

SOUTH DARLEY C.E.
PRIMARY SCHOOL



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SOUTH DARLEY C of E PRIMARY SCHOOL

WRAP AROUND CARE POLICY

Person/Committee responsible for reviewing/updating this plan	Resources Sub-Committee
Policy Number	PN342
Date First Issued	Term 1 2023
Date of Next Review	Term 1 2027

Date of Review	Governors Meeting Reference Number	Approved by name	Comments
18.09.23	FGB18092023.25.17	E Wood	

Introduction

South Darley CE Primary School offers out of school provision and wrap around care for all its pupils on roll in a safe, happy environment, supervised by caring, experienced staff.

Morning club provisions are run by members of staff employed by South Darley CE Primary School and members of staff employed by an external sports agency contracted to the school and both are overseen by the Headteacher.

Purpose

South Darley CE Primary School Wrap Around Care will

- Provide an integrated approach to wrap around care, ensuring consistency of approach, expectations and play opportunities.
- Respond to the Extended Services Agenda and to the needs of Children and Parents at the school by providing a varied menu of activities, including sporting, musical, artistic, and cultural.
- Meet the pastoral needs of the children through close working relationships with teachers, teaching assistants and play leaders.
- Ensure themes and events organised by the school form an integral part of the activities for wrap around care clubs.
- Provide children at after-school wrap around care with appropriate snacks and drinks.
- Ensure that accountability and line management are clearly defined and are the responsibility of the Headteacher and Governing Body of the School.
- Operate on a non-profit basis, reinvesting money raised into resources and activities for children attending.

Policies

Wrap around care will adhere to and follow the school policies, procedures and statutory requirements including:

- Safeguarding
- Health & Safety including fire drills and emergency evacuations.
- Accident Reporting
- Behaviour

- Risk Assessments
- Charging, debt and extended services policy.
- Confidential Reporting Code
- Complaints Procedures

Pupils attending wrap around care.

Wrap around care is available to all pupils at the school and as such South Darley CE Primary School wrap around care is committed to meeting the requirements of the Statutory Framework for the Early Years Foundation Stage 2014 (EYFS).

School staff will

- Identify EYFS children when they join wrap around clubs and notify wrap around care leaders.
- Ensure that wrap around care leaders can contribute to the EYFS learning journeys for completed tasks or work during attendance at wrap around care.
- Always provide supervision during club hours until they are collected by their parent/guardian or other authorized adult at the agreed time.
- Ensure that at least one staff member supervising children during wrap around care holds a suitable and up to date paediatric first aid certificate.

Activities

Wrap around care clubs provide a mix of adult-led and child-initiated activities. Clubs always follow play principles, allowing children to choose how they occupy their time and never forces them to participate in any given activity.

Staffing

Whilst children are on site for wrap around care, South Darley CE Primary School will ensure that there are 2 members of staff on site. South Darley CE Primary school wrap around care will ensure that:

- There will be no more than 30 people booked on to a single session.
- Wrap around staff members will have the necessary skills and experience to fulfil their role, but it should be noted that there is no longer a requirement for staff to hold a specific childcare or play work qualification.

- Children will be in sight or hearing of staff at all times.
- All necessary risk assessments will have been conducted and refreshed on an annual basis.
- Where there are 5 EYFS children already booked on to wrap around care then consideration will be given to having an extra member of staff on site should additional EYFS seek wrap around care. Alternatively, the school reserves the right to restrict further bookings.

Pupil Information

Please see the South Darley CE Primary School Data Protection Policy and the South Darley CE Primary School Privacy Notice – pupils to see full details on data collection.

Wrap around care clubs will use registration forms to gather information about key contacts, allergies and medical conditions for children attending clubs. This data will be refreshed on an annual basis and destroyed as children leave South Darley CE Primary School.

Parents are responsible for keeping school informed of any changes to data by writing to the school office.

Costs

Wrap around care at South Darley CE Primary School is run on a not-for-profit basis, reinvesting monies raised back into the club resources and activities for children to enjoy.

