

Caythorpe Primary School



Open Monday to Friday

Breakfast Club 7.50 -8.50 am

After School Club - until 6 pm

Term time only

Wrap Around Care Policy and Procedures

Aims

- *To provide a welcoming, safe, secure environment for pupils before the beginning and end of the school day;*
- *To provide an affordable, early drop off childcare facility for working parents/carers;*
- *To provide children with a nutritious breakfast at the start of the day in a pleasant and relaxed environment.*

Fees*

The pricing is as follows with 20% discount for all siblings:

Breakfast Club, including a light breakfast, drinks and activities (7.50-8.50am)	£4.50 £3.60 for siblings
Short Afternoon Session, Cold snack only (15:20-16:30)	£5.50
Medium Session until 17.00 without tea	£8 (post club £5)
Full afternoon, including a light hot tea (15:20-18:00)	£102(post club £8)

The staff will run some free clubs after school until 4.30pm. These change each term and are not guaranteed every day. We recommend you book a full afternoon session and if your child does a free club we can amend accordingly.

***Fees will be reviewed annually.**

All charges made to parents/carers for the use of our Wrap Around Care are calculated to facilitate the smooth and efficient running of the facility. The school is not permitted to make a loss on such provision (i.e. the school's allocated education budget cannot be spent on subsidising before school care) and therefore reserves the right to review charges in light of attendance, change in cost of provisions or the need to employ additional staff. Charges may be revised up or down and where this is the case, at least one month's notice will be provided.

Any profits made (i.e. money taken in over and above expenditure on the Wrap Around Care) will be used to enhance Breakfast Club provision and will not be used for any other purpose. It is neither an intention or desire that the Wrap Around Care generates more revenue than is required to run the club. The Wrap Around Care will endeavour to make no more than 2 changes to the pricing structure within any one academic year (September to July). This strategy is used to help sustain the Wrap Around Care to become a permanent feature of Caythorpe Primary School's extended provision. Where the service runs at a loss for a period of time, or where the numbers of children using the service fall below the minimum required to 'break even' the service may cease to exist.

Registration and Booking Terms

Before attending a Breakfast Club or After School Club session, parents/carers must fill out a registration form and sign the Parent/Carer agreement (see appendices). Children cannot be admitted until a completed registration form has been received and school has an emergency contacts form.

The Wrap Around Care registration forms are published on the school website for parents/carers to make direct contact. **Sessions required must be booked 48 hours in advance using the MCAS (My Child At School) system. 'Ad hoc' places are only available in unprecedented**

circumstances at the discretion of the headteacher where there is space available. If you need to ask for an Ad Hoc place, please phone the school as soon as possible.

The club will endeavour to provide places for all children wishing to book a place in Breakfast and After-school Club in advance.

Due to the costs incurred to employ staff and purchase provisions, we are unable to issue refunds for children who do not use their space that has been booked and paid for. Where the Wrap-around care has been cancelled by the school due to illness or unforeseen circumstances, a credit for an additional session will be issued for each session missed.

Collection Policy

- Children may be collected at any time between 3.20pm and 6pm.
- In the event that you the parent/carer are unable to collect please advise School of this as soon as possible and arrange for one of your emergency contacts to come to collect your child.
- While we appreciate that accidents and delays on the roads and rail do happen, there is a £5 charge* for every five minutes of late collection and after thirty minutes Children and Young People Services will be informed.

*This charge is at the discretion of the Headteacher

Behaviour Agreement

- Parent/Carer must have read and signed the Behaviour Agreement provided before the child commences any Wrap Around Care.(See appendix 2)

Staffing

The Breakfast Club runs from 7:50am. After School Club runs from the end of the school day until 6 pm.

Each will be staffed with the ratio of 1:15, adult:pupil for the full duration of a session.

The Headteacher or appointed senior member of staff is on site from 7:50am each morning.

Contingency Arrangements for Staff Absences and Emergencies

If a member of staff is absent, they must ring the Headteacher as early as is practicable for cover to be arranged. Cover will be provided by the named volunteer, who holds a full enhanced DBS check.

Where cover staff are leading Breakfast Club, the nominated member of staff will provide additional supervision as necessary.

Use of Registers

Children will be registered by the club leader as they arrive. The register will be kept by the door in the hall at all times. These registers are then filed to be kept as part of the Wrap Around Care accounts for audit purposes.

Food Preparation

- At least one member of the Wrap Around Care team holds the relevant Food Hygiene Certificates and these are maintained within the required timeframes.
- An uncomplicated yet appetising and nutritious meal (in line with School Food Standards recommendations) will be freshly prepared for those requiring this service. A toaster, microwave, blender, oven and refrigerator are the only items of equipment used by the club leader. Under no circumstances are these items used by children attending.
- Bowls, plates, cups and cutlery is purchased for the use of Wrap Around Care and is washed daily.

