



## **Wraparound Care Policy**

Scotton Lingerfield Primary School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and After School Club. These clubs may be attended on a full time or a part time basis. The sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability.

This childcare provision is an extension of Scotton Lingerfield Primary School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. All wraparound care staff members have the necessary qualifications for safeguarding, behaviour management and food hygiene. At least one member of staff is fully trained in First Aid.

It is the wish of everyone involved at Scotton Lingerfield's Wraparound Care Provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

THE SCHOOL - We will endeavour to:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or a light tea and drinks
- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality
- keep you informed about the school events and activities through newsletters, email and website

THE CHILD - I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's core values
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!
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THE PARENTS - We will endeavour to:

- ensure that our child only attends sessions that are booked in advance online
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school if our child is going to be absent from a session
- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's core values and behaviour policy
- support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

*This agreement forms part of the admission forms and must be signed and returned before starting either the Breakfast Club or After School club.*

## **Admissions Policy for Wraparound Care**

Scotton Lingerfield Primary School Wraparound Care is only available to children of school age who attend our school.

Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

## **Registration Forms**

Parents and Carers will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms **MUST** be returned directly to the school office in a sealed envelope and **NOT** via the book-bags or handed to staff on the playgrounds as they will contain sensitive personal information.

## **Online Accounts**

Once registration forms have been completed you will be given access to the online booking system. Parents will be required to set up a ParentPay account if they do not currently have one. (Please speak to the school office more information about this system.) Bookings can be made session by session or as block bookings and payment will be taken at the time of booking. Sessions can be booked at any time online and places are subject to availability. It is therefore, recommended that parents do not rely on 'same day' bookings unless in an emergency. In the case of an emergency, we will do our utmost to meet need provided this does not result in maximum numbers being exceeded.

## **Maximum Numbers and Waiting Lists**

Currently our staff/pupil ratios allow for 30 children to attend Breakfast Club and 30 children to attend After School Club. Additional staffing will be considered if demand requires it. We will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.

## **Specific Individual Needs**

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable.
- The staffing levels can support the needs of the child.

## **Behaviour**

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the school's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

## Opening Hours and Fee Structure

### Breakfast Club:

- Is open term-time only with sessions running from 8:00am
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the full session (8:00-8:55am) is £5.00 and is inclusive of breakfast and a cold drink
- Sessions must be booked in advance via our online service

### After School Club:

- Is open term-time only with sessions running from 3:25pm to 5:45pm
- Will be closed during the holidays including bank holidays and INSET days
- The fee for each session is dependent on collection time:
  - 3:25pm to 4:30pm - £6.00 - no snacks provided
  - 3:25pm to 5:45pm - £12.50 including a light tea
  - 4:30pm to 5:45pm - £7.50 (this includes a £1.50 place holding fee) including a light tea
- Sessions must be booked in advance via our online service
- A light tea will be served from approximately 4:45pm to 5:00pm

Please note these fees will be reviewed following an initial 3 month period to ensure that the club is financially sustainable.

## Payments and Refunds

Fees are to cover sessions booked in advance online using a ParentPay account. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information. Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs. Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc. Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc after you have already made a booking with either After School Club or Breakfast Club. In this instance a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.

If you no longer require the use of Breakfast Club or After School Club e.g. you are moving away, your child changes school, etc. a one-week notice period will be required to qualify for a refund of any remaining monies. Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Head Teacher.

## Childcare Vouchers

Childcare vouchers can be used for our Wraparound Care. Please contact our Admin team either by phone on 01423 862209 or by email on [admin@scotton-lingerfield.n-yorks.sch.uk](mailto:admin@scotton-lingerfield.n-yorks.sch.uk) to inform us of your provider so arrangements can be made.

## Arrival and Departure Policy and Procedure

Scotton Lingerfield Primary School Breakfast Club and After School Club will operate a rigorous procedure regarding the security and safety of all children within our care.

There is a clear procedure in place for both arrival and departure of all children attending these clubs. To ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

## Breakfast Club

Children of all ages must be dropped off and signed in by an adult.

Children may be handed over to the Breakfast Club staff at the Main Entrance from 8:00am.

Parents must follow the school guidance for parking when bringing children to breakfast club.

At the beginning of each Breakfast Club session there will be a formal register taken. This will subsequently be handed to the admin team who will cross-reference pupils in attendance at that session against the online bookings made.

Non-arrival to the Breakfast Club will result in a call being placed to a parent or carer to ascertain the whereabouts of a child. The Breakfast Club is an extension of the school day and the child's absence could be considered a safeguarding concern. Monies will not be refunded for absence.

Children will be taken into the playground at 8:50am by the breakfast club staff where they will line up with their class.

## After School Club

Pupils will be taken from their classroom to the school hall (or one of the classrooms) by a member of staff where they will be registered.

