



## Wrap Around Care Policy





# Avonwood Primary School

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**Avonwood Primary School**  
**Wrap Around Care Policy**

This policy applies to all pupils at Avonwood Primary School including those in the EYFS setting.

Avonwood Primary School is committed to offering wrap around care for pupils before the start of the school day and after the end of the school day. The school recognises the need for many parents to work or attend to other commitments and aims to provide an affordable, high quality and age appropriate level of care before and after school.

**Breakfast Club** refers to the care offered between 7.30am and 8.40am Monday-Friday. This is held in our dedicated breakfast and after school care building. Additional charges are made for attending this club to cover associated costs including materials, breakfast and staffing.

**After School Club (ASC)** refers to the care offered after the end of the school day up until 17.45pm within our after school club building. This is offered Monday-Friday. Additional charges are made for attending this club to cover associated costs including materials, breakfast and staffing.

Children from EYFS to Year 6 may attend wrap around care. **We do request parents of our younger pupils are mindful of the length of the day when booking sessions for their children**, avoiding doing so where possible until they are well transitioned into primary school life. Whilst many children at nursery will have attended long days, we find the added demands of primary education can make longer days hard for our youngest children. If the school feels that any pupil is unable to cope with the extended sessions due to their age, **we withhold the right to withdraw the provision**. This is in the best interest of our pupils' wellbeing.

Avonwood Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We recognise that every child is an individual and aim to promote their happiness, self-confidence and well-being as members of a caring community. We do not discriminate against anyone, be they staff or pupil, on the grounds of their sex, race, colour, nationality, ethnic or national origins. Our Equal Opportunities Policy applies to Wrap Around Care and throughout the school.

## Objectives for wrap around care

- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day and after the school day ends until 17:45pm.
- To provide ample opportunities for children to socialise with siblings, friends and children from across school age groups.
- To provide opportunities that invite exploration, creativity and discussion.
- To provide a calm environment for both pupils and staff.
- To provide an affordable service to working parents/carers.
- To enable pupils to eat breakfast before the start of the school day/have an after-school snack in a pleasant, relaxed environment.
- To offer a range of sporting, arts & crafts and homework support activities.
- To employ caring, committed qualified staff.
- To demonstrate our commitment to equal opportunities for all
- To provide a varied programme of stimulating activities.

## Bookings

In order to plan the best care and have the required staffing levels, bookings must be made in advance via Parent Pay for breakfast and after school club. For this reason, we ask families to make bookings at least one week in advance. Of course, we can cover unexpected delays, but for staff ratios to be secured we do require 24 hours notice for a one-off daily booking. Spaces may be available on an ad hoc basis, but places cannot be guaranteed. Our maximum capacity is set at 38 places, with a waiting list operating on a 'first-come-first-served' basis.

## Charges:

Breakfast Club:	£5
After School:	£12

Payment must be made in advance of the session by ParentPay. If payment has not been received, parents will be expected to collect their child at the normal time. Any child not collected at the normal time will be subject to a £25 penalty fee, automatically added to your ParentPay account. All further bookings will be suspended until this fee has been paid.

## **Procedures for Breakfast Club**

### **Greeting**

The Breakfast Club will take place in their dedicated classroom space, accessed via the front gate of the Year 3 block. A member of staff will greet the children and parents/carers as they arrive. A register will be taken on arrival. Children are then encouraged to choose their own breakfast and drink before participating in table top activities. At 8.40am children will be walked to their classroom by a member of staff and into the care of their class teacher.

### **Eating**

All children are expected to wash their hands before and after they have breakfast. Children eat at designated tables. Food served includes cereals, toast, and a drink of water. Children will be encouraged to keep the area clean and tidy and clean up any spillages. While eating, all children will remain seated and are reminded that this is the expectation. Staff are also entitled to eat a breakfast of their choice and can have a mug of tea or coffee in a spill proof vacuum insulated mug, provided that they also sit with the children whilst they eat, encouraging social interaction and modelling appropriate behaviour and etiquette.

## **Procedures for After School Club**

After school care will take place in the Breakfast and After School Club.

### **Arrival**

Children will be collected from their classroom at the end of the school day by a member of the after school club team. On arrival the children will be greeted and registered by the After School Team Manager.

