



# NETTLEWORTH INFANT AND NURSERY SCHOOL

*We nurture, we flourish, we achieve*

## WRAPAROUND CARE POLICY

Author/Contact:	D. Hyslop
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# Breakfast and After School Club Policy

Nettleworth School provides extended childcare provision for its pupils from Foundation 2 to Year 2 via the Breakfast and After School Club.

## **Aims**

- To provide high quality childcare that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To foster good relationships between the children encouraging cooperation and providing help and support.
- To work in close partnership with parents/carers.
- To provide children with breakfast and/or a light snack and drink at the after-school club.
- To offer a range of structured and free play opportunities and activities to engage and stimulate the children and foster their independence and self-esteem.

## **Staffing**

The clubs are staffed by members of our school staff. There is always a member of SLT nearby to deal with any Safeguarding or behaviour concerns.

## **Prices**

<b>Breakfast Club from 7.50am onwards – school starts</b>	
Cost	<b>£4.00</b>
<b>After School Club until 4.20pm</b>	
Cost	<b>£4.00</b>
<b>After School Club 4.20pm – 5.20pm</b>	
Cost	<b>£4.00</b>
<b>Late pick up charge (after 5.30pm)</b>	<b>£10.00 *</b>

The Governing Body reserves the right to increase these charges as appropriate. Please note that there is no sibling discount.

## **Bookings and Payment**

Parents/Carers will book using their School Money account by choosing breakfast or afterschool club and selecting dates/sessions required. This will then be added to your basket at which point payment will be required to complete your booking. When making

bookings via School Money you are agreeing to the terms and conditions set out in this policy.

*\* Any uncleared debts within an agreed timescale may lead to the child not being able to attend until the balance is cleared.*

## **Childcare Vouchers**

If you wish to pay using childcare vouchers, you will need to notify the school office who will credit your School Money account to allow you to manage your own bookings through School Money. If the amount of vouchers does not cover the cost of clubs used you will be liable for the short fall. This facility is only available to those families that have indicated that they wish to pay by childcare vouchers.

## **Cancellations / Amendments to Bookings**

Bookings for Breakfast/After School Club can be made up to midnight of the previous day. If you need to cancel a booked session please contact the school office at least 24 hours before. Refunds for cancelled session without 24 hours' notice will not be made. Refunds for cancellations will be made by school office within 7 days of the notice of cancellation.

In the rare instance of unforeseen circumstances eg. weather issues or staffing absences and cover not able to be provided, we reserve the right to cancel the club at short notice. Refunds would be issued to the School Money account.

## **Arrivals and departures**

The safe arrival and departure of the children in our care is paramount. Staff will ensure that an accurate register is kept of all children in the clubs, and that any unexpected arrivals or departures are recorded in the registers. The registers are kept manually.

Please ensure that emergency contact details and medical information (allergies etc) are kept up to date with the main school office.

In the interest of keeping everyone safe, parents and carers are requested not to bring cars onto the school site. This includes our driveway and car parks and refers to parents and carers of pupils accessing wraparound provision as well as the normal school day.

## **Admissions Policy**

We are a fully inclusive club open to **all** Nettleworth Infant School pupils (Foundation 2, Year 1 and Year 2). Should your child have any additional or special needs please speak to the provision staff to ensure your child can be appropriately supported during their time at the club. To ensure that appropriate staffing ratios are in place,

bookings must be completed in advance to ensure all children are able to attend and access our extended provision.

## **Breakfast Club**

Breakfast club opens at 7.50am – 8.50am. Entry is through the main office doors where your child will be registered by a member of staff.

Breakfast Club will operate in the main school hall for all pupils. At the start of the school day, children will be escorted to their classroom in readiness for the start of teaching time.

Breakfast Club operates on normal school days, Monday to Friday, Term Time only. Children may be dropped off between 07.50 – 08.20am. Please note, food items are packed away at 8.20am, children arriving after 8.20pm will need to have eaten before arriving.

Children will have access to a choice of breakfast food eg. cereals & toast to begin their day. Milk, juice and water are also available. Any dietary requirements will be catered for.

