



Wrap Around Care Policy

This policy applies to all children in the school including in EYFS

CONTENTS

- 1.0 Introduction
- 2.0 Aims
- 3.0 Staffing
- 4.0 Breakfast Club
- 5.0 After School Care
- 6.0 Times and Pricing
- 7.0 Booking
- 8.0 Collection
- 9.0 Uncollected Children
- 10.0 Homework
- 11.0 Fire Procedures
- 12.0 Health and Hygiene
- 13.0 Outdoor Area
- 14.0 Equipment
- 15.0 Behaviour
- 16.0 First Aid
- 17.0 Safeguarding
- 18.0 Illness

Wrap Around Care Policy

1.0 Introduction

At Elsley Primary School we are proud to be able to offer a 'Wrap Around Care' facility to our pupils and parents. The Wrap Around Care service is available to all pupils that are registered at Elsley Primary School. All children are under full adult supervision at all times, with a guideline ratio of 1 adult to 8 children.

2.0 Aims

- To provide a welcoming, safe, secure environment for pupils between 7.45am to 8.45am and after the school day ends up until 5.15pm.
- To provide an affordable service to 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 provide a calm play environment for pupils.
- To encourage physical activities to promote healthy living.

The Breakfast Club and After School Care are self-sufficient so that the school's education budget is not used to provide this service. The attendance fees are designed to cover all costs.

This includes:

- Staffing
- Food
- Equipment
- Day-to-day running costs

It may be necessary to change fees from time to time however; parents/carers will be informed as to the reasons why such an increase is needed, in a timely manner.

3.0 Staffing

All staff that work at the Wrap Around Care are employed by Elsley Primary School. All members of staff hold current DBS checks and have had up to date safeguarding training. There is always a member of staff on duty who is first aid trained.

Organisation

4.0 Breakfast Club

During term time we offer an early morning breakfast club from 7:45am - 8:45am.

Children are handed over to a member of staff, into breakfast club, by their parent/carer and signed in by a member of staff. Children in foundation stage or Key Stage 1 are escorted to their classrooms at 8:45 while children from Key Stage 2 will make their own way to their classroom. Children are welcome to have a breakfast whilst at the club. There is free play, organised activities.

Breakfast includes a choice of toast, cereals and fruit and we encourage children to drink water or milk with their breakfast.

5.0 After School Care

During term time we offer after school care from 3.15pm to 5.15pm. This provision will be available Monday to Thursday (not currently available on Friday).

When school finishes at 3.15pm children in Reception and Key Stage 1 are registered and collected by a member of the Wrap Around Care team from their classrooms. Children who are in Key Stage 2 are met in the hall.

Parents need to ensure that they make the child's class teacher aware of Wrap Around Care attendance to ensure the smooth transition for all children.

If you think you are going to be later than 3:15pm to collect your child from school please notify the school office on 020 8902 8003. Any child who is not picked up by 3.25pm will be placed in the Wrap Around Care facilities if there is availability. A £4 charge for the first 30 minutes and then £2 for every 30 minutes thereafter will be issued as a penalty charge.

Children who are attending an After School Club followed by Wrap Around Care, should inform their After School Club leader who will make this known to a member of the Wrap Around Care team. The full cost for After School Care (£8) will still apply.

There will be no After School Care available when school finishes at 1.30pm.

6.0 Times and Pricing

	From	Until	Price
Breakfast Club	7.45am	8.45am	£4.00
After School Care	3.15pm	5.15pm	£8.00
Non pre-booked, including late Collection from school	3.30pm	-----	£4.00 for the first 30 minutes and then £2 per 30 minutes thereafter
Late collection from After School Care	5.15pm	5.45pm	£2 per 5 minutes

7.0 Booking

Children should be booked into the Breakfast and After School Care in advance via the online School Money system. This will ensure staff to children ratios are correct and sufficient food can be provided. Parents can book, amend and cancel places 24 hours before the session. All parents need to book for Breakfast and After School Care using the online system.

