Marwood Primary School

Wraparound Policy

Approved by the Local Governing Body: TBC
Next review: TBC

Harbour
Schools Partnership
A guiding light for education

Before & After School Club Policy

1. Introduction

The wraparound provision (Before & After School Club) is run by Marwood Primary School and exists to provide high quality out-of-school hours' childcare for our parents and carers. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.30am and from 3.00pm – 5:30pm term time and current costs for each session can be obtained from the website or by emailing the Before & After School Club team. A copy of this policy is provided to all parents and carers of children attending Before & After School Club and is also available on the school website.

All parents and carers must agree and adhere to the terms of this policy before bookings can be made.

2. Admissions

- Only children attending Marwood Primary School are eligible to attend the Before & After School Club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents and carers will be directed to this policy to confirm they have read and agreed to the terms and conditions before they are able to book their first session. It is also available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register which is taken at the start of each session.

3. Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child directly to club to the school canteen where they are signed in. Children must be passed to a member of Before & After School Club staff and not be left to walk in on their own (as they do need to be signed in by the parent dropping them off)
- EYFS and KS1 children will be escorted onto the relevant classrooms at 8.30am by the Before & After School Club staff and KS2 will walk to their classrooms.

After School Club

- All children will be taken to the spare classroom by a class TA as soon as the rest of their class is dismissed.

The club staff will take a register of all children at 3.10pm and will liaise with the class teacher/school office/parent/headteacher/SENDCO to determine any reason why a child is not accounted for.

4. Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector by a member of Before & After School Club staff and the time recorded.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date. See uncollected notes below.
- Parents must inform Before & After School Club staff if their child is going to be absent.

Collection by unauthorised adult:

- If an adult unknown to Before & After School Club staff arrives to collect a child, Before & After School Club staff will not let them go unless the correct password is given. These are issued on registration at the provision.
- They will then contact parent/carers/named adults for authorisation. A member of staff must make this phone call.
- If contact is made and permission given, then the child will be signed out.
- If contact is made but permission not given, then the child will remain at Before & After School Club.
- If contact is not made, then the child will remain in the provision and the uncollected child procedure will be followed.

5. Daily Routine

Morning session

- 7.30am – 8.30am - parents bring their children to Breakfast Club situated in the hall where a range of activities are set out.
- Children will be provided with breakfast of either cereal or toast.
- 8.30am - KS1 children are walked to their classes to start the day.

- KS2 will be supervised to walk to their collection points at 8:305am on the playground (top pitch).

Afternoon session

- 3.00pm -3:05pm - children go to club.
- Children will be provided a snack.
- Children will use the outdoor provision as often as possible and will also have a range of activities set up.
- Before & After School Club staff will actively engage with children and encourage positive play.

Safeguarding:

- All staff are trained at an introductory level in safeguarding
- The manager, x is trained to an enhanced level and is the designated safeguarding lead for each session
- In the event, x is not available, the Safeguarding team from the school will be contacted
- All staff will wear ID badges on site
- All staff will follow the schools safeguarding and child protection policies.

6. Behaviour

Whilst attending Before & After School Club children are expected to adhere to the same expectations as they would at school, using our SMART rules and can achieve golden tickets for showing they are following the rules:

S - Safety: Move safely around the school.	
M - Manners: Be kind and respectful to everyone.	
A - Attentiveness: Listen and follow instructions.	
R - Responsibility: Be responsible for your learning and actions.	
T - Trying Your Best: Always put in your best effort.	

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

- Appropriate rewards are given to support this such as golden tickets.
- Informing parents and carers about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- The child will receive a reminder. If behaviour continues they will receive a warning. If it continues further they will receive a consequence and parents will be informed.
- If after warnings and discussions with inappropriate behaviour continues, the child will be temporarily removed from the activity (reminder, warning and consequence).
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- Staff will follow the Marwood Behaviour policy.
- There will be a designated manager in every session.
- CPOMS will be used to record any incidents of poor behaviour so these can be followed up by the headteacher and, if necessary, the SENDCO.

If after consultation with parents/carers and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the provider may decide to not allow the child to attend in line with the behaviour policy. This is always a last resort. The reasons and processes involved will be clearly explained to the child and their parent/carer.

7. First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of the Before & After School Club staff.
- Accident records must give details of 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.
- If the child has a head bump, parents will be notified promptly alongside an accident form completed.
- There will always be a qualified first aider on site.

Parents of any child who become unwell during their session will be contacted immediately. If a child is sent home during school hours, the club will be informed of their absence.

8. Bookings

Bookings can be made the day before for Breakfast Club up until 2.30pm, and up to 8:00am for after school club on the day. Parents with children will make the bookings they need using the Arbor app. They will be allocated on a first come first served basis. In the event, bookings are made late, a £1 booking fee per child per session will be incurred.

Numbers:

Breakfast club will have maximum of 30 pupils per session.

After school will have a maximum of 30 pupils per session.

9. Refunds/Cancelling sessions

Bookings are made in advance to ensure the correct ratio of staffing has been allocated to every session. Cancelled or missed sessions will not be refunded. If the child is off for more than 2 weeks (10 school days) sessions will be refunded to the School Arbor account unless this is for a family holiday. If you are requiring alternative sessions to those booked, the Before & After School Club manager will review each request individually to determine whether this is possible. This will be reviewed on a case-by-case basis.

