

Great Ponton C of E Primary School



## Wrap Around Care Policy

“Offering hope, building confidence,  
developing resilience.”

Approved by:

Date: July 2024

Last reviewed on:

July 2024

Next review due by:

July 2026

RESPECT, FRIENDSHIP, HOPE, WISDOM, DIGNITY & PEACE

# Great Ponton CE Primary School Wrap Around Care Policy

## **Wrap Around Care Policy Introduction**

At Great Ponton School we are very proud to be able to offer a “Wrap Around Care” facility to our pupils and parents. The Wrap Around Care service is available to all pupils that are registered at our school. All children are under full adult supervision at all times.

## **Aims**

- To provide a welcoming, safe, secure environment for pupils between 7.30am to 8.30am and after the school day ends up until 6:00pm.
- To provide an affordable service to parents/carers.
- To enable pupils to eat breakfast before the start of the school day /have an after school snack in a pleasant, relaxed environment.
- To provide a calm play environment for pupils.
- To encourage physical activities to promote healthy living. The Breakfast/After School Clubs are self-sufficient. The attendance fees are designed to cover all costs. This includes:
  - Staffing
  - Food
  - Equipment
  - Day-to-day running costs.
  - Administration

It may be necessary to change fees from time to time; however, parents/carers will be informed as to the reasons why such an increase is needed, in a timely manner.

## **Staffing**

All staff that work at the Wrap Around Care are employed following Great Ponton recruitment process. All members of staff hold current DBS checks and have had up to date safeguarding training. There is always a member of staff on duty who is first aid trained.

## **Organisation**

### **Breakfast Club**

During term time we offer an early morning breakfast club from 7.30am. Children are dropped into breakfast club by their parent/carer and signed in by a member of staff. Children will be escorted by staff to their classrooms in time for the bell at 8.30am to ensure they start their school day alongside their peers.

Children are welcome to have a breakfast whilst at the club. Breakfast includes a choice of toast, cereals and fruit and we encourage children to drink water or milk with their breakfast.

There is free play, organised activities and the opportunity to complete homework.

## After School Club

During term time we offer after school club from 3.20pm to 6:00pm. When school finishes at 3.20pm children are registered and collected by a member of the Wrap Around Care team from their classrooms.

The wraparound register is available to teachers so they are aware which children are booked in to wraparound care. If parents think they are going to be later than 3:20pm to collect their child from school they should notify the school office 01476 530306. Any child who is not picked up by 3.30pm will be placed in the Wrap Around Care facilities if there is availability (**A charge will be made of £2 per 15 minutes for unscheduled attendance at the club**).

Children are able to sign up for the schools teacher lead and external lead clubs. A member of the After School Club team will cross reference the Wrap Around Care register with the club register so that children who need to attend Wrap Around Care post clubs can be collected by a member of the Wrap Around Care team. Where a booking has been made, children are collected from the location of the club in school (for example the playground or a specified classroom) at 4.15pm. Sessions available following a teacher lead or external club is 4.15 -6.00pm.

### Times, pricing and booking.

Breakfast Club - 7.30am- 8.30am at a cost of £5 and includes a free breakfast.

8.00am- 8.30am at a cost of £5 and does not include breakfast.

After School Club - charged per session (with tea provided from 4.30pm):

3.20 -4.15pm £4

4.15- 6.00pm £7

3.20 – 6.00pm £11

Children should be booked into the Breakfast and After School club in advance via email to [wraparoundcare@greatponton.lincs.sch.uk](mailto:wraparoundcare@greatponton.lincs.sch.uk) This will ensure staff to children ratios are correct and sufficient food can be provided. Parents can book, amend and cancel places 24 hours before the session. **All parents need to book for Breakfast and After School provision.**

### Information to parents:

The booking system works on an invoice basis sent termly. Therefore when you book sessions you will pay for them in arrears (as for Childcare Vouchers – see below). We accept Childcare Vouchers for payment for Wrap Around Care sessions. If you wish to pay via Childcare Vouchers your account will need setting up for this to be possible. Please speak to the school office for this to happen. Once you have paid via childcare vouchers the office will apply the credits to your account. Please note that invoices are sent out at the end of each half-term. Invoices should be paid within two weeks of the

Sessions that are not cancelled with 72 hours' notice will still be charged apart from absence where illness has prevented the child from attending school.

