office@wheatfieldprimary.com

Website: www.wheatfieldprimary.com

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CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	June 2015	New policy	Denise Hickson
2	December 2016	Policy updated to account for changes in procedures due to the introduction of SchoolComms.	Ange Durlacher & Denise Hickson
3	September 2017	Policy updated to account for changes in procedures following Wheatfield Plus Management committee meeting.	Denise Hickson
4	January 2018	School guideline updated to account for changes in pricing structure, breakfast club hours and confirmation of minimum online transactions. Also includes updates to pupil premium allocations.	Denise Hickson

SUMMARY

This document should be read in conjunction with all the Wheatfield Primary School policies and school guidelines.

This document will be reviewed and updated annually.

Wheatfield Plus School Guidelines

MAIN DOCUMENT

1 INTRODUCTION

Wheatfield Plus aims to promote extended school childcare provision led by education professionals. It provides quality 'wraparound' childcare provision on the school site between the hours of 8am-6pm during the academic year (not on inset days or school holidays). It is led by our caring, qualified experienced, teaching assistants and lunchbreak supervisors who are familiar and well known to your children. Our aim is to provide excellent childcare provision in a safe, enjoyable, kind and friendly setting, which is affordable to parents and carers.

Wheatfield Plus is managed by our Wheatfield Plus Management Committee which has the responsibility for the policy, procedure and practice of the club. This includes the guidelines, charges and employment of the staff. All staff working at Wheatfield Plus have been checked by the Disclosure and Barring Service (DBS).

All staff are security checked using the D.B.S. (Disclosure & Barring Service formerly known as the CRB check).

2 MISSION STATEMENT

Wheatfield Plus aims to provide high quality childcare within a warm and welcoming environment. The individuality of each child in our care will be respected and nurtured. The club aims to:

- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment.
- Encourage children to take responsibility for themselves and their actions.
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination.
- Provide children with the opportunity to spend part of the time playing in the school grounds (weather permitting) at After School Club.
- Support and enhance children's teaching and learning in school.
- Provide a quiet area for those children who wish to read or complete homework.
- Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals.
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents or carers.
- Keep parents and carers informed about changes in the administration of the club and to listen and respond to their views and concerns.
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise
- Employ experienced, well trained staff and offer them appropriate support.

3 OPENING HOURS

Breakfast Club	Monday to Friday	7.45-8.00am to 8.45am
After School Club	Monday to Thursday	3.30pm to 6.00pm
	Friday	3.30pm to 5.30pm

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Please adhere to these times to assist staff with setting-up and closing procedures and to ensure the safe and effective care of your child(ren).

4 BOOKING PROCEDURES

- Wheatfield Plus will operate for the sole use of Wheatfield Primary School pupils, on a first come, first served basis.
- Bookings may be made using the School Gateway, along with payment.
- If bookings are made and are not accompanied by a payment, Wheatfield Plus reserve the right to cancel these bookings.
- Emergency bookings may be made by telephone to the office.
- Whilst we anticipate that charges will remain fixed for the academic year, Wheatfield Plus reserves the right to review these on a termly basis and may be required to adjust charges in the event that any unforeseen costs arise.
- Places will be limited to 45 for morning and afternoon sessions.
- Entry cannot be guaranteed if no booking has been made.
- Any profit made will be re-invested in Wheatfield Plus, the school and its grounds.

5 ALLOCATION OF SPACES

In the event that there are more requests for places than we are able to accommodate, the following will be taken into consideration in determining access to breakfast and after school club:

- Children with Special Educational Needs.
- Existing families who have used breakfast and after school club on a regular basis.
- Any places remaining after this initial allocation will be allocated from a waiting list.

