



Farlow CE Primary School

WRAP AROUND CARE POLICY

Planting seeds of happiness and achievement.
Growing and learning together.



Approved by: Full Governing body

Date: 14.07.2020

Last reviewed on: N/A First edition

Next review due by: July 2020

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

Farlow CE Primary School is run by the school and exists to provide out-of-school hour childcare for our parents/carers. The children have the opportunity to extend their day within the schools 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 PD Days) from:

- 7.45am to 8.45am
- 3.20pm to 5pm

Current costs for each session can be obtained from the school office.

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 Farlow CE Primary School are eligible to attend Wrap Around Care sessions.
- All places are subject to availability.
- The registration process must be completed before the child starts.
- We are unable to provide parents with ad hock or short notice places at this stage for the Wrap Around Care.
- 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 via the form provided and payment must be made with the submission of the booking form.
- Only children with pre-booked sessions can attend.
- All booking fees are to be paid at the end of the previous half term, for the next half term.

Pricing Policy

- The Wrap Around Care is a non-profit making facility, the fees charged cover the costs of staffing, equipment 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.
- Booking for each half term will only be taken from the official booking form, no phone messages or emails will be accepted.
- Payment is due for all booked sessions.
- No refunds will be made if the club is forced to close due to extreme weather conditions, unexpected school closure or non-attendance due to illness, school trips, or residential visits.
- Fees must be paid via cheque or cash until our online system is set up.
- A receipt will be provided detailing the sessions that payments have been made for.
- Parents should keep their receipt as proof of payment.
- Children need to be collected no later than 5pm, as we do not have staffing capacity. If you are late collecting your child then a fee of £5 will be charged for every 5 minutes.
- Four weeks' notice must be given to cancel all pre-booked sessions. Notice must be given in writing.

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 paediatric first aid and food hygiene certificate.
- The club will be staffed at a maximum ratio of 1:10 children for pupils over 8 years old and 1:6 for children 4-7 years old.
- At all times the Wrap Around Care leader or assistant will be present and in addition there will be at least one other member of staff on site.

Arrival and Departures

Breakfast club:

- Parents/Carers are responsible for dropping off pupils for Breakfast Club (We will not accept children without an adult).
- Parents need to bring their children to the designated door at the time the session starts and not before, as staff will be preparing for the session ahead and unable to supervise children at this time.
- At the end of the session, pupils will be escorted to their classrooms at 8.45am.
- Children will be offered a simple breakfast of toast, cereal and milk during the session.
- Parents must call the school office if their child is going to be absent from any sessions using the normal absence reporting procedure but making it clear it is an absence for the Wrap Around Care, emails are not acceptable.

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.
- Children will continue to stay within the school building once their class has been dismissed. The teacher/LSA will then take them to the Wrap Around Care leader.
- Children will be offered a healthy snack during the session and a drink.
- Any information regarding collection will be handed over at this time.
- Pick up for all children will be from the designated pick up point only at a time agreed between the parents and the school; this must be pre-arranged if it is before the end of the session. All children need to be signed out.
- You must inform us in writing, if anyone else, other than the main person listed on the registration form will be collecting your child.
- Parents are responsible for collecting pupils from after care; we will not release pupils without the named adult present.

Provision:

- A range of activities are planned for the pupils depending on their interests and needs.
- If your child is attending an after school club (3.20pm to 4.30pm) and requires Wrap around Care provision from 4.30pm to 5pm then this needs to be booked in advance in the same way as other bookings.
- After School Care provision is planned for by our Wrap Around Care team and provides opportunity for pupils to complete homework, experience art and crafts, ICT and outdoor activities.
- Children should only bring items to the Wrap Around Care which they need for school, no mobile phones or electrical devices, sunglasses or toys.

Behaviour:

Whilst attending the Wrap Around Care children are expected to follow the school behaviour policy (available on the school website).

Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Wrap Around Care Leader may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

Use of sun cream:

- In the warmer weather in line with our sun cream policy we ask all parents to apply sun cream prior to coming into school.
- You can send sun cream with their name clearly written on it and it is to be kept in their bag.
- We are unable to apply sun cream however we will supervise this being put on.

- Sun hats must be sent in with children, and during the hot weather must be worn when the children go outside, please clearly label your child's sun hat.

First Aid:

- All accidents will be recorded in the Wrap Around Care accident book, accurately reported to the parents/carers via the telephone or on collection.
- Accident records will give details of the time, date and nature of the accident; details of the child involved; type and location of the injury; action taken and by whom.
- All incidents are dealt with by a qualified first aider. Parents of any child who becomes unwell during the session will be contacted immediately.
- Our medical needs policy can be found on our school website.
- If children have a temperature or display any Covid19 symptoms they must not enter the school site. If they begin to feel unwell showing any symptoms whilst at Wrap Around Care, we will contact parents and ask for them to be collected as soon as possible. They will be isolated from other children until collection.
- Children who are ill must not attend and in the event of sickness or diarrhoea must be off for 48 hours after the sickness and diarrhoea has finished (no refunds will be made).

Medical conditions:

- Where a healthcare plan is in place and already held in school, it will not be necessary for a new plan to be written, the original plan will be shared with the Wrap Around Care staff.
- It is the parents' responsibility to inform the main school office of any changes to medical information.
- Any prescribed medication needed should be provided to the main school office in line with the school policy.
- It is the parents' responsibility to ensure that all emergency medication is still within its usage date.

Related Whole School Policies:

- Behaviour policy
- Child protection policy
- Health and safety policy
- Medical conditions policy
- Lone working policy
- Complaints policy

Complaints:

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

Monitoring and Evaluation

This policy will be reviewed annually by the Head teacher, staff and Governing body.