South Darley CE Primary School will run a sliding scale of costs, which will be reviewed annually. South Darley CE Primary School reserves the right to review costs to parents at an earlier stage if there is an unforeseen running charge increase. We will endeavour to keep the costs to parents as low as possible but wrap around care cannot negatively affect the school overall budget.

Wrap around care charges will be applied to parents' Parentpay accounts a minimum of every half term. Any account deficit must be cleared before the start of the next school term apart from Summer Term 6, where accounts must be paid in full before the last day of school. Invoices will be sent out at half termly intervals. We encourage payments to be made within 14 days of the invoice date.

South Darley CE Primary School reserves the right to refuse wrap around care places to children where fees are not settled in a timely manner or when arrears remain on account.

Where arrears remain on account or fees are not settled in a timely manner, South Darley CE Primary School will take steps to recover any monies owed, by following the guidance set out in the Charging, Remissions, Debt and Extended Services Policy.

Parental debt on wrap around care has a direct impact on the school budget. Parents are encouraged to keep their accounts in credit.

Tax free and workplace childcare vouchers

South Darley CE Primary School is Ofsted registered and will accept workplace childcare vouchers and tax-free childcare vouchers against payment for wrap around care. Vouchers should be submitted no less than on a weekly basis and no more than on a half termly basis. For a list of current voucher schemes accepted by South Darley CE Primary School please contact the school office.

Collection, late collection and uncollected children.

If a child has been booked in for a particular session, they will be liable for the full cost of that session, even if they are collected early. This is because staff will have already been booked until that time.

Children who are not collected within 10 minutes of their class finish times will be placed in after-school care and parents charged accordingly. For clarity, infant school collection time is 3.15pm, lower junior collection time is 3.20pm and upper junior collection time is 3.25pm.

South Darley CE Primary School wrap around care will only release children for collection by adults named on their registration form or by a nominated adult with the parent/guardians' permission. Parents should collect children via the front door buzzer system/entering through the main school entrance and will be asked to sign their child out of after-school club upon collection.

Parents must make reasonable efforts to inform the school wrap around care staff if they are going to be late collecting their child. Where a parent is past their booked collection time,

payment will be charged at the next appropriate band rate unless agreed otherwise with school staff prior to collection.

Where a child has not been collected at the end of the band booking and the wrap around care staff have not been contacted by the parent, staff will;

- Call the primary carers as given on the registration form.
- If staff are unable to contact the primary carer, they will call other named emergencies on the registration form.

Your child will be looked after in school until a nominated adult arrives.

If a child has not been collected by 6.15pm then the wrap around care staff will inform the Headteacher who will decide about calling the Duty Social Worker.

Managing persistent lateness

Wrap around staff will record incidents of late collection and will discuss them with the Headteacher and the child's parents. Parents/guardians will be reminded that if they are persistently late in collecting their child, they may lose future wrap around care access.

Behaviour Management

During attendance at wrap around care we expect children to

- Use socially acceptable behaviors.
- Show respect towards other children, staff and equipment.
- Follow staff instructions.
- Feel confident to ask for help when needed.

Staff will encourage positive behaviour by

- Role modelling that behaviour and praising good behaviour
- Providing a variety of play opportunities to meet the needs of the children.

Children and staff are expected to follow the South Darley CE Primary School Behaviour and Discipline Policy and the Statement of Principles of Behaviour.

Children who continue to behave in an unacceptable manner, despite the best efforts and interventions of staff and parents, may not be allowed to attend future wrap around care sessions.

Roles and Responsibilities

The Governing Body

- is responsible for the oversight of wrap around care, costs, and any impact on school budgets.

The Headteacher

- is responsible for the daily management of wrap around care.

Parents/Guardians

- are responsible for ensuring that up to date contact details are provided and changes are notified to the wrap around care staff on the change of details form.
- are responsible for letting wrap around care staff know if they are not attending a booked session for any reason. Please see refund details.
- are responsible for letting wrap around staff know during a session if they are going to be late collecting children from their planned session.
- are responsible for talking to the Headteacher or wrap around staff if they have any concerns about their child/children whilst attending wrap around care.

Children

- are responsible for listening to club staff when they are told to.
- must not leave the area they are playing in without telling a member of staff first.
- must not open outside school doors or let anyone into school even if they are known to them. Children must find an adult and get them to open the door.

