



Wrap Around Care and Holiday Club Policy

Hanbury C E First School

Adopted by	Hanbury CE First School Governing Board
Governors' Committee Responsible	Resources Committee
Status & Review Cycle	Annual
Staff Lead	Head Teacher
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Our Vision...

Flourishing Through Love and Nurture

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. 5 It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. 6 Love does not delight in evil but rejoices with the truth. 7 It always protects, always trusts, always hopes, always perseveres.

1 Corinthians 13: 4-7

We flourish because:

We are a family founded on love and nurture

We build resilience for life

We are outward looking

We celebrate every step forward

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Introduction:

Wrap Around Care exists to provide high quality out-of-hour's childcare for our parents/carers of children from our Reception classes through to Year 4. Wrap Around Care is a place where children can come to relax and look forward to playing with their friends in a safe and happy environment. We offer adult led, spontaneous and child-initiated activities where staff are always on hand to offer advice and support to the children. We offer a range of activities making sure we appeal to all ages and abilities to develop children's emotional, physical, social, and intellectual capabilities and encourage children to live out our school vision and values during their time in Wrap Around Care.

Our Core Aims:

- To provide an affordable, childcare facility for working parents/carers.
- To provide a welcoming, safe, and secure environment for pupils to have Wrap Around Care outside of normal school hours.
- To respect and value every child in our care.
- To promote the welfare and safety of all children in our care.

Admission:

Only children attending Hanbury CE First School are eligible to attend the sessions with the exception of holiday club where we accept bookings from children within the school age range. A registration form must be completed and sessions are then booked using the booking form. This can be found on the Hanbury CE First School website.

Siblings of children who already attend Wrap Around Care are given priority of places over new children registered. Spaces are allocated to siblings first (but must have a booking form as we are unable to assume they need a place), remaining spaces are then allocated to others on the list in the order they were received, until all spaces have been allocated. We are unable to guarantee your child(ren) a place if you apply late. Bookings are processed in the date order they are received. Children who did not receive any space or who will automatically be added to the waiting list.

Allocation:

Breakfast Club	After School Club
40 places	50 places
In exceptional circumstances we have capacity to exceed these numbers.	

Those on our waiting list are notified if a place becomes available. Places are offered in the order in which booking forms are received.

Bookings for Wraparound care are completed in the Summer Term for September. You can request continuous booking which will mean the same sessions are booked until you amend them or notify us that you no longer require the service. Alternatively, you can book sessions on a half termly basis which are filled on a first come, first served basis.

Times and Costs

Breakfast Club: Drop off 7.45am until the start of the school day (breakfast served until 8:15am)
Cost: Per child: £5:00 per day

After School Care: End of school day – 6:00pm
Cost: £10 per day

A sibling discount of 25% will be applied to the oldest child when siblings attend the same sessions.

Ad Hoc Bookings:

We can accept ad hoc bookings should there be availability. Please email office@hanbury.worcs.sch.uk.

Payment:

Invoices are released to families half termly. Payment should be made within 30 days of receipt of the invoice. If full payment is not received on time, we reserve the right to withdraw your child's place.

You are not charged for school holidays, bank holidays or inset training days.

Payment is made to Worcestershire County Council. We also accept Childcare vouchers and payment via the Government tax free childcare scheme.

Outstanding payments:

Hanbury Wrap Around Care reserve the right to cancel your booking if payments are not made, including any late collection charges. We value your communication so please come and speak to us should you be experiencing difficulties and we can arrange alternative payment plans.

All monies will remain outstanding to the school and if the situation is not quickly rectified your child(ren) may not be able to take part in any Wrap Around Care Services.

Late Collection:

In the case of child(ren) not being collected from after School Club (after 6:00pm) or Holiday Club (after 5:00pm) but there has been communication with parents, a late fee will be applied.

Late collections are charged at the following rates:

1 - 15 minutes - £10.00 per child

15 - 30 minutes - £20.00 per child

Beyond this time charging will be in increments of £10 every ten minutes.

If we have not received notification of late collections and a child has not been collected parents will be contacted. If there is no reply, then emergency contacts will be called.

For safeguarding purposes, two members of staff remain on site until all children have been collected. Parents must inform the wraparound team by telephone if they are going to be late collecting their child and provide an estimated time of arrival.

If there are persistent late collections a meeting will be held with parents.

Cancellation:

All Wrap Around Care provision requires 4 weeks' notice to cancel your child(ren)'s place. Any session within this notice period will need to be paid in full. If your child is unable to attend for any reason you will not be entitled to a refund or be able to swap to a different day or session.

Location:

Wrap Around Care is located in the main school hall. On some occasions it may be relocated due to the hall being in use for other purposes.

Staffing:

At Wrap Around Care, our friendly team of dedicated Play Workers are all enhanced DBS checked, have appropriate levels of experience of working with children and receive regular training such as: safeguarding, first aid and food hygiene.

Food:

Breakfast club: We provide a range of cereals, toast, brioche, pancakes and fruit juices.

At after school club, a hot or cold snack will be provided for children who attend. Examples include: Wraps (with a selection of fillings), bagels, pizza, sausage sandwich. A menu is shared termly.

Medical Conditions/Allergies/Dietary Requirements:

It is the Parent's/Carers responsibility to inform school of any medical condition/allergies that could affect the child during the session. Any prescribed medication needed, must be provided to the main school office in line with school policy. If your child has any medical condition or dietary requirements, please speak to the school office. Children with any long-term medical condition, allergy or dietary requirements are shared with staff and copies of individual healthcare plans are held on file by the Wrap Around team. Appropriate levels of Wrap Around Care staff are first aid, food hygiene and allergy awareness trained.

