

# Pipworth Community Primary School



## Wrap around Care Policy

Date Reviewed:	June 2025
Reviewed by:	S Mitchell
Policy to be reviewed by:	June 2026

### Our Core Aims

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

### **Introduction**

Pipworth Community Wrap around Care is run by Pipworth Community Primary School and exists to provide high quality out-of-school hour childcare for our parents/carers. The children have the opportunity to extend their day within the school building and to join in a variety of activities on offer to enhance the curriculum and interests of the pupils. The care operates term time only (excluding inset days) from:

- 7:30am – 8:40am
- 3:00pm – 5.45pm (Friday 4.30pm)

A copy of this policy is provided to all parents of children attending the sessions and is also available on the school website. All parents must complete a registration form for each child attending the sessions and sign the parental agreement to adhere to the terms of this policy.

### **Admissions**

Only children attending Pipworth Community Primary School are eligible to attend Wrap around Care sessions.

All places are subject to availability.

The registration process must be completed prior to the child's commencement of the sessions.

All Wrap around Care staff are made aware of the details of a new child. Children's attendance is recorded in a register.

### **Booking places**

Places for Wrap around Care are to be booked and paid online using the School Gateway Booking system. Bookings can also be cancelled on the School Gateway Booking System. Parents are responsible for cancelling sessions that are no longer required. Refunds cannot be processed after the session has begun.

### **Pricing Policy**

The Wrap around Care is non-profit making and the fees charged cover the cost of staffing, resources and day to day running costs. 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. Pipworth Wraparound Care is an approved childcare provider for the government's tax free childcare. Parents need to register at:

<https://www.gov.uk/tax-free-childcare>

## **Staffing**

The Wrap around Care leader will have relevant qualifications to provide care for pupils

At least one member of the team will also hold a first aid certificate.

The club will be staffed with two members of staff working on a 1-15 ratio for the Breakfast and the afternoon Session.

SLT will support after school care until 5.45pm to ensure all pupils are collected safely.

## **Designated Area**

The Wrap around Care will be held in the designated classroom within the EYFS corridor. All arrivals and departure will take place via the classroom exit which leads to KS1 playground / Main entrance area.

## **Children arriving at the end of the school day**

- Office staff will let each class know which children are booked for WAC every day before 2.20pm.
- Office staff to highlight the register if a child is attending an after school club first.
- Wrap around care staff will collect the children from the class from 2.55pm everyday (Y6-Y1) and hand them over to the member of staff on duty in the WAC room. ***It would be really helpful if the child is ready with coat and bag at this time.***
- FS2 team to ensure the children are taken straight to WAC room even if the parent collects at the end of the school day - if this happens please send the parent to the WAC room to collect the child in order for them to sign them off site.
- Wraparound care staff will be in the WAC room from 2.50pm daily to ensure the room is ready for the children.
- Wraparound care staff to complete the register before 3.20pm. Any discrepancies, please inform the office immediately.
- Wraparound care staff to ensure that the parent/carer who regularly collects at the end of the session signs the register to take the child off site.
- Wraparound care staff to check with a member of the SLT on duty if the parent/carer collecting is different to the regular person.
- T/A to ensure the child is taken directly to the WAC room if they are attending an after school club.

**SLT must be informed if a parent or carer attempts to collect a child that is booked into the session. The main carer and person who made the booking must be contacted for confirmation of their child's collection.**

### **Arrivals and Departures**

Breakfast Club:

Parents/ Carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult). Children will be signed in to the Breakfast Club by their parent or carer.

At the end of the session, FS2 and KS1 pupils will be supervised to their classroom. Any information/ handover to the class teacher will take place at this time.

KS2 children walk to their classroom at 8:40am and line up at the classroom door waiting for their teacher to arrive.

### **After School Care:**

Registers will be provided to the Wrap around Care staff each day to ensure staff know whether pupils have attended school that day.

Parents must call the school office 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 The Wrap Around Care.

Children will continue to stay within the school building once their class have been dismissed. The teacher/ LSA will then drop children off at After Care to ensure they arrive safely.

Any information/ handover to the Wrap Around team will take place at this time.

Parents are to collect pupils via Wrap around Classroom. Access can be made the main school intercom by pressing the Wrap Around Care button, (WAC).

Parents/ Carers are responsible for collecting pupils from after care.

Children will be signed out by their designated parent at the end of each session.

### **Provision:**

A range of activities are planned for the pupils depending on their interests and needs.

After School Care provision is planned for by our Wrap around Care team and provides opportunity for pupils to complete homework, experience art and craft activities and ICT opportunities.

### **Late Collections:**

If a parent is going to be late they need to telephone as soon as possible and inform staff what time they will be arriving. After 4pm parents can call the emergency mobile number:

**07593442927**. If parents continue to be late, they will be issued with a letter informing them of the implications to staffing ratios and school security. If a parent continues to collect their children late without a valid reason they will be unable to book anymore sessions.

### **Behaviour:**

Whilst attending The Wrap around Care children are expected to follow the school behaviour policy. If a child presents persistent disruptive behaviour then a meeting with the parent and SENCOs will be arranged to discuss the child's needs and a plan will be created to enable staff to support the child. If persistent disruptive behaviour continues then a meeting will be arranged with the head teacher to discuss steps forward.

### **First Aid**

All accidents will be accurately reported to the parents/carer via smart log, parents will receive an email notifying them of any incident/accident. In case of an emergency or serious incident the parents/cares will be informed via a telephone call.

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 Wrap Around 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 Wrap around Care staff.

### **Food Preparation**

Breakfast and snacks will be provided for children. All snacks will be prepared by a member of staff with a food hygiene certificate.

Breakfast will consist of a choice of cereals, toast, jam, seasonal fruit.

After school snacks will consist of a choice of seasonal fruit, seasonal vegetable sticks, cheese and crackers, toast and jam.

### **Drinks**

A choice of milk, water and squash will be available.

Food provided at Wrap Around Care will be **risk assessed** using the allergen matrix by the Wrap Around Care coordinator. The staff members of Wrap

Around Care are responsible for cross checking all foods with care plans for pupils with known allergies. A consultation may be carried out with families of pupils attending Wrap Around Care with known allergies.

### **Safeguarding and Child Protection policies**

The whole school Safeguarding and Child protection policies will be adhered to by staff running the Wrap Around Care. In the case where an Advanced Safeguarding practitioner is not on site then staff will be expected to log the concern or disclosure (on an incident sheet, signed with the date and time) and then immediately telephone a member of the Senior Leadership Team. At this point the member of SLT will advise the staff member on what to do. The following steps may take place, depending on the concern:

- The DSL or deputy DSL will return to school to manage the concern (school procedures will be followed from this point)
- The DSL or deputy DSL may contact the parent / carer by telephone to discuss the concern and then feedback to the member of staff
- The member of staff may be advised that the concern will be investigated the following day (school procedures will be followed from this point)

If there is a complaint or allegation against a member of staff running the Wrap Around Care, the other staff member must listen to the complaint being made and reassure the parent / carer that it will be passed onto the Headteacher for investigation, following this, make notes (on an incident sheet, signed with the date and time) and contact a member of the SLT. If support is required then contact Mick (premises officer immediately). SLT will use school procedures to investigate any complaint made.

### **Related Whole School Policies:**

Behaviour Policy

Equal opportunities policy

Health and Safety policy

Children with Medical Conditions Policy

Food in School Policy

### **Complaints:**

The school complaints policy is available from the school office or can be found on our school website.

### **Monitoring and Evaluation**

This policy will be reviewed annually by the Headteacher/ELT.