



MEADOWS

PRIMARY SCHOOL AND NURSERY

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Making Meadows Magnificent!

Wraparound Care Policy

Date of Policy Creation:	Summer Term 2024	Person Responsible for Creation:	Business Manager
Date of Policy Inception:	Autumn Term 2024	Date of Policy Review:	Autumn Term 2027

Rationale

Extended provision is organised by Meadows Primary School and Nursery and is run by members of our school staff. We aim to provide a happy, safe and stimulating environment. We offer an enjoyable and varied activity programme which will include activities such as arts, crafts, games, quiet areas for homework and outdoor play. We encourage children to foster a positive attitude and respect for both themselves, and other people.

Organisation Of Breakfast Club

- Our Breakfast Club is held in the school hall (access is via the courtyard by the graffiti wall).
- Breakfast club opens at 8.00am.
- During the session a healthy breakfast is offered consisting of cereal, yoghurts, and fruit.
- Breakfast is served until 8.30am, please ensure your child arrives before 8.30am if they wish to have breakfast.
- Children should not be on site, without a named adult until shortly before 8.00am.
- Children in Reception and Key Stage One should be brought to the Breakfast Club door by an adult.

Organisation of After School Club

- Our After School Club is held in the school hall (access is via the courtyard by the graffiti wall).
- Children in Reception, Year 1 and Year 2 will be accompanied by a member of staff to the school hall.
- Children in Years 3 to 6 will be sent at the end of the day by their class teacher.
- Children are registered once they have entered the hall.
- During the session a healthy snack and drink will be offered.

Children can only be collected from the After School Club by adults who are known to staff. If it is necessary for someone else to collect your child, we respectfully request that you inform staff. All staff sign the children out once an authorised person has collected. In circumstances whereby a collecting adult is unknown to staff, and they have not been informed, collection will not be allowed until contact with a parent or carer has been made.

Registration

Parents/carers who require access to our Wraparound provision need to contact the school office to request a registration form which must be completed and signed for prior to access being granted.

Online Booking System

We operate an online booking system for places. Parents/carers can book places in advance of the sessions needed. The cut off for bookings is up until midnight the day before the session is required. Places are available on a first come, first served basis. The school office will not be able to book, hold or reserve places. Online bookings can be made up to midnight the day before the booked session. Unfortunately, sessions booked but not attended after this cut off will still incur the full session charge.

Please note that sessions cannot be cancelled via Arbor. If you need to cancel a session, you must contact the school office directly to request this. However, if a cancellation is made on the same day as the booked session, the full session charge will still apply.

If your child/ren needs to attend Breakfast Club as an emergency, please contact the school office before letting your child/ren attend.

To ensure the safety and wellbeing of all children in our care, it is essential that places for Breakfast and Afterschool Club are pre-booked in advance via Arbor.

Please be aware:

- If your child arrives without a booking, we may not be able to admit them into the provision.
- If we are able to accommodate them, an unbooked charge of £2.50 will be applied in addition to the session cost.
- Repeated failure to pre-book may result in a build-up of debt on your account and cancellation of a child's place.

We kindly ask all parents and carers to ensure bookings are made in advance to help us run the provision smoothly and safely. Thank you for your cooperation.

Payment

Payment is required online upon booking to secure the place, the system will not allow bookings to be made without upfront payment and/or sufficient credit on our account.

If you are a parent/carers paying via childcare vouchers, the Government tax free scheme or Childcare Payment Grant Scheme, the system will allow you to make a booking with voucher payments continuing to be made directly to the school bank account. You will just need to provide your voucher code to the office and then we can then get you set up on the system.

Cancellations/Late Fees

Cancellations and/or amendments to bookings can be made online up until midnight before the booked session. In the event you cancel the session within this timeline, the cost of the session paid for will be held as a credit on your account. Cancellation requests after this time will still incur the session charge.

In circumstances beyond the control of parents/carers e.g child being sent home due to illness a request can be made to the office via email for the session that day to be cancelled for the child who is unwell.

Parents running late to collect their child(ren) must contact the after school club staff on 07780 119576.

We reserve the right to charge a late collection fee (after 5.30pm) to cover staff time. A fee of £2.50 will be charged for the first 15 minutes and the full session charge will be made for every 15 minute period, thereafter. Consistent late collections will be challenged and your child or children's place in the provisions removed if improvements are not seen.

If a child is not collected from After School Club, the following process will take place:

- **Headteacher to be informed.**
- **All contacts called and emailed.**
- **Children's Services to be contacted, in circumstances where no contact is made.**

Pricing

- Breakfast Club
£2.00 per child, per session.
- After School Club
£6.00 per child, per session (3.15pm – 4.30pm)
£8.00 per child, per session (3.15pm – 5.30pm)

Fees will be reviewed annually, and parents/carers will be informed a minimum of month in advance of any change.

Emergency Procedures

In case of an emergency where children have to be evacuated from the building, the register will be taken, and the children checked against the register to ensure they are present. Evacuation procedures are in line with those practised during the school day.

First Aid / Illness / Medication

If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received. Inhalers are kept in the child's classroom, if they are needed a member of the club/school staff retrieve them. Should your child become unwell whilst at a club a member of staff will contact you.

Staffing and Supervision

The children are adequately supervised at all times. All members of staff are DBS checked. At least one member of staff on duty will hold a current first aid certificate.

Safeguarding

A DSL is contactable throughout the duration of the extended provision and any Safeguarding issues will be reported to this person who will act in line with our Child Protection and Safeguarding policy.

Behaviour Policy

The School's Supporting Excellent Behaviour Policy is adopted in our Wraparound Care. If there are concerns with behaviour, then parents will be contacted. Ultimately exclusion from the club will be the final sanction from such provision when all possible strategies have failed.

Risk Assessment

A risk assessment has been carried out and is available to view upon request.

This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.