

Wrap Around Care Policy

Document: Wrap Around Care Policy

Ref:

Approval Date: 28th June 2024

Review Date: June 2025

Responsibility: The Local Governing Body of St Mary's Primary School [the School] is responsible for the management of the schools wrap around care. St Mary's CE Primary School is registered with Ofsted – registration number 149831

Contents:

1. Introduction
2. Admissions & Bookings
3. Cancellations
4. Arrival & Departure
5. Illness
6. Daily Activities
7. Contacting Twiglets After School Club
8. Inappropriate Behaviour
9. Charges and Payment of Fees
10. Childcare Vouchers
11. Late Collection
12. Review of the Policy

1. Introduction

St Mary's provides wrap around care is run by St Mary's CE Primary School and exists to provide high quality out-of-school hours child care for vulnerable children and children with working parents. It provides a range of stimulating and creative activities in a safe environment at a Breakfast Club and Twiglets After School Club.

- Breakfast Club runs from 7:45 am to 8:45 am, term time only.
- Twiglets runs from 3:15pm to 5:30pm, term time only.

A copy of this policy is available on the school website.

2. Admissions & Bookings

- Only children attending St Mary's CE Primary School are eligible to attend the Breakfast Club and Twiglets After School Club.
- All places are subject to availability;
- All bookings must be made and paid for online via ParentPay at least 1 day in advance of the required session. Bookings will not be able to be made over the phone on the day of the booking unless there is an emergency.
- Children must not be dropped at school for Breakfast club without a prior booking.

3. Cancellations

If a booking is to be cancelled it should be done so in advance, online, via ParentPay.

For Breakfast Club cancellations/changes can be made to bookings up to 4pm the day before the Breakfast Club booking is required.

For Twiglets After School Club cancellations/changes can be made to bookings up till 9am on the morning of the day that the Twiglets booking is required. If a child does not attend Twiglets on the day of the booking the cost of the childcare will be refunded however a charge of £2.40 will be applied to their account for the cost of the booked meal.

4. Illness

Breakfast Club – if a child is ill on the day of a Breakfast Club booking the booking will be cancelled and the charge refunded in full.

Twiglets After School Club – it is a parent's responsibility to contact the school, before 9am on the day of the illness to let the School Office know that the place at Twiglets. In this instance the booking will be cancelled and refunded in full. If the place is not cancelled before 9am on the day of the booking the cost of the childcare will be refunded but a charge of £2.40 will be applied to their account for the cost of the booked meal.

5. Arrival and Departure

Breakfast Club

- Parents/Carers should bring their child(ren) into Breakfast Club via the Year 4/5 doors at the back of the school hall no earlier than 7:45am.
- Children must not be dropped at school for Breakfast club without a prior booking (made at the latest by 4pm the day before)
- Children who would like breakfast must arrive before 8:10am.
- EYFS/KS1 children will be taken to their classrooms at 8:30am by a member of the Breakfast Club staff.
- Children in Years 3 to 6 will be taken to their playgrounds at 8:30am by a member of the Breakfast Club staff.

Twiglets After School Club

- Children in EYFS and KS1 classes will be collected from their class by a Twiglets staff member.
- KS2 children will make their own way, promptly, Twiglets at the end of the school day.
- Children can attend another club after school before coming to Twiglets however they will be charged for the whole of the Twiglets session.
- Parents will be required to keep Twiglets up to date with the activities which their children will be attending before going to Twiglets.
- Parents should enter the school via the Yr 4/5 doors at the back of the hall to collect children from Twiglets. This door will be locked and parents should ring the doorbell to gain entry.
- Parents must inform the school office of all those people who may collect their child from Twiglets and make sure this information is kept fully up to date.

6. Daily Activities

Breakfast Club

- Children who are having breakfast wash their hands.
- Children are offered a freshly prepared, healthy breakfast.
- A variety of games and toys will be available for the children to play with.
- Whenever possible supervised outdoor play will take place on the school field.
- Children are expected to clear away their plates and tidy away the games and activities encouraging them to take responsibility for the breakfast club area and resources.

Twiglets After School Club

- Children will enjoy a healthy afternoon tea. Staff will sit with the children at this time and it will be served around 4:30pm once children taking part in other after school activities have joined them.
- Children will be able to choose from a range of play and planned activities both inside and outside.
- Children will be able to complete homework during this time.
- Children are expected to tidy away the games and activities encouraging them to take responsibility for the after school club area and resources.

7. Contacting Twiglets After School Club

Twiglets After School Club can be contacted by phoning the School Office on 01666 502275 or via admin@st-marys-tetbury.gloucs.sch.uk

8. Inappropriate Behaviour

Whilst attending Breakfast Club and Twiglets After School Club children are expected to behave in the same way as they do in school. Pupils are expected to follow our three behaviour rules of being **ready, respectful and safe**.

The school's red and yellow card system also applies at Breakfast Club and Twiglets After School Club. Children who do not follow the school rules will be issued with a red or yellow card (depending on the severity of the incident)

which will result in them losing some playtime the next day.

If after consultation with parents and the implication of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to exclude the child from before or after school club. The reasons and processes involved will be clearly explained to the child and their parent/carer.

9. Charges and Payment of Fees

Breakfast Club cost - £3.25 per session per pupil (1 hour of childcare including a healthy breakfast).

Twiglets After School Club Cost - £9.75 per session per pupil (2 ¼ hours of childcare including a healthy afternoon tea).

Payment for Breakfast Club and Twiglets should be made via ParentPay. A record of children's attendance at these clubs will be recorded on ParentPay each Friday. Payments made by Childcare Vouchers will be input into ParentPay within 2 working days of being notified of the payment by the parent.

Parents must ensure that Breakfast Club and Twiglets After School Club accounts are kept in credit to ensure that their bookings are not automatically cancelled from the booking system.

10. Childcare Vouchers

Childcare vouchers can be used to pay for Breakfast Club and Twiglets. To use Childcare Vouchers as payment:

1. Find St Mary's CE Primary School, Tetbury on the appropriate childcare voucher website by either using the postcode GL8 8BW or the Ofsted number 149831.
2. Make the required payment to St Mary's School via the voucher website.
3. Send an email to bursar@st-marys-tetbury.gloucs.sch.uk so that the child's ParentPay account can be credited with this payment.
 - Child's name and unique code (is using the Government Childcare Voucher scheme):
 - Amount paid:
 - What it is to be allocated to e.g. how it is to be split between Twiglets and Breakfast Club.

This payment will then be credited to your child's ParentPay account within 2 working days ready for bookings to be made. Please allow sufficient time for the payment to be credited to ParentPay so that any required bookings can be made 5 days in advance of the sessions required.

Steps 2 and 3 should be repeated each time a voucher payment is made.

Fees will be subject to review on annual basis.

11. Late Collection

If a parent is running late or needs an adult, other than the adults already notified as collecting adults, to collect their child/ren they should contact Twiglets After School Club via the School Office on 01666 502275.

If a child has not been collected by 5:30pm parents will be contacted in the first instance by telephone. The additional contacts on their pupil file will be telephoned in the second instance.

A charge of £3 will be applied for each instance in which a child is collected after 5:30pm.

12. Review of the Policy

This Wrap Around Care Policy shall be reviewed each year by the Resources Committee, with any recommended changes notified to the Local Governing Body.

Policy approved by governors on: 28th June 2024

Review Date: May 2025

Signed by Headteacher:

Signed by Chair of Governors:

