

HERNE VIEW CHURCH OF ENGLAND PRIMARY SCHOOL

including Apple Orchard Pre-School

Wraparound Care Policy

Review Date	Version No	Date of previous Review and changes
July 2024	2	<p>November 2022</p> <p>Updates: Admissions: age we take pre-school children is from 3 years and over. Booking places: The time to book and cancel places has changed from 11.30am to 2.30pm the day before BC and ASC. Late Collection: now we have the wrap around care email, we ask parents to email the club so the staff know.</p> <p>Addition: Late Collection fee.</p>

Date approved by the Board	Chair	Signature
8 December 2022	Guy Adams	

Our Vision

Building for tomorrow, we share knowledge and foster aspirations through acceptance and welcome. We strive to strengthen our connection to the whole community through dignity and respect. Children are the heart of Herne View Primary and we celebrate the worth and uniqueness of all.

'...let your light shine.' Matthew 5:16

Care

Friendship

Respect



Herne View Church of England Primary

WRAPAROUND CARE POLICY

As a school we offer wraparound care to:

- provide an affordable, childcare facility for parents/carers.
- provide a welcoming, safe and secure environment for pupils to have care before and after school hours.

We run our own provision which is staffed by our own staff who children know well and this helps in creating a welcoming environment. The children have the opportunity to extend their day on the Silver Street campus (a walking bus is provided to transport the children to and from the Ditton Street campus) and to join in a variety of activities on offer to enhance the interests of the pupils.

The care operates term time only (excluding inset days) from:

- 7.45am
- end of the school day – 5.30pm

Current costs for each session can be obtained from the School Office. All pupil details are taken from SIMs and families are reminded that they must ensure any changes are notified to the office as soon as possible.

Admissions:

- Only children attending Herne View Church of England Primary and its pre-school Apple Orchard (Age 3 and over) are eligible to attend the wrap around care provision.
- All places are subject to availability.
- Parents requiring ad hoc places are welcome to use the wraparound care provided there are spaces. All wraparound care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Booking places:

- Places for Wraparound Care are to be booked via School Comms app and all payments must be made prior to the session attended.
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to space, ad hoc places can be booked up to the actual day so long as payment has been made. Booking and cancelling spaces is by 2.30pm the day before for breakfast club and after school club.

Pricing Policy:

- It may be necessary to change fees from time to time; however, Parents/Carers will always be given at least one month's notice of this.
- All bookings and fees are to be paid in advance
- Payment is due for all booked sessions if no notice is given for non-attendance.
- Refunds are only given in the case of long-term illness or COVID.
- Fees must be paid via our online payment system (School Comms).

Staffing:

- The wraparound care leaders (Nicky Samways and Hannah Jackson) will have relevant qualifications to provide care for pupils
- At least one member of the team will also hold a Paediatric First Aid and Food Hygiene certificate.
- A Designated Safeguarding Lead or Deputy for the school will always be contactable when sessions run.
- Staffing can vary due to numbers but there will always be a minimum of two staff on duty to comply with ratio requirements.
- At all times the wraparound care leader will be present and in addition the one other staff member.

Arrivals and Departures Breakfast Club:

- Parents/ Carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult without prior agreement)
- Parents are to drop children off at the back gate to access the wrap around care block.
- At the end of the session, EYFS and KS1 pupils will be walked to their classes. KS2 pupils will travel to the Ditton St campus in a walking bus.
- Any information/ handover to the class teacher will take place at this time, and a member of Herne View's wrap around care will accompany to ensure this happens.

After School Care:

- Registers will be accessible each day to ensure staff know whether pupils are attending wraparound care provision.
- Parents must email the school office email if their child is going to be absent from any session using the usual absence reporting procedures but making it clear that it is absence from wraparound care provision
- Children will continue to stay within the school building once their class have been dismissed. EYFS and KS1 will be dropped off at the Wraparound Care building to ensure they arrive safely and KS2 will be registered at Ditton St before coming over to Silver St campus via a walking bus.
- Any information/ handover to the wraparound care team will take place at this time.
- Parents are to collect pupils via the back gate at Silver Street Campus.
- Parents/ Carers are responsible for collecting pupils from after care

Provision:

- A range of activities are planned for the pupils depending on their interests and needs.
- They will also be offered a healthy snack at this time.

Food and drink:

Food and drink are prepared and handled in accordance with Food Hygiene Procedures. All staff have their Level 2 Food Hygiene certificate.

Breakfast Club:

Food offered at Breakfast Club includes toast, cereal, milk and water as well as free from alternatives and this is available until 8.20am.

After School Care:

Food offered includes toast, crackers, squash and water along with other snacks that change weekly.

Prior to handling food, staff will wash hands thoroughly and supervise pupils as they do so.

Behaviour:

Whilst attending wraparound care children are expected to follow the school behaviour policy. Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the wraparound care leader with the agreement of the Headteacher, may decide wrap around care is no longer suitable for the child. The reasons and processes involved will be clearly explained to the child and their parent/carer. This is a very final resort and will only be considered after all other options have been exhausted.

Late collection:

If a parent carer is aware that they will be late to collect (after 4.30 pm or 5.30pm) they should contact the wrap around care email wraparoundcare@herneviewschool.co.uk

Late Collection fee:

All Parents/carers must ensure that their child/ren are collected by the time they have booked on the After School register, 4.30pm or 5.30pm. If a parent/carer is late collecting their child/ren a fine of £5 for the first 15 minutes and £5 for every 15 minutes thereafter for each child will be imposed. This will be added to your school comms account and further bookings for the club will not be able to be made until this late collection fee is paid.

Procedure in the event After School Club is unable to operate:

It is extremely unlikely that the After-School Club is unable to operate and is only likely in extreme conditions when the school shuts early or does not open at all. If the after school club cannot operate but pupils remain on the premises at home time, a member of the Senior Leadership Team will organise for staff supervision of pupils.

First Aid:

- All accidents will be recorded in the wraparound care accident book and accurately reported to the parents/carer via a telephone call or in person.
- Accident records will give details of the time, date and nature of the accident; details of the child involved; type and location of the injury; action taken and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during the session will be contacted immediately.

Medical conditions:

- It is the parent's/carers responsibility to inform the wraparound care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main school office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with wraparound care staff. Please refer to our booking forms which ask for information regarding medical or dietary needs.

Related Whole School Policies:

- Behaviour Policy
- Safeguarding policy
- Equal opportunities policy
- Health and Safety policy and Fire Procedures
- Children with Medical Conditions Policy
- Complaints Policy

This policy will be reviewed annually by the wraparound care leads in conjunctions with a member of the Senior Leadership Team and presented to the Governing Board annually.