Wrap around staff.

- are responsible for checking the school wrap around care list, which is situated in the main office on the electricity cupboard door.
- are responsible for collecting after-school club children from the classroom teacher at the end of the day.
- are responsible for ensuring children play in a safe way and do not take unnecessary risks whilst attending wrap around care.
- are responsible for recording any incidents or accidents that may occur accurately; and discussing these on the same day with the person who collects the injured child.
- are responsible for handing over a child to a responsible person named by the parent/guardian on their registration form.
- are responsible for recording the time the child leaves and getting a release signature from the parent in the register.

Contacting wrap around after school care clubs

Messages relating to wrap around care advanced bookings or refunds should be sent to afterschool@southdarley.derbyshire.sch.uk . The email address (as well as any other electronic forms of communication including Class Dojo) will not be checked by wrap around care staff and MUST not be used for urgent bookings or late collection notifications.

Messages relating to urgent bookings or notifying wrap around care staff of late arrivals to collect children MUST be telephoned through on 01629 732240.

Complaints

If parents/carers have any complaints or concerns about wrap around care, then they should first of all discuss it with the Headteacher and if they are not satisfied with the reply then they should follow the guidance set out in the South Darley CE Primary School Complaints Policy.

Ofsted Registration

Wrap around care at South Darley CE Primary School is managed by the Headteacher. Wrap around care is not separately registered with Ofsted as childcare provided directly by the governing body of South Darley CE Primary School, for pupils of its own school who are three or over, does not require separate Ofsted registration and will fall under the schools' inspection arrangements. South Darley CE Primary School's Ofsted registration number is 112842.

Child Protection

South Darley CE Primary School takes the protection of all children at school during the school day or attending wrap around care seriously. South Darley CE Primary Schools Child Protection Policy (alongside other key documents such as Safer Recruitment) will apply to wrap around care provided by the school.

Everyone has a duty to be alert to the welfare of children who they come across in the course of their work or in other situations, and to take action to protect and safeguard them.

Insurance

As wrap around care is managed in-house by South Darley CE Primary School and overseen by the Governing Body and the Headteacher, the service is covered automatically by insurance services provided to the School by Derbyshire County Council. For full insurance details please ask in the school office.

Policy Review

This policy will be reviewed on an annual basis by the Governing Body of South Darley CE Primary School or before if necessary.

Terms and Conditions

Booking Policy

All children who attend after school wrap around care must complete a registration form.

Children who attend morning clubs do not need to complete a registration form.

Registration forms are attached to this policy and are available from the school office or the school website.

Parents should complete a booking form at the end of each academic term for the next academic term, except for Autumn Term 1, where booking forms should reach the school office by the end of the first week of school. All required sessions should be ticked to ensure staff are booked and available.

Sessions may also be able to be booked on an ad-hoc basis up to and on the day required. Sessions will only be available if there is already an existing booking and places are available at after school club. In this instance, sessions **MUST** be requested via a telephone call to the school as they cannot be guaranteed.

Cancellations

Any cancellations must be made by 12.30pm the (school working) day before the booking date. Any cancellations made after 12.30pm the (school working) day before the booking date will incur charges at the full rate due.

Late Fees

Children not collected by 6pm will incur late fees at the rate of £10 per child up to 15 minutes past 6pm and £25 per child after 6.15pm.

Illness or Absence

Charges will not be made if your child is ill (and either sent home or absent from school) on the day of the booking.

Collection from school at normal time when bookings have been made.

If you collect your child at their normal going home time and have booked them into after school care, charges at the full rate due will be applied to your account.

Children attending sporting or other events after school, organised by the school, including school trips arriving back after the end of the school day, requiring additional after-school care.

If your child is at an after-school event or school trip arriving back after the end of the normal school day and requires attendance at after school care following the sporting event, staff will bring your child back to school. Charges applying in these cases will be the appropriate hourly rate as though your child had started after school club at 3.15pm e.g., your child is returned to school at 4.30pm and is collected by 5.30pm, only tier 1 charges will apply rather than the normal tier 2 charges. After school club on these days will still end at 6pm.