6 FEES

Breakfast Club Session	First child:	£4.00 each
	Additional child(ren):	£3.00 25 each
After School Club	First child:	£6.50/7.00 each
	Additional child(ren)	£5.00/6.25 each

7 PAYMENTS

Payments must be made at the time of booking using the School Gateway. There is currently a minimum payment of £8.00 if you are using the online payment system. Therefore, if you would like to make a booking for one session only, you are welcome to bring into the office a cash or cheque payment (cheques should be made payable to South Glos Council).

Childcare vouchers continue to be used as an acceptable method of pay. Please contact the Wheatfield Plus admin team to seek further guidance if you wish to pay using childcare vouchers.

No refunds will be available, but credits will be provided for cancellations as follows:

- 100% credit for 24 hours' notice, from day of change.
- 0% credit for less than 24 hours' notice.

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Late payment of fees may incur an additional charge of £10.00 in line with the schools Charging and Remissions Policy, which is available to view on request or on the school's website.

8 DISCOUNT ENTITLEMENTS

Discount entitlements are granted as follows:

Description	50% Discount	100% Discount
Free School Meal*		Agreed*
Pupil Premium**	On Application**	On Application**
Staff Discount**	Agreed**	
Exceptional Circumstances**	On Application**	On Application**

*Will cease if Free School Meal status is withdrawn.

**Applications will be reviewed three times per year and agreed for the Autumn, Spring and Summer terms. The school may choose to cover fees in full or a % of fees, depending on circumstances.

9 DEBT MANAGEMENT

The expectation of the club is that all fees must be paid in advance of attendance at the club. Only in exceptional circumstances, and by request to the school office, are we able to book places without a payment being made.

910 WHAT THE CLUBS PROVIDE FOR CHILDREN

Children will be offered a varied programme of activities to meet the age range including craft, sport, recreational activities etc.

At Breakfast Club, children are offered a choice of cereals, toast, fresh fruit, yoghurt and fruit juices to start their day. Children attending After School Club are provided with a "high-tea" which they are encouraged and supported to prepare.

1011 WHAT THE CLUB REQUIRES FROM PARENTS AND CARERS

10.111.1 Arrival at a Session

Our staff will greet each child warmly on their arrival at the club. Parents are asked to sign in their child on the register for that morning, to include the time of arrival.

For After School Club, children should meet in the KS1 library (KS1 children will be escorted by their teachers from the classroom). All children will then be escorted to the Elliott Buildings once they have been registered.

On arrival all children will be given a drink and snack, if they wish, parents may also provide their child with their own snacks.

10.211.2 Departure from a Session

Staff will ensure that parents or carers sign children out before they leave, including the time of collection.

KS1 children who have attended Breakfast Club will be escorted to their classes and KS2 children will be expected to go to their classes unaccompanied.

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Children can only be collected by an adult who has been authorised to collect them. Parents are encouraged to use "passwords" for added security measures. The school needs to be informed of the password for your child from someone with parental responsibility.

The child's parents or carers must inform the club in advance if someone else is collecting their child. The administrator will contact the main parent or carer for confirmation if they have any concerns regarding departures.

The parent or carer must notify the Club if they will be late collecting their child. If the club is not informed, the following will apply.

10.311.3 **Late Collection of Children**

Our first concern is for your child. If you are aware that you are going to be late collecting your child(ren), please ring the direct line number to notify staff. If you are delayed in collecting your child, we will look after them and try to contact you and the standby person(s) who have permission to collect your child in an emergency.

Please help us to ensure that your child is comfortable with anyone who would have to provide care in an emergency by letting us know of any changes to the person you would wish to look after them if you cannot collect them. We will make every effort to contact that person(s), but if they cannot be contacted we are required to contact South Gloucestershire Social Services to arrange temporary care.

After School Club will be open from 3.30pm–6.00pm (Monday to Thursday) and 3.30pm-5.30pm (Friday). Please adhere to these times to assist staff with setting-up and closing procedures and to ensure the safe and effective care of your child(ren).

A penalty fee of £6.2510 per 15 minutes may be applied for persistent (more than twice per term) late collection at the end of the day.