10. Missing children

Children's safety is our highest priority. Every attempt is made to ensure the security of the children in our care is maintained. Our staff are alert to the fact that a child/children can go missing during a session and regular headcounts are conducted by staff to minimise this risk.

In the event that a child goes missing, the following procedure will be undertaken:

- As soon as it is noticed that a child is missing the staff member who identified this must alert the manager/duty manager immediately.
- The register is checked to make sure that the child hasn't been signed out already and that all other children are still present.
- Senior Leadership team staff will be informed of the situation at an appropriate time.
- Before & After School Club manager will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing after 15 minutes, the emergency services and parents will be contacted.

11. Uncollected children

Staff members will ensure that children are collected by a parent or carer at the end of each session. If a child is not collected by an authorised adult by their expected collection time and the parent/carer has not notified the setting of a possible delay, we will put in to place the procedures detailed below.

OVER 15 MINUTES LATE

- Parents/carers will be contacted using the information detailed on the child's registration form.
- If they are unable to speak to a parent/carer, the member of staff making the call will leave a message asking them to call the setting as soon as possible.
- Staff will then begin calling the other named contacts on the child's registration form.
- All reasonable attempts will be made to make contact with the child's parent/carer or other named contact.
- While waiting to be collected the child will be looked after and kept calm by staff.
- When the parent/carer arrives they will be reminded that they must call to inform of any delay and late collection fees will need to be applied.

OVER 30 MINUTES LATE

- If no one collects the child within 30 minutes and no contact has been made, then a member of SLT will be called.
- SLT will make the decision to call the police and social services.

Late Collection Fees

Due to additional staff costs, a charge will be levied for late collection. A fee will be applied for late collection which will be £5 for every 15 minutes. This will apply from the pickup time of the booking, not the end of the provision. This will be added to your School Arbor account and may affect future bookings if this is ongoing. Exceptional circumstances will be reviewed on a case-by-case basis.

Payment of Fees

Payments will be due, in full, at the end of the half term for all sessions completed within that half term. Invoices will be raised once a session has been completed and payment will be due via the Arbor app either by card payment or childcare vouchers. Any outstanding balance not cleared by the end of the half term will result in future sessions being cancelled and you will not be able to book any further sessions until the outstanding balance has been cleared in full.

The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.

If a parent is experiencing difficulty with payment of their fees, they should contact the Before & After School Club Manager as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Fees can be paid through BACS transfer or card payment on the Arbor app. Parents are also able to pay using a number of different Childcare Voucher Schemes. Those wishing to pay using childcare vouchers must inform the club manager before any bookings are made. This will ensure the booking system works correctly.

Related Whole School Policies:

- Child protection and Safeguarding policy
- Equal opportunities policy
- Health and Safety policy
- Administrating Medication Policy
- Complaints Policy
- Emergency Plan and Procedures Evacuation
- Staff Code of Conduct
- Security Policy

Appendix 1: Breakfast & After School Clubs - Parent/Carer's Agreement

It is the parent/carer's responsibility to:

- Book sessions and pay for the fees in advance via the Arbor app. This needs to be by 6pm for breakfast provision for the next day and by 8:00am for after school club on the day. There will be a late booking fee of £1 per child per session if this hasn't happened.

- Inform Breakfast Club staff, in advance wherever possible, if your child will not be attending a session for any reason – please email: marwood@thsp.org.uk or ring on 01271850395. If your child is off sick for a number of days, please keep us updated.

- After School Club staff need to be informed if your child will not be attending a session for any reason – please email marwood@thsp.org.uk or ring 01271 850395.

- Inform the Club Manager of any changes to your contact details or the details of anyone on your child's emergency contact form as soon as possible.

- Inform a member of staff as soon as possible if your child has developed a contagious or infectious disease or infection.

- Please note that any medication can only be administered if prescribed by a GP.

- Complete a medical form, available from a staff member, clearly stating the dosage and frequency, if medication is to be administered by a member of the After School Club staff.

- Inform the school if anyone other than yourself or the person/s named on your child's emergency contact form - will be collecting your child from After School Club.
    - by email marwood@thsp.org.uk
    - or by contacting Dr Boon on 01271 850395 or stuart.boon@thsp.org.uk

- We expect the children who attend before and after school provision to use the same rules regarding their behaviour as they would within school. If however, we feel your child is not being safe, we reserve the right to consider whether they can attend

- Children should always be dropped off and collected by an adult, unless prior agreement a written consent has been given. Please do not allow your child/ren to walk up the school drive unaccompanied.

Cancelling/Swapping Sessions

Please note that we are **unable to refund** cancelled and/or missed sessions. This includes for sickness. Swapping sessions will be considered providing there is a minimum of one week's notice. However, the ability to accommodate such a request will depend upon spaces and staffing.

Appropriate staff numbers, spaces and provisions are arranged in advance. Therefore, we ask all parents/carers to book sessions carefully to avoid the need for swaps as each request has an impact on administration time. This arrangement will be regularly reviewed.

Please note that a late fee charge will apply at the rate of £5.00 for every 15 minutes late.

I confirm that I have read and understood the above agreement

…… ……

Signature (Parent/Carer) Date

Verified by a member of staff

Name…… ……

Date

Signature ……

Position ……