First Aid:

All accidents are recorded in the accident book. For minor injuries parents will be spoken to at pick up. Head injuries and other more severe injuries a phone call home will be made informing parent/carers.

If the first aider judges that a child is too unwell to remain in school, parents will be contacted and asked to collect their child.

Behaviour:

Wrap Around Care expects the same behaviour from children as we do during the normal school day. We follow the same principles as we do in school time supporting children to manage their behaviour through demonstrating our school values.

Persistent poor behaviour or incidents where a child is endangering themselves or others will be dealt with in line with the school behaviour policy. We reserve the right to withdraw the service if there are repeated behaviour concerns. This decision will be made by a member of the Senior Leadership Team and normally the Headteacher.

Hanbury Holiday Club:

Hanbury Holiday Club runs for three weeks over the summer holidays, a week at Easter and every half term. Booking is made via the school office. Booking forms are available on the school website.

Related Whole School Policies:

We follow all Hanbury CE First School policies and procedures including:

- Safeguarding and Child Protection
- Behaviour, Anti-Bullying and Exclusions
- Health and Safety
- First Aid
- Complaints procedure

Monitoring and Evaluation:

This policy will be reviewed annually.

Appendix 1- Terms and Conditions

Terms and Conditions

The below terms and conditions relate to Hanbury CE First School's breakfast and after school wraparound care.

Parents / Carers who complete a registration form must sign the bottom of the registration form agreeing to these terms and conditions. By signing you are agreeing that you have read and understood all of the terms and conditions.

- 1) All registration forms must be completed in full before your child can be allocated a place. This includes accepting these terms and conditions.
- 2) Parents / Carers must ensure all details on the registration form are up to date. The school office must be informed of any changes.
- 3) The clubs will operate in term time only and will not run on days when the school is closed. Hanbury Holiday Club runs during the school holidays and is available to book, please see details on the website or contact the school office.
- 4) Bookings and Payments: Bookings should be made half a term in advance, using the booking form provided. You may also book for a continuous booking that remains throughout the academic year. Invoices will then be issued in advance. Places are limited so booking is advisable. Late bookings may be accepted, subject to availability. Late bookings must be agreed with the school office. Your child will not be accepted without a prior confirmed booking. Bookings are requested in advance to allow for planning of provision.
- 5) A sibling discount of 25% will be applied to the oldest child when siblings attend the same sessions.
- 6) All Wrap Around Care provision requires 4 weeks' notice to cancel or amend your child(ren)'s place. After this time no refund/credit will be given.
- 7) If your child is unable to attend a session you must notify the school office or the wraparound care staff. You must also notify the school office if their absence means they will be absent from school. We do not give refunds for missed sessions through illness or other absence. Please contact the school office, as soon as possible, if you know your child will not be attending a booked session, as there may be another child who would like to attend.
- 8) To access the club parents / carers must use the hall entrance door along the side of the building.
- 9) Breakfast club starts at 7.45am and finishes at the start of the school. Breakfast will not be served after **8.15am**.
- 10) Afterschool club starts at 3.10pm. If your child attends an extra-curricular school run activity they will be taken to the hall at the end of the club. Afterschool club finishes at 6pm but parents / carers can collect at any time before 6pm.
- 11) Parents / carers must contact the school if they are aware that they will be late to collect their child. Please contact the wraparound care team on Tel: 07787 387201.
- 12) A late collection fee of £10 every 15 minutes will be charged if any child remains uncollected after 6pm.

- 13) The wraparound care is additional care outside of normal school hours. The club's policies and procedures reflect the school policies and procedures and parents can have access to all school policies on request.
- 14) The wraparound staff aim to provide a safe, stimulating and happy environment for all children. The Senior Leadership Team reserve the right to withdraw the offer of the service to any child whose behaviour is persistently disruptive or a danger to themselves or others following the school behaviour policy.

REGISTRATION FORM

The breakfast and afterschool club operates on school days, in term time only. There will be no wraparound care clubs on teacher education days.

Please complete one form per child, if your details change at any time please advise the school office. Please note this form must be completed and returned to the school office before your child will be admitted to the club.

Child's name: Year Group:

Parent / Carer 1

Name: Relationship to child:

Contact Numbers:

Work: Mobile:

Home: Email:

Parent / Carer 2

Name: Relationship to child:

Contact Numbers:

Work: Mobile:

Home: Email:

Details of other adults who will regularly collect from afterschool club, other than the parents as named above:

1) Name Relationship to child:

2) Name Relationship to child:

3) Name Relationship to child:

Password: This should be used when someone unfamiliar to club staff is collecting, staff must be informed in advance if the child is being collected by someone new. The password should not be the child's name or siblings name but something random.

Please detail any medical conditions, medical allergies or food allergies or intolerances including any medication, inhalers etc.

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By ticking this box, you are giving permission for any medical information / health care plans held by the school to be shared with wraparound care staff.

I / We give consent for first aid to be carried out by a trained first aider.

I / We give consent to any emergency medical treatment necessary during my child's attendance at club

Do you use a tax free childcare scheme for payment YES / NO (please circle.)

If yes, please provide the name and address of your provider along with your reference number:

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In signing this form, I declare the information to be true and accurate. I have read the wraparound terms and conditions of Hanbury CE First School wraparound care.

Data Protection Act 2018 AND GDPR Regulations: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and keep it up to date. The school is required to share some of the data with the local authority and with the DfE.

Signature: Name:

Date: