



Wrap Around Care Policy

Red Hall Primary School

Approved by: Finance and General Purposes Committee **Date:** November 2020

Last reviewed on: November 2020

Next review due by: November 2022

**Signature of Chair of
Governors:**



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Dear Parent or Carer

We would like to welcome you to our Before and After School Care Club at Red Hall Primary School.

We have enclosed in this pack the following:

- What the Club can offer your child
- Registration Form
- Charges
- Agreement

Our aim is to ensure your child is well cared for in a stimulating environment. We hope we have created a number of areas for your child to enjoy their stay, specifically a soft seating area where they can read or watch television and play with the toys we have accumulated. We also have a computer area. We are hoping to acquire other games and activities for the children over the coming months.

During their stay at the Club we will be offering activities for the children to take part in, if they wish, for example we will be painting, modelling, sewing, baking, playing sports etc all designed for the children's enjoyment whilst learning at the same time.

We would welcome any comments or suggestions you may have to ensure your child enjoys their stay.

If you wish to contact us at anytime, please either telephone 01384 813968 during the hours of 7.30-9.00am and 3.00-5:45pm or alternatively contact the school office (8.30am-3.30pm).

We hope your child enjoys their stay in the Before and After School Care Club.

Yours sincerely

Mrs H Tomlinson
Headteacher



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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.
- A varied programme of activities for your child
- High quality care at all times
- Experienced, qualified and committed staff
- A commitment to equal opportunities
- Safe equipment which meets British Standards
- Policies and procedures which meet Ofsted requirements
- Be available to discuss the care of your child at a mutually convenient time

The Governing Body and staff expect from parents/carers the following:

- A completed agreement form
- A completed registration and medication documents which must be kept up to date including any additional requirements your child may have
- To become familiar with the schemes policies and working procedures
- To collect your child on time.
- To provide notice of any changes to the collection procedure
- To inform the staff of any absences due to illness or holidays
- To make prompt payment for booked sessions on a regular basis
- To sign your child in and out of the premises, The Wrap Around Care Team will be doing this on your behalf
- Complaints should be dealt with as per the Schools Complaints Policy, which can be found on the Schools website
- Be available to discuss the care of your child at a mutually convenient time

Introduction

Red Hall Primary School Wrap Around Care is run by Red Hall Primary School and exists to provide high quality out-of-school hour childcare for our parents/carers. The children have the opportunity to extend their day within the school building and to join in a variety of activities on offer to enhance the curriculum and interests of the pupils.



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The care operates term time only (excluding inset days) from:

- 7:30am – 9:00am
- 2:45pm – 5:45pm

Current costs for each session

Breakfast Club	Rate per child
(including a light breakfast)	
7:30am – 9:00 am	£4.20
After School Club	
(including light snack)	
2:45pm-4:00pm	£3.40
2:45pm-5:45pm	£6.80
Surcharge for collection after 5:45pm	£12:50

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 Red Hall Primary School are eligible to attend Wrap Around Care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- Parents requiring ad hoc places are welcome to use the Wrap Around Care provided there are spaces and parents/carers have previously completed the registration process.
- 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 through contacting the school office who will pass your details onto Lindsay, the Wrap Around Care Manager.



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- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to space, ad hoc places can be booked up to the actual day so long as payment has been made.

Pricing Policy

- The Wrap Around Care is non-profit making and the fees charged cover the cost 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.
- All fees are to be paid within a month of the session being attended
- Payment is due for all booked sessions if no notice is given for non-attendance.
- Fees must be paid via our online payment system (Parent Pay).
- Parents are to use ParentPay as proof of payment.
- If arrears of £50 or more are not cleared within one calendar month, the child's Wrap Around space will be withdrawn

Sickness/Holidays/Non-Attendance

Sickness/holidays will be charged at full fees for advanced bookings, if you wish to retain your child's place. 24 hours notice must be given to cancel ad-hoc bookings, otherwise you will still be charged.

Staffing

- The Wrap Around Care Manager 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 adult for every 10 children for pupils over 8 years old and 1:6 for children from 4-7 years old.
- At all times the Wrap Around Care Manager will be present and in addition the one other staff member.

Arrivals and Departures

Breakfast Club:



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- Parents/ Carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult)
- Parents are to alert staff members at the conservatory door who will come and greet the children.
- At the end of the session, pupils will be taken to their classrooms by a member of the Wrap Around Team.
- Any information/ handover to the class teacher will take place at this time.

