

PUBLIC INFORMATION



Battle and Langton CE Primary School Wrap Around Care Policy

Date Approved: 23/24 Summer

Next Review: 24/25 Summer

Lead: School Business Team

Approved by: Headteacher

Aims

The Wrap Around Care provision consists of two clubs: Breakfast Club and Afterschool Club. The aims are as follows:

- To offer a safe, secure and friendly child care provision before and after normal school opening hours, supervised by school staff.
- To ensure that the provision meets the needs of parents/carers..
- To provide children with a nutritious breakfast (before school) or nutritious snack (after school).
- To have strong partnerships with parents/carers.
- To provide a range of activities to engage and stimulate the children and promote personal, social and emotional development. The activities are chosen to simulate a home from home environment.

Opening hours and location

The Clubs operate during term time only. Term dates can be found on the school's website.

The Breakfast Club is open from 7.30am to 8.40am (breakfast is served from 7.30am to 8.10am).. The Afterschool Club is open from 3.10pm to 5.30pm. Both clubs are located in the small hall (dining hall), with access to the KS1 playground.

Who can attend

The Wrap Around Care provision is available to all children who attend the school. There are 40 places at the Breakfast Club and 30 places at the Afterschool Club. You must register your child before you can book them into the clubs. A link to the registration form can be found on the school website. It is the parent/carer's responsibility to alert the club to any additional requirements that their child needs and to keep the club informed of any changes.. This includes dietary, behavioural and special educational needs, which must be detailed in the registration form. Please allow up to 2 school days for the registration form to be received and authorised. Where additional needs are identified, the relevant Club Co-ordinator will contact parents/carers before the child attends the first session to discuss and agree adjustments and support as needed. The school is committed to supporting children to access the provision and will provide reasonable adjustments.

Following registration, all bookings must be through Arbor. Instructions can be found on the school website.

Drop off/Collection

For the Breakfast Club, children should be dropped off at the rear entrance to the Dining Hall, situated in the KS1 Playground. At the end of the session, KS2 children will make their own way to their classroom and KS1 children will be taken to their classrooms by a member of staff.

For the Afterschool Club, KS2 children will make their own way to the Dining Hall at the end of the school day. KS1 children will be taken to the Dining Hall by a member of staff. If the child is attending a separate after school club, e.g. a sports club first, then they will be taken straight to that club and then taken to the small hall by a member of staff when the club finishes. At the end of the session, children should be picked up from the rear door of the Dining Hall, situated in the KS1 Playground. Children should be picked up by one of their authorised contacts or have permission to walk home. Only authorised persons may collect children. Details of those who are authorised to pick up children will be captured in the registration form. Staff have the right to request formal, photo identification to ensure proof of identification. Any confusion which leads to the child remaining in school supervision will result in a late fee being charged.

Exceptions to these arrangements can be requested by speaking with the Headteacher, who will then discuss with the relevant Club Coordinator.

The Club Coordinator will register children when they arrive at the Club, using the online system (Arbor). Parents/carers will sign the child out, using a paper based system.

Late Collection

Please note that if a child is collected late then there will be a £5 fee for collection within 15 minutes of the club finish time and £20 thereafter. Further sessions cannot be booked until the fee is paid. Staff will attempt to contact parents/guardians who are authorised to collect the child. If the child is not collected by 6.30pm then a Designated Safeguarding Lead will be contacted and Social Services will be contacted if required.

If a child is collected late on three occasions, the child will be excluded from the club and club fees may not be refunded.

Healthy Eating

All food served to children will be in accordance with the Healthy Eating Policy. Breakfasts are provided by the school's catering company, PS Catering. We meet individual dietary requirements wherever possible. Any dietary requirements must be stated on the Registration Form and it is the parent/carers' responsibility to make sure this is kept up to date by informing the Club coordinator of any changes..

Booking and Payment

Before sessions can be booked, the Registration form (Google Form) must be completed. This includes accepting this policy. This is available on the school website. Forms will be processed within two school days. All bookings must be made through Arbor. For instructions on how to set up an Arbor account, please contact the School Office. Any queries regarding how to use Arbor should be directed to the School Office.