Children attending extra-curricular clubs (either run by school or external staff) will be taken to the After School Club by the extra-curricular club leader.

If a child has been booked into After School Club, parents/carers must inform the school by no later than 2:30pm if their child will not be attending that day. This is to ensure the safeguarding of your child. At the beginning of each After School Club session there will be a formal register taken. This will subsequently be handed to the administration team who will cross-reference pupils in attendance at that session against the online bookings made.

In the event of a child not arriving during this time the following procedures will be put into place:

- The designated member of staff will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- The office staff will contact the named Parent ascertain the whereabouts of the child.

The After School Club has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff.

Children must be collected promptly at the end of your booked After School Club session by either the parent or a person named on your collection permission form.

When collecting your child please use the doorbell to gain the attention of a member of staff, your child will then be brought out to you, please wait by the entrance door for your child unless invited in by a member of staff.

Parents and authorised adults must sign the collection register before leaving the building.

For 'first time' pick up, an authorised person will be required to provide a suitable form of identification as After School Club staff will not necessarily know who adults are in the first instance. If a person is added to the authorisation list later, they must be introduced to the staff and their name added to the collection permissions form.

For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office on [admin@scotton-lingerfield.n-yorks.sch.uk](mailto:admin@scotton-lingerfield.n-yorks.sch.uk);

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The wraparound care staff must be contacted and a full description of the person including their name must be provided.
- To establish it is the named Parent/Carer the wraparound care staff may ask you to confirm a previously agreed password.
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.

The last pick-up and hand over times for after school care is 5:45pm.

In the event that a child is not collected from the After School Club by the end of the session, the staff should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.
- A member of staff must remain near the telephone in order to receive the call after 5:45pm.

If the child has not been collected by the end of the Club's registered session and contact with the named parent has not been established, the staff must contact other authorised collectors from the registration form. The staff must inform the Head Teacher or one of the other designated safeguarding leads. After all avenues of contact have been exhausted and the Club has not received any contact from the parent or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority's Designated Child Protection Officer. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or Head Teacher or a Designated Safeguarding Lead.

### **Late Collection from After School Club and Associated Fines**

If your child is not collected at the end of their booked session, then you will be charged for the duration of the second session. If you are late picking up after 5:45pm you will incur a £10:00 charge for each 15 minute block you are overdue i.e. collection between 5:45pm and 6:00pm will incur a £10 charge, collection between 6:00pm and 6:15pm will incur a £20 charge.

Children who are late to be picked up after the end of the school day at 3:25pm, or who are late to be picked up from extra-curricular clubs, will be put into After School Club and the cost of the session will be charged.

### **Contacting the Breakfast Club or After School Club**

During normal school office hours (8am – 3:45pm) the school office staff will take your message and share it with the staff in our wraparound care team.

If you wish to contact either the Breakfast or After School Club, please email the school office on: [admin@scotton-lingerfield.n-yorks.sch.uk](mailto:admin@scotton-lingerfield.n-yorks.sch.uk). Messages will be shared with the wraparound care staff. In the future we intend to set up a dedicated email address specifically for wraparound bookings and messages.

### **Food Provision**

Both Breakfast and After School Care provide food for your child unless directed otherwise by the parent in writing.

Our wraparound care staff are aware of the School Food Standards and have received the required training in Food Hygiene. Both the Breakfast and After School teams will provide food that meets the School Food Standards.

### **Allergies, Intolerances and other food requirements**

The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand on the registration form.

If you wish to provide your child with their own breakfast food or packed snack, there will not be any deduction in fees for any sessions that your child attends.

Breakfast Club is likely to provide options such as bread/toast with assorted spreads, low-sugar cereal and semi-skimmed milk, fresh apple/orange juice.

The After School team will provide food options which may include beans or spaghetti on toast, sandwiches, cheese and biscuits, breadsticks, fruit and/or vegetable sticks. Water will be available.

## **Sickness & Medication Policy**

### **Sickness**

At least one wraparound care staff member has first aid training. The priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are asked to telephone the main school line on the first day of their child being absent with illness and give the reason.
- Children with head lice are not 'excluded' but must be treated to remedy the condition.
- Parents are asked not to bring their child to the Breakfast or After School Club who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
- Parents will be notified immediately to collect their child if they become unwell or they develop an illness whilst at the wraparound care. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The Breakfast and After School care staff follow the school's First Aid policy which includes the management of medical conditions and intimate care.

### **Medication**

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

The Wraparound Care provision is unable to administer any medication, including prescribed medication, during sessions. Any medication administered by the school during the school day will be passed to the club supervisor to be handed back to the parent/carer. Current Individual Health Care Plan details e.g. for asthma, etc, will be shared by the school with the club supervisors.