



**WEST CROFT SCHOOL**  
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## **Wrap Around Care Policy**

**January 2023**

### **Core Aims**

- To provide an affordable childcare facility for parents and carers of West Croft School.
- To provide a warm, welcoming, safe and secure environment for pupils attending our wrap around care before and after school.

### **Introduction**

West Croft School wrap around care is run by the School Governing Body and is funded self-sufficiently and not through the school budget.

We aim to provide high-quality out of school hours childcare, run by school staff for families that attend our school. We aim to provide a range of stimulating and creative activities in a safe environment, which align with the ethos of West Croft School.

## **Admissions**

- Only children attending West Croft School from Reception to Year 6 are eligible to attend the wrap around sessions.
- All sessions must be paid for when the booking is made via the online platform.
- All booked sessions are not reserved until payment has been made.
- Places are provided on a first come first service basis with places capped depending on staff numbers available for each session.
- Where required, a waiting list will be maintained.
- A registration sheet must be completed prior to the child's commencement at the club.
- All places are subject to availability.
- Children's attendance will be recorded for each session.

## **Special Educational Needs**

- We welcome participants with learning and physical needs, where possible if staff ratios allow.
- Whilst we will make every practical effort and endeavour to welcome children with additional needs, there may be some instances where the club cannot. We will work in partnership and liaise with the schools SENDCo to look at the child's individual needs.

## **Withdrawing an offer of a place**

- We reserve the right to withdraw an offer of a place in the following circumstances:
- Unacceptable behaviour resulting in distress or disruption to adults or children at the provision.
- Where such circumstances occur then the West Croft Positive Behaviour Policy will be referred to.
- Non-payment of fees.
- Should numbers not be sufficient for the club/s to continue – we will give you at least four weeks-notice of closure.

## **Opening Times**

### **Breakfast Club**

- The provision is open from 07.30 to 08.50 each day, term time only. ( The provision is closed on Bank Holidays and Non-Pupil Days )
- Parents / Carers are required to bring their children directly to the club and sign them in . You should enter the club via the main school drive.
- Children in Reception, Year 1 and Year 2 will be delivered to class by school staff at 08.45. Children in Years 3 – 6 will be released from the Key Stage 2 hall to make their own way to class @ 08.45.

### **After School Club**

- The provision is open from 15.10 to 18.00 each day, term time only. ( The provision is closed on Bank Holidays and Non-Pupil Days )
- Children in Reception, Year 1 and Year 2 will be brought to the club a member of school staff.
- Children in Years 3 – 6 will be expected to make their own way to the club and sign in with a member of staff.
- If a child attends an extra curriculum club run by a member of staff and then needs to attend the after-school wrap club they will be brought to the hall by the member of staff running the extra curriculum club.
- Parents / carers are required to collect their child from the Key Stage 2 hall. Via the main school drive.

## **Snacks**

- The provision will offer a variety of snacks at Breakfast and After School, including toast, crumpets, pancakes, cereals and fruit. Children will have access to drinking water and squash throughout both sessions.
- Parents / Carers are welcome to send their child with additional snacks but please avoid chocolate and fizzy drinks.
- Any food allergies / diet requirements etc must be written on the registration sheet.

## **Bookings**

- All bookings will need to be paid for before the booking system closes every Thursday ready for the following week.
- Bookings to be made using the School Parent Pay System.
- A registration form must be completed in full prior to any child attending. Children will not be accepted into the club without a signed registration form.
- Parents / carers must notify the club as soon as possible of any changes.

## **Absences**

- If children are going to be absent from Breakfast Club please advise the school as soon as possible on 01237 473548 or 07419 210 584
- If children are going to be absent from After School Club please advise the school as soon as possible on 01237 473548.
- If children are attending school but not attending After School Wrap then it is the parents responsibility to advise School and they will still be charged if less than 48 hour's notice, unless your child is sick.

## **Late Collections**

- For safeguarding purposes, two members of staff must remain onsite until all children have been collected and we have to pass on the cost of paying staff overtime if children are collected late. There will be a cost of £ 5.00 added for every fifteen minutes.
- Parents Carers must inform the provision by telephone if they are going to be late collecting their child and provide an estimated time of collection on 07419 210 584

## **Behaviour**

- We expect all children to have a good conduct and standards of behaviour in the club as they would do in school. The school's behaviour policy applies to wrap around clubs.

## **Photographs**

- At times we may take photographs within the club. These images maybe used for newsletters, to promote the club, on our website or on class dojo. We will use the current media preferences we have on file for your child. If you wish to check these please contact the school office.

## **Illness**

- If your child is ill during a session, parents / carers will be contacted and asked to collect them.

## **First Aid / Accidents**

- It is important to realise that at times when children are playing 'playground accidents' can and do happen. For this reason, we have staff that are qualified to administer first aid.
- Any minor accident will be dealt with and recorded. The parent/carer will be informed when collecting children from the provision. In the case of a more serious accident, the appropriate action will be taken and parents / carers will be informed immediately.
- Medication can be administered in line with the schools ' Administering Medicine in School Policy'.

## **Child Protection / Safeguarding Children**

- We take our responsibility for child protection seriously. All our staff have a minimum of level two safeguarding training and each provision will have telephone access to a Level Three Designated Safeguarding Lead.

## **Emergency Closure**

- If the provision is closed at short notice, due to exceptional circumstances i.e. no heating, burst water pipes, COVID19, adverse weather conditions a full refund will be issued for the day(s) the provision is closed. We are unable to give refunds if the club is open and parents make the decision not to send their children. Wrap around staff will contact parents as soon as possible. It is important that parents keep the school and provision updated with any changes in with their contact details

### **Complaint Procedure**

- If you have an issue or problem with any aspect of the provision, in the first instance talk to the staff on duty who will do their best to resolve the issue to your satisfaction.
- If this course of action does not resolve the issue or you feel it is not appropriate course of action, please speak to the Operations Manager or the Finance Manager.
- If this course of action still does not resolve the issue the school complaint procedure will be followed.

### **This policy**

- This policy was approved by the Full Governing Body on 24<sup>th</sup> January 2023
- This policy will be reviewed July 2024