The fees are as follows:

Breakfast Club	£6	<p>You will be charged for the full price of the session, regardless of what time your child arrives.</p> <p>Bookings closes 24 hours in advance of each session. We are unable to accommodate last minute booking, except in exceptional circumstances with authorisation from the Headteacher.</p> <p>You are able to book up to a maximum of a term in advance (usually 6 or 7 weeks).</p>
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		Places are allocated on a first come, first served basis. Booking must be made through Arbor and cannot be made via the School Office or by emailing the Club Co-ordinators.
Afterschool Club	£10	<p>If your child attends another school club, such as a sports club, before they attend Afterschool Club, you will still be charged the full price of the session.</p> <p>Bookings closes 24 hours in advance of each session. We are unable to accommodate last minute booking, except in exceptional circumstances with authorisation from the Headteacher.</p> <p>You are able to book up to a maximum of a term in advance (usually 6 or 7 weeks). .</p> <p>Places are allocated on a first come, first served basis. Booking must be made through Arbor and cannot be made via the School Office or by emailing the Club Co-ordinators.</p>

Fees can be paid by card or by using the balance on your Arbor account, which can include Child Care vouchers. We cannot accept payment by cash. All sessions must be paid for at the time of booking (unless paying by voucher).

Bookings cannot be transferred to another child.

Fees will be reviewed at least annually by the Headteacher.

Refunds and Cancellations

Refunds will only be given if a session is cancelled with 10 school days notice. No refunds will be given if the booking is cancelled or unattended (due to illness or other reasons) and there is less than 10 school days notice. The exception to this is when the decision is made by the Headteacher to cancel the Club unexpectedly. For example, due to adverse weather conditions or staff shortages. In this rare and unlikely situation, full refunds will be given. Reasonable notice will be given where possible.

Behaviour

Children are expected to follow the same rules and expectations as they do during the normal school day, as per the Behaviour Policy. In the unlikely event that there are behavioural issues, then parents/carers will be spoken to by the Club Coordinator in the first instance. If the issues cannot be resolved or there is a risk to the safety of the child, other children or staff, then this will result in the child being excluded from attendance at the clubs.

Accidents and Illnesses

All accidents will be recorded using the school's system, MedicalTracker. In the case of serious injury or head injuries, emergency contacts (parent or carer) will receive an email or phone call at the time of the incident (depending on severity)..

If a child is deemed too unwell to stay at the Club, the Club Coordinator will contact the child's emergency contact. If a child is collected early due to illness, the full session price will still be charged.

Parents/carers must inform the club if the child has been in contact with infectious diseases and must comply with the guidelines set by the Health Protection Agency. Details can be obtained from the School Office. A child must not be brought to the Club if unwell.

Medical Needs and Allergies

The Registration Form is used to capture information about medical needs and allergies. It is the responsibility of the parent/carers to ensure that this information is kept up to date. If there are any changes, the Club Coordinator must be informed.

Staff cannot administer any form of medication during the Clubs; medicine can be given before or after the clubs by parents/carers.

Safeguarding and Health and Safety

Children will be supervised by school staff with the appropriate ratio of adults to children. There will be at least one member of staff trained in First Aid on site at all times. A senior member of staff will usually be on site at all times. A Designated Safeguarding Lead may not always be onsite, but will be contactable at all times.

The school maintains risk assessments for both clubs, which are available upon request. Relevant Health and Safety and Safeguarding Policies will be adhered to at all times.

Parents/carers may donate toys and games to the clubs, but children should not bring in items from home. If they do, the items may be confiscated. The clubs are not responsible for the loss or damage to any items brought in from home. Any exceptions to this must be discussed with the relevant Club Coordinator before the session commences so that they can be taken into account in the risk assessments, for example, if there is a need to bring comforters or fidget toys.

Communication between school, clubs and parents

The Club Coordinators are not responsible for passing messages from Class Teachers parents/carers or vice versa. If you need to contact a Class Teacher, please contact the School Office.

Equal Opportunities

The school is committed to taking proactive steps to ensure that the provision is accessible to all and promotes cultural and social diversity, where possible.

Complaints

If you are unhappy with any aspect of the Wrap Around Care Provision, please speak to the relevant Club Coordinator in the first instance. If the issue cannot be resolved, then please contact the Headteacher. Any complaints will be dealt with by, following the school's Complaints Policy.

Contact details

Breakfast Club Coordinator:	Sarah Palmer	breakfast@battlelangton.e-sussex.sch.uk
Afterschool Club Coordinator:	Marian Lawrence	afterschool@battlelangton.e-sussex.sch.uk
School Office:		office@battlelangton.e-sussex.sch.uk

Other relevant policies

The following policies should be read in conjunction with this policy:

- Behaviour Policy
- Anti-bullying Policy
- Health and Safety Policy
- Equalities Policy
- Healthy Eating Policy
- Privacy Notice
- Use of Images of Children Policy
- Suspensions and Exclusions Policy