

# CASTLEMORTON CE PRIMARY SCHOOL



## Wraparound Care Policy

HoS Approval:

Review Date:

Member of Staff Responsible:

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Date: December 2024

Name: Amanda Smithson

## **OUR CHRISTIAN VISION**

An inclusive Church School with a commitment to providing quality education that meets the needs of ALL. Creating successful learners, confident individuals and responsible citizens through a Christian approach of love, care and cooperation, so that everyone has confidence and a lifelong love of learning in order to flourish as human beings.

Love learning, enjoy life and care for one another- LOVE-LIGHT-ALL. Care, Commitment, Cooperation, Confidence.

Love is patient, love is kind... Love never fails (1 Corinthians 13) LOVE

In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven (Matthew 5:16) LIGHT

Suppose one of you has a hundred sheep and loses one of them. Doesn't he leave the ninety-nine in the open country and go after the lost sheep until he finds it? 5 And when he finds it, he joyfully puts it on his shoulders 6 and goes home (Luke 15)

ALL The most important of these is love- guided by the teaching and love of Jesus.

## **Castlemorton CE Primary Wraparound Care Policy**

Castlemorton CE Primary School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and After School Wraparound Care. These sessions may be attended on a full-time or a part time basis. The sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability.

This childcare provision is an extension of Castlemorton CE Primary School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at Castlemorton CE Primary School's Wraparound Care Provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

THE SCHOOL - We will endeavour to:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and drinks

- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality
- keep you informed about the school events and activities through newsletters, email and website

THE CHILD - I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's Core Values
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

THE PARENTS – We will endeavour to:

- ensure that our child only attends sessions that are booked and paid for in advance
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school if our child is going to be absent from a session
- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's Core Values and Behaviour Policy
- support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

*This agreement forms part of the Registration form (available from the school office) and must be signed and returned before starting Wraparound Care.*

## **Admissions Policy for Wraparound Care**

Castlemorton CE Primary School's Wraparound Care is only available to children of school age who attend our school.

Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

### **Registration Forms**

Parents and Carers will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms **MUST** be returned directly to the school office and **NOT** via the book-bags or handed to staff on the playgrounds as they will contain sensitive personal information.

### **Fee Accounts**

Once registration and booking forms have been completed you will be emailed an invoice for the fees which can be paid via Arbor. Parents will be required to set up an Arbor account if they do not currently have one. (Please speak to the school office more information about this system.) Bookings can be made session by session or as block bookings and must be paid for in advance.

Sessions can be booked at any time up to 24 hours prior to the session and places are subject to availability. It is therefore, recommended that parents do not rely on last minute bookings unless in an emergency.

### **Maximum Numbers and Waiting Lists**

Wraparound Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Castlemorton CE Primary School having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

### **Specific Individual Needs**

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable.
- The staffing levels can support the needs of the child.

### **Behaviour**

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by the Head of School and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

### **Opening Hours and Fee Structure**

#### **Castlemorton CE Primary School Breakfast Club:**

- Is open term-time only with sessions running from 8:00am
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the full session (8:00-8:50) is £2.00 and is inclusive of breakfast and a cold drink
- Sessions can be booked in advance via the school office

#### **Castlemorton CE Primary School Afternoon Wraparound Care:**

- Is open term-time only with sessions running from 3:20pm to 6pm
- Will be closed during the holidays including bank holidays and INSET days
- The fee for each session is dependent on collection time.
- Sessions must be booked and paid for in advance additional sessions can only be booked if your account is in credit

## **Payments and Refunds**

Fees are to cover sessions booked in advance and should be paid via your Arbor account. If you need to pay in cash, please contact the school office. All fees need to be paid in advance. Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs. Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc. Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc after you have already made a booking. In this instance a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities. If you no longer require the use of Breakfast Club or Wraparound Care e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies.

Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Head of School.

## **Arrival and Departure Policy and Procedure**

Castlemorton CE Primary School's Wraparound Care will operate a rigorous procedure regarding the security and safety of all children within our care.

There is a clear procedure in place for both arrival and departure of all children attending these sessions. To ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

## **Breakfast Club**

### Arrival to the Breakfast Club

Children of all ages must be dropped off by an adult or person over 16 years of age.

Children in Blue Class may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.

Children should come to the front door and will be handed over to the Breakfast Club staff from 8:00am. Arrival can take place up to 8:30am but breakfast will not be served after 8:20am.

### Departure from the Breakfast Club into the school day

Children will be taken from Breakfast Club to the playground at 8:30am. One member of staff will then stay with the children on the playground (School hall/kitchen in wet weather) until the bell goes at 8:50am.

## **After School Wraparound Care**

### Arrival to Wraparound Care

Pupils will be escorted from their classroom to the hall/kitchen by a member of staff where they will be registered.

Children attending extra-curricular clubs (either run by school or external staff) will be escorted to Wraparound Care by the extra-curricular club leader.