Allergies and Medical Considerations

- Parents/carers are required to inform the club leader of any allergies and dietary requirements children have before they commence attending Wrap Around Care.
- Medication may be administered by a member of the senior leadership team on site following the school's policy on Administering Medicines. With respect to the school's policy, only prescribed medicine will be administered if accompanied with a medicine form completed and signed by a parent/carer. Forms are available via the school office.
- If inhalers are needed during the course of a session, the leader is aware of where these are kept in school. The nominated member of staff is informed (usually the Headteacher) and parents are notified when inhalers are administered. A record is kept of children's use of their inhaler.

Organisation

- Breakfast Club will be open to pupils from 7:50am – 8:50 am. After-school Club is from 3.30pm-6 pm with a shorted session until 4.30pm or 5pm.
- Children will be admitted and registered through the Hall door. Coats and bags are kept within the hall.
- Breakfast/snack will be served as soon as the children arrive, and children are asked to sit at a table to eat.
- Children may help themselves to water throughout the duration of the club.
- Once children have finished their breakfast, snack or tea, they then clear their plates/bowls.

- Children are asked to help with tidying up equipment, toys and games used at 8:30am and/or before they leave.
- The Headteacher collects the children from the hall at 8.40am to lead them onto the playground as the school gates open. The Class Teacher meets each class on the playground.
- Each child's details, medical conditions, parent contact details and additional emergency contact information are located within the school office.

Resources

Wrap Around Care resources are kept in the Hall. All electrical equipment used is part of the school's regular PAT testing schedule.

Behaviour

- The school expectation and approach to behaviour is outlined in the Relationships and Anti-Bullying Policy. Any behaviour concerns are communicated to parents via the club leader in the first instance.
- Whilst we recognise the importance of this provision being a more relaxed, less formal experience for children, we retain the same high expectations of pupil conduct, manners and behaviour which enables all pupils to enjoy the session within a safe, welcoming and structured environment.

Communication with Parents

- As part of their role, the Wrap Around Care Staff pass on any relevant information to the class teacher (e.g. a child's concerns, feeling unwell, etc). It remains the responsibility of the parent/carer to provide instructions in writing of pick-up arrangements, change in lunch, etc as per the usual school routines.
- Written notes to parents from the Wrap Around Care Staff will be passed on via the child's classroom teacher, however the school uses Class Dojo and encourages parents to communicate to teachers directly using the class dojo platform.
- Parents/carers may make appointments with the Wrap Around Care Staff in the first instance to discuss matters/issues pertaining to Wrap Around Care. Where parents/carers are not satisfied that their issue has been adequately dealt with, they may arrange to speak to the Headteacher.

Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of Wrap Around Care, either in a paid or voluntary capacity will have enhanced DBS clearance. DBS information is recorded on the school's Single Central Record.
- The Wrap Around Care Staff will follow the school's policies, training schedule and procedures for child protection and safeguarding.

- Where ICT equipment is used, they must also follow the school's E-Safety Policy.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the playground or classroom door Fire Exit.
- They will line up at the field assembly point to be registered.
- The club register is taken outside and all names called.
- There will be a fire practice once per term.

Risk Assessment

A full and detailed risk assessment is in place and covers all aspects of Wrap Around Care provision. A 'working copy' of this risk assessment is kept in the Wrap Around Care admin file and is reviewed as part of the Wrap Around Care Staff meetings with the Headteacher or Assistant Headteacher, which take place regularly on a formal and informal basis. This risk assessment does not include pupil specific measures. If pupils who attend Wrap Around Care Staff have specific needs (medical, dietary, medical) a separate risk assessment is written.

Cancellation

Due to the size of our school, it is not possible to call upon a bank of staff to run Wrap Around Care Staff should the required staff become unwell. It therefore may be necessary to cancel the club. On rare occasions, this may be at short notice. Where possible, parents will be notified the day before that the club has been cancelled.

A credit will be issued for sessions paid for where the school has cancelled the club. Parents will be notified via text message and any alternatives communicated as early as is practical. Parents/carers book and pay for places at Wrap Around Care in advance. This enables staff to purchase the correct provisions for each session. We will be unable to offer a refund if a child does not attend. However, if the school cancels the club, a credit will be offered for a future session.

Complaints

The school's Complaints Procedure, which is posted on the school website, will be followed should a parent/carer have a complaint about any aspect of our Wrap Around Care provision

Appendices

1. Initial Registration Form
2. Behaviour agreement
3. Food preparation
4. [Link to Breakfast and After-School Club Risk Assessment](#)

CAYTHORPE PRIMARY SCHOOL

AFTER SCHOOL CLUB & BREAKFAST CLUB REGISTRATION FORM

Booking for sessions are to be made using **My Child At School**.

