

THE HOLY FAMILY CATHOLIC PRIMARY SCHOOL

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Wrap Around Care Policy



OFSTED July 2019

Pupils feel safe in school and believe that the adults take good care of them.
The quality of teaching, learning and assessment in the school is strong.



Catholic Schools Inspection February 2023

'The visitor is left in no doubt that this is a loving Catholic school that prides itself on a genuine, warm welcome.'

'Staff provide the highest level of pastoral care; there is a deep commitment to the most vulnerable.'

'Prayer is central to life in Holy Family.'

At The Holy Family School we are committed to Safeguarding Children

'As a family we live, love, learn and celebrate with Jesus.'

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.

Introduction

The Holy Family Wrap Around Care is run by The Holy Family Catholic Primary School and exists to provide high quality out-of-school 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.

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

- 7:45am – 8:40am
- 3:15pm – 5:30pm

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 The Holy Family Catholic 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 via using School Gateway and all payments must be made prior to the session attended.
- Priority for places will be given to those pupils that have pre-booked paid sessions.
- Subject to space, ad hoc places can be booked up to the actual day so long as payment has been made.
- If payment has not been made you will be called to collect your child.
- Families in receipt of the Pupil Premium Grant should contact the school office to discuss financial support for their child/ren to attend Wrap Around Care.

Pricing Policy

- The Wrap Around Care fees are set out below:
 - Breakfast Club** – 7-45-8.50am £5
 - After School Care** – 3.15pm – 5.30pm £9
- 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 bookings and fees are to be paid in advance and within 4 hours of the child/children attending.
- Payment via childcare vouchers is due for all booked sessions at least 3 days before booking the session/sessions.
- Nonattendance will be chargeable unless 1 days' notice is provided or a request to swap the session is made.
- Refunds are only given in the case of illness.
- Fees must be paid via our online payment system (Arbor).
- Parents can track payments and view their balances via Arbor.

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Staffing

- The Wrap Around Care team have the required qualifications and staff:pupil ratios are met.
- At least one member of the team on duty is a paediatric first aider and holds a food hygiene certificate.
- The maximum amount of children in any session will be 26.

Arrivals and Departures

Breakfast Club:

- Parents/ Carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult)
- Parents are to enter via the small gate and ring the wrap around care doorbell at the front entrance. This will alert the staff members to come and greet the child/ren at the door.
- At the end of the session, KS2 pupils will walk internally to their classrooms. Early Years and KS1 children will be taken to class by an adult.

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 school office if their child is going to be absent from any session using the usual absence reporting procedures but making it clear that it is absence from The Wrap Around Care.
- Children will continue to stay within the school building once their class have been dismissed. KS2 children will walk through the school to the dining hall. After School Care staff will collect children from Early Years and KS1. Any information/ handover to the Wrap Around team will take place at this time.
- Parents are to collect pupils via our school lobby and ring the doorbell at the front entrance. This will alert the staff members to bring the child/ren to them.
- Parents/ Carers are responsible for collecting pupils from after school care (we will not release pupils without a named adult). Children will only be released to a known parent, unless notified via the office of any change by 3pm.
- Children attending after school enrichment clubs in KS1/EYFS will be brought to the dining hall by the adult running the club. KS2 children will be able to walk to the after school club by themselves and report to the club leader that they have arrived.

Late pick up

It is important that you are prompt to pick up your child from After School Care. If you are late you will incur a late fee of £20 up until 5.45pm and a further £20 for each 15 minutes thereafter.

Provision:

• **Breakfast Club**

We will provide a healthy breakfast to start the day, children can choose from a variety of cereals, toast, muffins, bagels and fruit from the self-service station. Children have a calm start to the day, with the provision of quiet table games, books and puzzles. If children are having breakfast with us we ask that they arrive no later than 8.15am, this gives them the opportunity to eat without rushing.

Early Years and KS1 children will be taken to their classrooms by a member of staff and KS2 children will go to their classrooms independently.

• **After school care**

There will be planned activities each day, although we operate a free play system, where children can decide what they want to play with from the wide range of resources we have available including: arts and crafts, Lego, Clix, role play, painting, board games and puzzles. There's also plenty of time for playing and socialising with friends. In addition, we have a quiet area where children can read books or just rest from the day. At 4.30pm a snack will be provided, this may be sandwiches, toasties, soup, beans on toast, wraps, fruit etc. This is a snack and does not replace a dinner.

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Behaviour:

- Whilst attending The Wrap Around Care children the same high expectations of behaviour during the school day apply.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of support strategies, a child continues to display detrimental behaviour, the Wrap Around Care Leader, after consultation with the head teacher, 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 telephone call.
- 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. The Wrap Around Care leader will collect any medication from the school office daily should it be required while the child is attending the club. It will then be returned to the office once the session has ended.
- 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.

Safeguarding

- Wrap around care staff are appropriately trained in safeguarding and follow the school protocols for reporting any safeguarding concerns set out in the school Child Protection Policy. The Designated Safeguarding Lead and/or the Deputy Designated Safeguarding Leads are contactable at all times during the Wrap around Care hours. The DSL is Katie Linnane (Head teacher), the DDSL's are Lisa Clifford and Angela Micklethwaite (Assistant head teachers).

Related Whole School Policies:

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

Contacting Wrap Around Care before 8am and after 4pm

Should you need to contact the Wrap Around Care team as a matter of urgency out of school hours please phone:
07754842234

Complaints:

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The school complaints policy is available from the school office or can be found on our school website.

Monitoring and Evaluation

This policy will be reviewed annually by the Head teacher, staff and Governing Board.



Wrap Around Care Parental Agreement from 2024-25

Iparent/carer of have read the Holy Family Catholic Primary School Wrap Around Care policy and agree to abide by the terms therein.

- I understand that all sessions need to be booked and paid for in advance via Arbor.
- I understand that if I have not booked and paid in advance I may be called to collect my child.
- I understand that my child will adhere to the high expectations of behaviour during the sessions and should my child consistently not meet those expectations there is a possibility he/she may be unable to attend wrap around care (following a period of partnership work with the school).
- I agree to call the wrap around care contact number 07754842234 if I am going to be late collecting my child (after 5.30pm).
- I understand that if I am late to pick up my child I will incur a late payment fee charge.
- I agree to provide 3 emergency contact numbers, please see below.

NAME	RELATIONSHIP TO CHILD	CONTACT NUMBER

Person with parental responsibility

Print name

Date

Signedon behalf of the Holy Family Catholic Primary School

Print Name

Date

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