10.411.4 **Absences**

If a child is going to be absent from a session, parents must notify the club in advance.

If a child is absent without explanation from an after school session, staff will contact the parents or carers and the school to check where the child should be. If there is no explanation for the absence the club will ring the parent to check the reason for the absence if there is still no explanation the Missing Child Procedure will be activated.

The club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

10.511.5 **Missing Child Procedure**

If a child is believed to be missing the following procedure will apply:

- One member of staff will contact the parents/carers immediately to try to ascertain if the child is with them.
- One member of staff will organise a search party of the premises and immediate area; all members of the search party are to take a mobile phone with them.
- Members of staff to regroup after initial search. If the child has not been found or there has been no news from parents and carers, the police are to be informed.
- One member of staff will remain by the telephone call to receive any news and call off the search if appropriate.

1112 **BEHAVIOUR**

As at school, high standards of behaviour are expected from children at all times whilst they are attending either the breakfast club or after school club.

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Any incidents of poor behaviour will be dealt with by the staff of the club who will normally issue a warning to the child in the first instance. If behaviour continues, a period of "time out" will be provided. Any incidents regarding poor behaviour will be logged in the club's incident book and parents will be informed at the end of each session.

If you have any concerns about a particular incident involving the behaviour of children attending the club, please discuss the matter with the play leader. The school reserves the right to cancel any child's attendance at the breakfast club if there are serious concerns about a child's behaviour.

1213 HEALTH AND SAFETY

The school is committed to the welfare of the children in its care. A copy of the schools Health and Safety Policy is available on our web-site.

12.113.1 Children's Safety

Parents/carers are to ensure that children are accompanied to breakfast club and/or collected from after school club as staff cannot be responsible for those dropped off on the loop and left to make their own way.

For everyone's safety, PLEASE ensure your child(ren) exit cars onto the pavement and not onto the road, into the path of oncoming traffic.

12.213.2 Parking

The staff car park is only to be used by school staff. If there is no room in the lay-by of the loop, please use Wheatfield Drive to park safely and walk back to school.

1314 ILLNESS AND ACCIDENTS

At Wheatfield Plus we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

We will record any accidents or illnesses, together with any treatment given, on an Incident Book or Accident Book sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

Wheatfield Plus cannot accept children who are ill. If any children are ill when they first arrive at the club we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the club until they have fully recovered, or until after the minimum exclusion period has expired.

Parents/carers are not to bring any child who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.

The majority of the staff are trained Paediatric/Child and Infant First Aiders. The First Aiders have a current first aid certificate and have attended the appropriate first aid course. To ensure that there is a qualified first aider present at every session of the club, other members of staff will also receive first aid training.

The first aid box is located in the club cupboard. The club leaders regularly check the contents of the first aid box to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

The manager will ensure that a first aid kit is taken on all outings and that at least one member of staff on the outing holds a current first aid certificate.

If a case of head lice is found at the club, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

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1415 MEDICATION

Should you require staff to administer **prescribed** medicine, it must be clearly labelled with the child's name, dosage and any instructions. Further information can be found in our Managing Medical Needs Policy which is available on our web-site. A Request to Administer Medication form must be completed beforehand and handed into the school office. A Record of Medication Administered will be kept at the club for all administration of medicines given to the children.

Hats and sun cream labelled with the child's name should be provided when attending during the summer.

Wheatfield Plus have an emergency inhaler and EpiPen on site for use in an emergency situation, as per the child's medical information and consent from parents in place within school.

1516 INSURANCE

Insurance cover is provided by the school's insurance arrangements within the Local Authority.

1617 COMPLAINTS PROCEDURE

Any matters of concern should be referred to a member of staff as soon as possible. If you feel that you would prefer to discuss the issue with a Management Committee member, please contact the school who will then pass on your complaint to the appropriate member of the Management Committee.

The club will try to resolve any complaint amicably.

If you require a full copy of the Complaints Policy, please ask any member of staff or a committee member.