If a child has been booked into Wraparound Care, parents/carers must inform the school by no later than 2:30pm if their child will not be attending that day. This is to ensure the safeguarding of your child. At the beginning of each session there will be a formal register taken. This will subsequently be handed to the school office who will cross-reference pupils in attendance at that session against the bookings made.

Pupils who have not booked into a session in advance will be billed and further attendance not allowed until the debt has been paid.

### Non-Arrival for Wraparound Care

In the event of a child not arriving during this time the following procedures will be put into place:

- The designated member of staff will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- The office staff will contact the named Parent to ascertain the whereabouts of the child.

### Departure from Wraparound Care

The Wraparound Care provision has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff.

Children must be collected promptly at the end of their booked session by either the parent or a person named on your booking form. We will not release children to any siblings or children under the age of 16 years.

When collecting your child from the school building please use the doorbell to gain the attention of a member of staff, your child will then be brought out to you, please wait by the entrance for your child unless invited in by a member of staff.

Parents and authorised adults must sign the collection register before leaving the building.

For 'first time' pick up, an authorised person, not known to the Wraparound Care staff, will be asked for the password provided on the child's registration form.

For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the registration form unless we have had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office on [office@castlemorton.worcs.sch.uk](mailto:office@castlemorton.worcs.sch.uk).

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The Supervisor must be contacted and a full description of the person including their name must be provided.
- To establish it is the named Parent/Carer the Supervisor will ask you to confirm the previously agreed password.
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.

The last pick-up and hand over times for Wraparound Care is 6:00pm.

### Non-Collection of a Child from Wraparound Care

In the event that a child is not collected from Wraparound Care by the end of the session, the staff should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact school immediately.
- A member of staff must remain near the telephone in order to receive the call after 6:00pm.

If the child has not been collected by the end of the registered session and contact with the named parent has not been established the staff must contact other authorised collectors from the registration form.

**The staff must inform the Head of School or one of the other designated safeguarding leads.** After all avenues of contact have been exhausted and school has not received any contact from the parent or authorised collectors, the Head of School (or other designated safeguarding leads) will make the decision to contact the Local Authority's Designated Child Protection Officer. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or Head of School or a Designated Safeguarding Lead.

### **Late Collection from Wraparound Care and Associated Fines**

If your child is not collected at the end of their booked session, then you will be charged for an additional 30 minutes. If you are late picking up after 6:00pm you will incur a £5:00 charge. A further £5:00 will be charged for each 15mins (or part of 15 minutes) you are overdue.

The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where a child/children are picked up late from Wraparound Care. Children who are late to be picked up after the end of the school day at 3:20pm or late picking up from extra-curricular clubs, will be put into Wraparound Care and a £2.00 initial charge will be made. Each 30 minutes beyond this initial charge will be billed at £2.00.

### **Contacting the Breakfast Club or Wraparound Care**

By Phone:

During normal school office hours (8am – 4:00pm) the school office staff will take your message and share it with the staff in our wraparound care team. After 4:00pm Wraparound Care staff will answer the phone directly.

By Email:

If you wish to contact either the Breakfast or Wraparound Care, please email the school office on: [office@castlemorton.worcs.sch.uk](mailto:office@castlemorton.worcs.sch.uk) Messages will be shared with the staff. Please do not email out of office hours with urgent messages as they might not be received until the following day.

### **Food Provision**

Both Breakfast and Wraparound Care provide food for your child unless directed otherwise by the parent in writing.

Our Wraparound Care staff are aware of the School Food Standards and has received the required training in Food Hygiene. Both the Breakfast and Wraparound Care team will provide food that meets the School Food Standards.

### **Allergies, Intolerances and other food requirements**

The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand on the registration form.

If you wish to provide your child with their packed snack, then there will not be any deduction in fees for any sessions that your child attends.

Breakfast Club is likely to provide options such as:

- Bread/toast with assorted spreads
- Low-sugar cereal and semi-skimmed milk
- Fresh apple/orange juice

The after school team will provide food options which may include cheese and biscuits, sandwiches with a variety of fillings, breadsticks, fruit and/or vegetable sticks. Water will be available along with sugar free squash.

## **Sickness & Medication Policy**

### **Sickness**

All sessions of Wraparound Care are covered by a member of staff who is first aid trained. The priority is to provide an environment where children and adults are protected from the spread of illness and infection.

This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are asked to telephone the school office on the first day of their child being absent with illness and give the reason.
- Parents are asked not to bring their child to school if they have been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
- Parent will be notified immediately to collect their child if they become unwell or they develop an illness whilst at Wraparound Care. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The Breakfast and Wraparound Care staff follow the school's First Aid policy which includes the management of medical conditions and intimate care. This can be found on our website: [www.castlemortonprimaryschool.co.uk](http://www.castlemortonprimaryschool.co.uk)

### **Medication**

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

#### Prescribed Medication

The Wraparound Care provision is unable to administer any medication during sessions. Any medication administered by the school during the school day will be passed to the club supervisor to be handed back to the parent/carer.

Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the care supervisor with consent of the parent/carer.