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.
- Parents must call the Wrap Around Manager if their child is going to be absent from any session.
- Children will be collected by a member of the Wrap Around Care Team and taken to the Community Room
- Any information/ handover to the Wrap Around team will take place at this time.
- Parents are to collect pupils via the conservatory. This will alert the staff members to bring the child/ren to them.
- Parents/ Carers are responsible for collecting pupils from after care (we will not release pupils without a named adult)

Provision:

- A range of activities are planned for the pupils depending on their interests and needs.
- After School Care provision is planned for by our Wrap Around Care team and provides opportunity for pupils to experience art and craft activities
- They will also be offered a snack at this time.

Behaviour:

- Whilst attending The Wrap Around Care children are expected to follow the school behaviour policy.
- 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



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Wrap Around Care Manager may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the Wrap Around Care accident book, accurately reported to the parents/carer via a slip.
- 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.

Medical conditions

- It is the parent's/carers responsibility to inform the Wrap Around Care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school Policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main school office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with Wrap Around Care staff.

Related Whole School Policies:

- Behaviour Policy
- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Children with Medical Conditions Policy
- Lone Working Policy
- Complaints Policy



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Staff

Headteacher – Mrs H Tomlinson

Wrap Around Care Manager – Miss L Westwood

Play Worker – Mrs T Jones

Play Worker – Mrs H Lowe

School Business Manager – Mrs H Patel

Commencement of contract

The first working day a place is booked within the scheme.

Termination

Notice to terminate this contract and withdraw your child must be given in writing one week in advance of the intended date. If a child's behaviour is or becomes such that the safety and well-being of others are threatened, the Governors will refer to the sanctions and behaviour policies. This may result in the termination of this contract without given notice.

Insurance

The Before and After School Club is covered under Red Hall Primary School's All Risks Insurance. A copy of the certificate is on display in the School Office.

Sickness

Any infectious disease must be notified to staff as soon as possible. The Governing Body and Staff reserve the right to refuse admission to a child who is unwell.

Personal Property

The Governing Body and staff cannot accept responsibility for loss or damage to personal belongings.

Emergency contacts

Staff must be supplied with the name, address and telephone number of at least two people who will act as emergency contacts for your child.



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Fire precautions

The Governing Body has ensured all requirements are met in regard to fire precautions. Fire drills are held on a regular basis and written records kept. Red Hall Primary School has a no smoking policy.

Collection and delivery

Collection of children must be by a named person specifically authorised on registration documents or as an emergency, prior notice is to be given by parent/carer to the change in this procedure. Security measures will be in place to ensure collection by another person is correct.

Privacy Notice

Our Privacy Notice can be found on the school website www.redhall.dudley.sch.uk



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RED HALL BEFORE AND AFTER SCHOOL CARE CLUB

REGISTRATION FORM

Name of Child / Children	
Date of Birth and Age	
Address with Post Code	
Telephone Number	
Email Address	
Emergency Contact 1. Name Phone number Relationship to child	
Emergency Contact 2. Name Phone number Relationship to child	
Name of Parent / s with Parental Responsibility	
Address if different to above	
Name, address and telephone number of Doctor	
Any other details relevant to your child (eg. Special diet, allergies, medications etc)	



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Persons with permission to collect child from club and relationship to child	
Password for use in an emergency	

SESSIONS REQUIRED (please tick) START DATE

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School Club					

Consent Requests

I give/do not give* permission for my child to take part in the following activities:

	Yes	No
Cooking		
Painting		
Using Play Dough		
Food Tasting		

*I authorise/do not authorise the staff to sign any written form of consent required by the hospital authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

USE OF PHOTOGRAPHS

Occasionally, we may take photographs of the children to use in our school prospectus or other printed publications that we produce, as well as our websites and displays in school. Please answer the questions below as appropriate to indicate whether or not you give your consent.



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- May we use your child’s photographs in the School Prospectus, yes/no
- Displays and other printed publications that we produce for promotional purposes?
- May we use your child’s image on our website? yes/no
- Are you happy for your child to appear in the media? yes/no

Please be aware that your child’s name will not be used in conjunction with their image without your permission.

PG RATED FILMS

PG rated films are sometimes shown in the Before and After School Club, please indicate below if you are willing to give your permission for your child to watch a PG rated film.

I agree to my child watching a PG rated film yes/no

AGREEMENT

As the parent/carer of:

I have received a copy of the agreement and have read and understood the terms and conditions and agree to adhere to them.

Name:

Relationship to child:

Signature:

Date:.....