Sessions that are not cancelled with 24 hours' notice will still be charged.

Understandably, there may be times where Wrap Around needs to be used for emergency childcare and a booking hasn't been made. The school will do our best to care for your child in this instance, subject to appropriate staffing levels being available. If you need emergency care please contact the school office.

8.0 Collection

Parents/Carers should collect their children from the Wrap Around Care facility or name an alternative person to collect their child, this person being aged 18 years or over. If there is any change to this arrangement the wrap around care staff must be notified beforehand. You can contact the Wrap Around Care facility on 07399050336.

9.0 Uncollected Children

After School Care supervision closes at 5:15pm. We do understand unexpected and unavoidable delay but ask that parents are prompt at all other times. If parents find that they will be delayed, we ask that they please contact the school office or the Wrap Around Care facility on 07399050336 as soon as possible and then keep the School informed of an expected arrival times as much as possible.

In the event that a child is not collected by 5.15pm, at least 2 members of staff will remain until the child is collected. In this instance, and if no call has been made by the parents to inform the school that they are going to be late, parents/carers will be contacted immediately.

If no contact can be made with the parents, the staff member on duty will endeavour to contact all persons listed on the school system as emergency contacts. If none of these persons on all of the numbers given to us can be contacted, the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead should be alerted. Attempts to make contact should continue, but after 5.45pm (30 minutes after the after school care closing) we will then contact The Brent Family Front Door of Brent Social Care. The situation will be explained and advice will be sought.

There is a £2 per 5 minutes charge for any children collected after 5:15pm. This is a penalty charge.

If late collection occurs on many more than one occasion, a school leader will meet the family to discuss the situation, following which access to after school care may be withdrawn

10.0 Homework

Space is provided for children wishing to complete homework in the Wrap Around Care facility. The Wrap Around Care staff will encourage children to complete their homework but it is not a mandatory requirement that it is completed at Wrap Around Care.

11.0 Fire Procedures

All children will be escorted to the MUGA in the playground, following the same procedure and expectations that are followed during the standard teaching day. Children will then be registered and remain on the playground until further instructions are given.

12.0 Health and Hygiene

It is the responsibility of the Wrap Around Care staff to clean work surfaces at the end of each club session. They also sweep any obvious debris from the floor and mop any spillages up as they occur. The school's cleaning team mop and vacuum thoroughly each day and clean the toilet facilities.

Allergen and medical information is to be stored in a folder and available to Wrap Around Care staff.

13.0 Outdoor Area

Children have access to outdoor space during Wrap Around Care. If children are outside, there is be a Wrap Around Care staff member supervising them. If some children are inside and some are outside the door will be kept open with the supervising adults being aware of the whereabouts of the children.

14.0 Equipment

Where children can safely tidy up they are encouraged to do so. All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed immediately. Children are taught to care and respect the equipment and their surroundings and encouraged to play constructively.

15.0 Behaviour

Wrap Around Care follow the same behaviour policy as the school and children are expected to behave in accordance with that policy. A child may be banned temporarily or permanently from the facility if their behaviour is a continuing issue.

16.0 First Aid

There is a qualified First Aider available at all times. Any incident will be recorded in the school's accident book, located in the welfare room.

17.0 Safeguarding

The Wrap Around Care team have up to date safeguarding training. If any safeguarding incidents were to occur (including uncollected children) our school's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will be available either in person or over the phone. If for any reason, the Wrap Around Care team are unable to make contact, the Wrap Around Care team should report the incident to The Brent Family Front Door and seek advice as necessary.

18.0 Illness

If you suspect that your child may be unwell please ensure that you inform a member of the Wrap Around Care team. Should they become unwell during a session it may be necessary for you to collect them before the end of the session.

If a child is absent from school due to illness, and the school have been notified of the child being ill, a full refund may be made.