### **Extra-Curricular Clubs**

Children attending extra-curricular clubs or activities who are booked to attend ASC when their activities finish will be escorted to the Breakfast and After School Club by the Club Leader. On arrival the children will be greeted and registered by the After School Club Team. It is the responsibility of the extra-curricular club (externally or internally run) to escort the child to this club. If your child is in Years 5 & 6 and has permission to walk home alone, it is their responsibility to make sure they go to the after school club rather than walking home; failure to do so may result in their permission to walk home alone being revoked.

Children booked on to our after school club who do not arrive will be followed up by the Team. This most frequently occurs when a parent has booked on ParentPay and not cancelled when they have made arrangements to collect their child at the usual end of day. The procedures are:

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- If a child does not arrive at the booked time, the ASC will notify colleagues in Avonwood reception.
- A check will be made by the Avonwood Reception Office Team to see if they are attending a different after school co-curricular club.
- If they are not attending a club, or they fail to arrive at the end of the club, ASC staff will call the School Office to contact the parent/guardian to confirm they have been collected, after 16:15 ASC Staff will contact parent/guardians themselves.
- If the child has not been collected, and is not attending a club the missing child procedures will be implemented immediately, SLT on duty must be informed immediately.

## **Activities**

Drawing, colouring and simple table top activities will be available for children attending the Breakfast Club and a range of free choice and planned activities will be on offer each day for children attending ASC.

Children will have fun exploring, creating and socialising. Children throughout the year will be able to enjoy the wide range and variety of activities on offer, which include board games, arts and crafts, quizzes, puzzles, construction toys, needlework, drawing and colouring, mosaic work, gardening, reading, IT, modelling and ball games.

The After School Club Manager is responsible for the day-to-day planning. Breakfast Club staff are responsible for the planning of activities for the breakfast club. All relevant staff will take responsibility for helping to set up and tidy away each day. Children will be encouraged to help with this. All ASC staff will take responsibility for evaluating the activities provided. Children are reminded to look after resources and re-use or recycle as much as possible.

A dedicated area will be provided for children who wish to complete homework. We do not routinely watch TV at ASC, but there is a movie night held once a week.

Ample opportunities will be provided for children to relax after their busy day and they will be able to play with their friends, siblings and children from across all age groups.

## **Snack**

Children are also allowed to bring their own healthy and balanced snacks to ASC provided they comply with the school's nut free policy. These should be kept in a separate lunchbox, clearly named and marked for the ASC.

## **Preparation of food**

All staff have completed relevant food hygiene training and follow recommended hygiene protocols, keeping the area clean and tidy at all times.

## **Allergies**

Avonwood Primary School is a nut-free school. Parents of children who have allergies to any food products, or who have special dietary requirements, are asked to make sure they provide updates to the School Office of any allergies or special dietary requirement as soon as they are known. All staff have access to each child's Arbor record where information on allergies, food intolerances and other medical information is recorded. Please also refer to our allergy policy which can be found on the school website.

## **Hygiene, Health and Safety**

- Children will be escorted to wash their hands prior to eating a snack. Children will wash their hands thoroughly after using the toilet.
- Tables will be wiped down with disinfectant before and after eating their snacks.
- All relevant risk assessments are completed.
- All members of staff are responsible for observing health and safety matters and reporting any matters of concern. See whole school Health & Safety Policy.

## **Staffing**

In the Breakfast Club and ASC, four members of staff are present (1x Manager, 3x Play Workers), at least one of whom will be a qualified first aider. There are a limited number of 38 places available, so ratios are always maintained. A Senior Leader is always on site from 7.30 am, until after the last child has been collected from ASC.

All staff have current enhanced Disclosure and Barring Service checks in place.

Staff supervision ratios are in compliance with DfE standards, namely:

- 1 member of staff, for up to 8 children (1:8) - for 4 year olds.
- 1 member of staff, for up to 10 children (1:10) - for children 5 years old and above.

An SLT member is always on site when children are in school, and will provide cover to the ASC to ensure these supervision ratios are maintained.

## **Contingency arrangements for staff absence**

If a member of staff is to be absent, he/she must ring the Headteacher by 7am who will then arrange appropriate cover. When reporting an absence, employees will be required to give details of the reason for the absence and the likely duration of the absence. Employees must keep us informed on a daily basis of any continued absence and likely date of return. An SLT member is always on site when the children are in school, and will provide cover to the ASC to ensure these supervision ratios are maintained.

## **Contact details**

Medical, dietary and contact details can be accessed via Arbor. A daily attendance register is kept on ParentPay. Updated pupil dietary requirements are regularly maintained by the School Office and available to all staff on Arbor.

## **Medication**

The Breakfast and ASC follow the school's Administration and Storage of Medicines Policy. Medication can be administered if we have prior written consent.

There will be a qualified First Aider available at all times, and staff will follow the First Aid Policy. If First Aid is administered, a record of the incident is recorded a) on ARMS and b) communicated to parent or person collecting at pick up. A record of children who have experienced any medical issues during the day that requires communicating to ASC is kept by the office and ASC staff will be informed via a phone call.

## **Behaviour**

Both clubs are expected to adhere to the Avonwood Primary School behaviour policy. Our [Behaviour Policy](#) is available on the school website.

All staff members of the Breakfast and ASC should be actively supervising and/or playing alongside the children at all times. We encourage outside time if the weather permits.

Wherever possible, children will be given ample opportunities to use the playground MUGA, located on the grounds just outside the club building. However, any changes to routines will be decided by the Breakfast Club Leader and the ASC Manager at their own discretion. Decisions will be based on numbers present and the needs of the pupils. When outside, regular head counts will be carried out periodically, as routine checks, by all members of staff.



## **Fire safety and emergencies**

Should the alarm sound, all staff will assemble the children as quickly as possible; the assembly point is located in the MUGA, which is accessed via the side of the club building. Our school's Fire policy and Fire Safety procedures are on the school website.

The Breakfast/ASC registers must be taken to assembly points by staff members in charge. Toilets will be checked and internal and external doors will be shut by the last member of staff to leave the building to prevent fire spreading and to verify that the room has been visually checked and no child has been left inside a room. A member of SLT will then attend to supervise the situation.

## **Policies**

The Breakfast and ASC will adhere to all current policies set out by Avonwood Primary School.

The attendance charges are designed to cover all running operational costs. It may be necessary to change fees from time to time, however parents/carers will be notified in writing a term in advance.

## **Insurance**

Insurance cover is provided by the School's Insurance Policy.

## **SEND**

Avonwood Primary School takes pride in being an inclusive setting, appropriately meeting the needs of all children. Where this before school and after school clubs are deemed 'additional paid for services', we will endeavor to cater for all children that need to attend. Should your child have significant additional needs, the Headteacher will meet with you prior to booking your first session to agree a suitable plan. Should your child require additional staffing or resources to safely attend, an additional fee may be levied. Attendance will also be subject to a suitable additional member of staff being available to work at the club when required. Please contact the school to discuss attendance to the club with the Headteacher **prior to booking.**

## **Dismissal**

Parents can collect their children at any time up to 17:45 from the front gate at the Year 3 building. On arrival they should call buzz the intercom and a member of staff will escort the child to their car.

It is the responsibility of the member of staff who escorts the child to their parent, to make sure all relevant information has been passed on to the parent/carers.

It is the responsibility of Parents/Carers and children to make sure that all their personal belongings have been collected from ASC and taken with at the end of the day.

It is the responsibility of the staff on duty to ensure that any finished work such as colouring sheets, Hama bead designs, junk modelling, craft work, painting and needlework goes home with the child at the end of the day.

**There is a late collection fee of £10 per every 15 minutes of lateness. This will be applied robustly.**

### **Parents should**

- Only book their child into this service if they feel they are able to manage with the additional daily demands that come with an extended school day.
- Contact the school in advance of booking for the first time if their child has additional special educational needs (SEND).
- Make sure they keep the school updated with the correct emergency contact details.
- Personally drop off and collect your child, door-to-door.
- Always provide at least two, ideally more, emergency contact details.
- Make sure that all medical and allergy information is current and updated when necessary to the School Office.
- Always collect children promptly at the end of each session/day.
- Communicate clearly with staff, keeping them informed of any changes in arrangements.
- Understand that late collections incur additional charges.
- Make arrangements for a family member, friend or designated person on the contact list to collect their child in the event that they are unable to do so and inform the school of this in advance
- Understand that children will not be released to anyone unless with written permission from a parent.
- Have a note of the Wrap Around Care **email and phone number** for out of hours contact in the event of any delay to pick up or change in arrangements