

# **Upton Snodsbury CofE First School**



## **Wrap Around Care Policy**

This policy was last reviewed: March 2023

Next Review Date: September 2026

## **Statement of intent**

Upton Snodsbury CofE Primary School is committed to enhance the safety and well-being of all staff and children within the breakfast and after school club facilities at Upton Snodsbury C of E First School. We recognise the importance of consistency within the setting and the provision provided will ensure it supports the our Christian values and our school vision of “Where a love of learning grows’

'And above all these put-on love, which binds everything together in perfect harmony.'  
- Colossians 3:14

This policy aims to enhance the safety and well-being of all staff and children within the breakfast and after school club facilities. We recognise the importance of consistency within the setting. All Wrap Around Care staff are direct employees of the school. They are familiar with the routines of the school day and work within school policies. This supports transitions at the beginning and the end of the day for all pupils, staff, parents and carers.

We offer an early morning breakfast club from 7:30am – 8:30am and an After-School Club from 3:05pm- 5.45pm for all pupils.

### **Aims**

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends, until 5.45 pm
- To provide an affordable service to parents/carers
- To promote and develop further links between school and home that focuses on the needs and development of the individual child
- To enable pupils to eat breakfast before the start of the school day/have an after-school snack in a pleasant, relaxed environment
- To provide a calm play environment for pupils
- To encourage physical activities to promote healthy living
- To recreate a homely environment which will offer similar experiences to children not attending wrap around care provision, e.g. support with homework, limited screen time, a range of activities that cater for all tastes

### **Staffing**

Both the breakfast club and after school club are run by Play Supervisors and Teaching Assistants. Support staff from school and specialist sports coaches also run activities as part of the After-School Club. All staff will have current Barring Disclosure checks in place and are registered on the single central register. All staff will hold a food hygiene certificate.

## **Breakfast Club**

Children are to be dropped into breakfast club by their parent/carer and will be signed in using the breakfast club register. The wrap around care staff will then escort children into school at 8.30am ready to start their school day. Parents may choose whether they would like their child to be provided with a healthy breakfast.

## **After School Club**

At school finishing time teachers or support staff will escort children from classrooms to the wrap around care facility and register pupils with after school care staff. Children will be signed out by staff upon collection. Clubs such as crafts, sports and music are run by school staff or specialist coaches. The planned clubs/activities alternate on a half termly basis. A club timetable is sent out to parents and detailed on our website. We provide a wide range of clubs, which cater to the varying interests of all pupils.

## **Collection**

Parents should collect their children from the wrap around care facility or name an alternative person to collect their child who must be aged 16 years or over. If there is any change to this arrangement the wrap around care staff must be notified beforehand.

In the event that a child is not collected by 5.45 pm and no call has been made by the parents to inform they are going to be late, the staff member on duty will endeavour to contact all persons listed on the registration form as collectors /emergency contacts. If none of these persons are contactable after 60 minutes, then the Headteacher will contact Children's Services for guidance.

## **Charging**

The attendance fees are designed to cover all costs.

This includes:

Staffing

Food

Equipment

Day-to-day running costs.

The Governing Body will review fees annually. When it is necessary to increase fees, parents will be informed 4 weeks in advance.

### **Developing Links**

All staff will have access to the medium-term curriculum map so that staff can respond to the current learning interests of pupils.

Concerns/worries highlighted by either staff or parents, will be shared as appropriate, with wrap around care staff.

### **Booking**

Children should be booked into the wrap around care in advance. This will ensure staff to children ratios are correct. This is by 3:30 on the Friday before the club commences. If not booking becomes a pattern, there will be an admin charge of £1 per session. Late minute booking can always be made on the day before the session via the school office but this is for emergency and should not become a regular occurrence.

### **Fire procedures**

Fire drills will be carried out and the clubs follow the evacuation procedures of the school.

### **First aid**

There is a qualified First Aider available at all times. Any incident will be recorded in the school's accident book.

### **Insurance**

Insurance cover is provided by Schools Insurance Policy.

### **Policies**

The Breakfast/After School Clubs will follow the policies of Upton Snodsbury C of E First. Please refer to the following policies:

Behaviour Policy

Safeguarding Policy

Anti-Bullying Policy

### **Equipment**

Where children can safely tidy up, they are encouraged to do so. All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed immediately. Children are taught to care for and respect the equipment and their surroundings and are encouraged to play constructively

### **Behaviour**

The wrap around care follows the same behaviour policy as the school and children are expected to behave as they would in school.

### **Complaints**

In the event of a parent wishing to make a complaint, this should be made in the first instance to one of the wrap around care leaders. If a parent is still concerned then the matter should be taken to the Headteacher, Mrs R Mayo. Complaints will be handled in accordance with our complaints policy.