

Wickhambrook Primary Academy



'Striving for excellence, creating a limitless future'

Wrap Around Care Policy

Last reviewed: Autumn Term 2020

To be reviewed by: Autumn Term 2022

(this policy maybe updated more frequently due to COVID -19)

Wrap Around Care Policy

Objectives

- To provide a welcoming, safe, secure environment for pupils at either end of the school day.
- To enable pupils to either eat breakfast before the start of the school day or have a snack at the end of the day in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a calm play environment for those pupils.

Organisation

Breakfast Club

The breakfast club is open to all pupils attending Wickhambrook Primary Academy.

Breakfast Club is available daily for all children. It is run in the School House and children can be dropped off from 7.45am. If children require breakfast please ensure they arrive no later than 8.30am. Children are taken to class in time for morning registration.

Afterschool Club

Afterschool Club is available daily for all pupils attending Wickhambrook Primary Academy. It is run in the School House from 3.30pm to 6.00pm.

Please book in via the school office - admin@wickhambrookschool.co.uk.

If you need to contact a member of Afterschool staff to notify them that you will be late please call **07748 731848**.

Invoices are raised at the end of each month and are payable via parentmail by the end of the following month

Contact Details and Medical Records

The child's details, medical conditions, the parents' contact details, and additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Use of Registers

Children are registered as they enter the Hall. Newcomers are added to the register.

The registers are kept in the school office.

At the end of each club the supervisor tallies the numbers attending.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

Staffing and supervision

The children are adequately supervised at all times. The DSL or ASL will be available to contact at all times. All members of staff are DBS checked. One member of staff on duty holds a current first aid certificate.

A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff.

Food and Activities

Breakfast Club

Children will be offered a range of food for breakfast.

Options include cereals, toast, honey, jam, butter, juice, fruit, croissants, crumpets, tea cakes, milkshakes.

Following breakfast a number of activities will be on offer for the children to participate in. All resources necessary for the club will be purchased through the school budget designated for such purchases.

Afterschool Club

Children will be offered a range of snacks.

Options include cereals, toast, honey, jam, butter, juice, fruit, croissants, crumpets, tea cakes, milkshakes.

Behaviour Policy

The Behaviour Policy is in line with the School's Behaviour Policy.

Pricing Policy

Breakfast Club

Prices are as follows:

7.45am-9.00am £4.00

8.00am-9.00am £3.50

Invoices are raised at the end of each month and are payable via parentmail by the end of the following month

Afterschool Club

The session will include a drink and snack and activities and costs £3.00 per hour.

3.30pm-4.30pm £3.00

4.30pm-5.30pm £3.00

5.30pm - 6.00pm £1.50

We ask that children are collected promptly at 6.00pm. You will be charged an extra £2.00 for every 10 minutes that you are late.

Invoices are raised at the end of each month and are payable via parentmail by the end of the following month

This fee is to cover the cost of:

- Staffing
- Food
- 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.

Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absence is organised by the Head Teacher, who keeps a register of staff available for cover.

Fire Procedure

All registers should be taken on the playground and the children checked before moving to the assembly point on the field.

Children should exit the School House (or hall during COVID 19) and assemble on the field.

First Aid

If First Aid is administered, the treatment is given in line with School Policy.

This policy will be reviewed by the governing body annually or as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

Child Protection Statement

At Wickhambrook Primary Academy the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns to one of the designated child protection officers.

******September 2020 onwards until further notice - Please note that due to COVID -19 until further notice
Breakfast Club and Afterschool Club will be held in the School Hall******