Understandably, there may be times where Wrap Around needs to be used for emergency childcare and a booking hasn't been made. The school will do our best to care for your child in this instance, subject to appropriate staffing levels being available. If you need emergency care please contact the school office.

### **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 16 years or over**. If there is any change to this arrangement the wrap around care staff must be notified beforehand. You can contact the Wrap Around Care via email [wraparoundcare@greatponton.lincs.sch.uk](mailto:wraparoundcare@greatponton.lincs.sch.uk) the school office on 01476 530306 or after 3.20pm on **07899759725**.

In the event that a child is not collected by 6:00pm and no call 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, 6:30pm) to find out if there have been any accidents involving any of these people. The situation will be explained and advice will be sought.

Homework Space is provided for children wishing to complete homework in the Wrap Around Care facility. The Wrap Around Care staff will encourage children to complete their homework but it is not a mandatory requirement that it is completed at Wrap Around Care.

### **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.

### **Health and Hygiene**

It is the responsibility of the Wrap Around Care staff to clean work surfaces at the end of each club session. They also sweep any obvious debris from the floor and mop any spillages up as they occur. The school's cleaning team mop and vacuum thoroughly at the end of each day and clean the toilet facilities. The school complies with the school food standards and food safety requirements. Allergen information is available upon request.

### **Equipment**

Where children can safely tidy up they are encouraged to do so. All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed immediately. Children are taught to care and respect the equipment and their surroundings and encouraged to play constructively.

## **Behaviour**

Wrap Around Care follow the same behaviour policy as the school and children are expected to behave in accordance with that policy. A child may be banned temporarily or permanently from the facility if their behaviour is a continuing issue.

## **Special Educational Needs and disabilities**

The wraparound care recognises that all children have a right to play and that those with special needs may require support in order to participate fully.

In order to achieve this we aim to foster an environment where children with disabilities are:

- Fully accepted and integrated
- Encouraged and enabled to be as independent as possible
- Respected when care is of a private nature

***Before a child with additional needs begins wraparound care, a planning meeting will be held with the relevant staff members from school, wraparound care and parents/carers to discuss the child's individual needs and identify if wraparound care is able to appropriately meet the needs of that child.***

At this meeting the following points will be considered:

- The needs of the child- medical, mental, social and emotional, cognitions and learning and communication
- Access to the environment and activities
- Staffing levels and whether these are appropriate to the safety of the child
- Training
- Resources and equipment
- Identification of a need for an Intimate Care/Health Care plan
- The overall capacity of the wraparound care setting to adequately provide the level of care required

The needs of the child remain the primary concern and a decision will be made at this meeting to confirm if wraparound care is the appropriate setting to provide before and after school care.

On some occasions, children's additional needs may become apparent once they have begun wraparound care as the children develop and grow. In instances such as this, it may be necessary to hold a planning meeting with relevant staff members from school, wraparound care and parents/carers to discuss the child's individual needs and identify if wraparound care is able to continue to appropriately meet the needs of the child. At the planning meeting, the same points as above will be discussed. If wraparound care is unable to appropriately meet

the needs of the child then it may be decided that Breakfast and After School can no longer provide before and after school care. A review date will be arranged at this time.

### **First aid**

There is a qualified First Aider available at all times. Any incident will be recorded in the school's accident log.

### **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.

### **Related policies**

The Breakfast/After School Clubs follow the policies of Great Ponton CE School. Please refer to the following policies:

- Medicines Policy
- Behaviour Policy
- Safeguarding Policy
- Anti-Bullying
- Health and Safety

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