The pricing is as follows with 20% discount for all siblings:

Breakfast Club, including a light breakfast (7.50-8.50am)	£4.50 £3.60 for siblings
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Full afternoon, including a light hot tea (15:20-18:00)	£12 (post club £8)

The staff will run some free clubs after school until 4.30pm. These change each term and are not guaranteed every day. We recommend you book a full afternoon session and if your child does a free club we can amend accordingly.

Child/ren's Name/s

Please tick days required

Session Required	Monday	Tuesday	Wednesday	Thursday	Friday
Short Session					
Full session					
Breakfast Club					

Will this be a regular weekly booking Yes / No (Please circle)

Is this a provisional / definite booking. (Please circle)

Parent/Carer Signature

Date

Appendix 2

Behaviour Agreement

Wrap-Around Care At Caythorpe Primary School

The Staff and Trustees of School believe that children are entitled to childcare of the highest quality in a safe, secure, loving environment.

Wrap Around Care at Caythorpe Primary School will promote the highest levels of citizenship so that the children can have a happy and calm start and end to their day. We believe that this Behaviour Agreement shares your expectations and we look forward to your support in providing quality childcare for your child.

Our Behaviour Agreement is a summary of our full Behaviour Policy which can be found on the School Website.

Caythorpe Primary School's Wrap Around Care will:

- support, value, appreciate and respect each child and their family
- communicate readily with Parents and Carers about our Behaviour Policy and their own child's behaviour
- provide welcoming and friendly Staff so that Parents can discuss concerns readily
- provide a calm and happy environment where children are given warm and consistent care
- resolve conflicts promptly and fairly
- nurture self-esteem, confidence, tolerance, acceptance and self-discipline
- provide appropriate support and specific arrangement for children with Special Needs

Children will:

- follow the behaviour guidelines
- respect other people and their belongings
- be polite, well-mannered, tolerant and considerate
- have a high regard for the school building and its equipment
- resolve conflict and disagreement in a non-aggressive way
- use table manners when eating breakfast and snacks

Parents and Carers will:

- use the school drive with care and consideration and keep to the 5 mph speed limit
- drop their child off at the Breakfast & After School Club door no earlier than 7.50 am and collect no later than 5.50pm.
- discuss children's behaviour and report any concerns
- notify the school of any changes to contact details
- complete customer satisfaction surveys
- read and discuss with the child the Behaviour Agreement

Behaviour Agreement – Office Copy

Please sign both forms. One must be returned to the office prior to your child attending the Wrap Around Care Club, the other is for your records.

I/we accept the agreement laid out in this document and that inappropriate behaviour will be dealt with swiftly and firmly.

It may necessitate:

- removal from the situation
- a behaviour discussion with the Breakfast or After-School Club Supervisor
- a behaviour interview with the Headteacher
- a telephone call to the Parent or Guardian, followed, if necessary, by a letter concerning the child's behaviour.

Exclusion

In the very unlikely event of the above not being effective, the school may exclude pupils on a fixed or permanent basis.

Child's Name

Parent Signature

Date

Behaviour Agreement – Parent/Carer Copy

I/we accept the agreement laid out in this document and that inappropriate behaviour will be dealt with swiftly and firmly.

It may necessitate:

- removal from the situation
- a behaviour discussion with the Breakfast or After-School Club Supervisor
- a behaviour interview with the Headteacher
- a telephone call to the Parent or Guardian, followed, if necessary, by a letter concerning the child's behaviour.

Exclusion

In the very unlikely event of the above not being effective, the Out of School Club may exclude pupils on a fixed or permanent basis.

Child's Name

Parent Signature

Date

Appendix 3

CAYTHORPE PRIMARY SCHOOL FOOD SAFETY PROCEDURE SUMMARY

For Breakfast Club, After School Club and Serving of Farm Kitchen Lunches

1. All staff involved in the preparation and serving of food should complete Food Hygiene Level 2 training
2. All staff to wear clean aprons, wear gloves and have long hair tied back
3. Hand washing should take place in the sink in the staff room, washing up bowl to be removed before handwashing in the absence of a separate sink.
4. All staff to be aware of children's allergies if applicable as listed in the staff room
5. Daily checks should be carried out on fridge/freezer temperatures
6. Staff should not attend work if they are ill with diarrhoea/sickness for at least 48 hours
7. Staff should follow the cleaning schedule, attached.
8. Staff to familiarise themselves with the school's Whole School Food Policy and Healthy Eating Policy
9. Staff to record any issues identified

Please also refer to the following documents;

[Whole School Food Policy](#)

[allergens list](#)

Appendix 4

[Link to Breakfast and After-School Club Risk Assessment](#)