After the children have eaten, they will have the opportunity to be involved in a number of fun activities. The emphasis is on the children having the best start possible to prepare them for the school day. Children may participate in any activity offered to them, but they are given the freedom to choose how they spend their time.

If your child is not attending Breakfast Club due to illness, an emergency appointment or for any other reasons can you please let the Breakfast Club staff know via the school office - 01623 455940. Refunds will be made by school office within 7 days of the notice of cancellation.

## **After School Club**

The After School Club operates between 3.20pm – 5.20pm Monday to Friday, term-time only. School staff are issued with an after-school register daily and names of the children attending After School Club that evening are sent to the class teachers.

At the end of the school day children will be escorted to the After School Club where they are registered by the After School Team.

Any children attending other after school extra-curricular clubs (Study Support) will be included on the report to the After School Club staff to attend after their activity. Charges will apply after the Study Support Club ie. from 4.20pm to 5.20pm.

Entry to collect children at the end of the club is through the main office entrance door. Parents/carers must inform the club in advance if someone who is not listed on the child's contact list is to collect the child. Staff will contact the main parent/carer for

confirmation if they have any concerns regarding departures. Children will **not be** allowed to leave the club on their own or with any adult who is not known to staff.

The children will be offered a light snack during their time at the After School Club.

The children will have the opportunity to be involved in a number of activities. Typical activities include outdoor team games, books, Lego & construction toys, art & craft activities, drawing or puzzles.

The emphasis is on play and children winding down after their school day. Children may participate in any activity offered to them and whilst there are structured activities, they are generally given the freedom to make their own choices to promote self-confidence, independence and self-esteem.

### **Late Collection of Children**

The After School Club finishes at 5.20pm and there is no facility for an extension to this time. We realise there may be circumstances where parents are unexpectedly delayed but these should be a rarity and not frequently occurring. **In the event of an unexpected delay in collecting your child, please telephone the after-school club mobile on 07785 379240 to let staff know (the school office telephone line will be on answerphone after 4.00pm)**

Late collection of children, unless notified, will result in staff following procedures for non-collection of a child.

- The child must stay with a member of staff at the school until they are safely collected.
- The provision leader will contact the parent's mobile, place of work and home.
- The provision leader will contact alternative documented persons from the child's personal file to collect the child.
- The child will remain in the care of the staff for half an hour after closure whilst continuing to contact all numbers given.
- Children who have not been collected by 6.00pm without any explanation would then become a safeguarding concern in line with the school's safeguarding procedures. The Designated Safeguarding Lead will act accordingly in line with school policy and will contact the Local Authority Multi Agency Safeguarding Hub (MASH).

**\*Late collection will result in a £10.00 penalty charge per child and will be added to the next invoice. When late collection after 5.20pm occurs regularly, we reserve the right to withdraw your child's place from the club.**

### **Going Home and Signing Out**

All children will be signed out by a member of staff.

## **Safeguarding and Health and Safety**

The Breakfast and After School Club follow the school's safeguarding policies and health and safety policy, all of which are available on the school website.

## **Behaviour**

Your child will need to maintain acceptable levels of behaviour at the club in line with the School Behaviour Policy. If staff have any concerns about your child's behaviour they will speak directly to you to make you aware. If your child's behaviour does not improve and jeopardises the safety and enjoyment of other children, this may result in your child being unable to attend the provision.

## **Accidents and Illnesses**

In the event of a child falling ill or having an accident, relevant school first aid policies and procedures will be followed, and parents will be contacted as soon as possible, if deemed necessary. Basic first aid will be given by a member of staff and the incident recorded on the school's records.

## **Medication**

The clubs follow the school's Administration of Medicines Policy, which includes guidance and procedures on medicines in school. This policy can be found on the school website. No medication will be given without the form completing by the parent/office.

## **Equal Opportunities**

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring, and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equality Policy which is available on the school website.

## **Complaints**

All complaints will be dealt with in line with the school's Complaints Procedure, which can be found on the school website.

## **Other policies**

### Child Protection Policy

- Child on Child Abuse Policy
- Behaviour Policy
- Anti-bullying Policy
- SEND Policy
- Equality Policy
- First Aid & Medicine Policy
- Online Policy & Acceptable Use policy
- Data Protection Policy
- Charging & Remissions Policy