

# Headcorn Primary School

## Policy for Wraparound Care



This policy was approved by the Resources & Personnel Committee. It will be reviewed as appropriate, and amended where any clarifications or actions are needed and at a minimum every year. Any amendments will require the approval of the Resources & Personnel Committee.

Approval Body	Resources & Personnel Committee
Approval Date	October 2020
Signed – Chair of Resources & Personnel Committee	J Keeler
Signed – Head Teacher	S Symonds
Date for Review	October 2021

# Headcorn Primary School Wraparound Care Policy

Headcorn Primary School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and After School Club. These clubs may be attended on a full-time or a part time basis. The sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability.

This childcare provision is an extension of Headcorn Primary School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at Headcorn Primary School's Wraparound Care Provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

## **THE SCHOOL - We will endeavour to:**

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and drinks
- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- ensure confidentiality at all times
- keep you informed about the school events and activities through newsletters, email and website

## **THE CHILD - I will do my best to:**

- be polite, friendly, kind and helpful to others
- demonstrate the school's Core Values and adhere to the Community Code
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

## **THE PARENTS and CARERS – We will endeavour to:**

- ensure that our child only attends sessions that are booked in advance online
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school if our child is going to be absent from a session
- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's Core Values, Community Code and Behaviour Policy
- support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

***This agreement forms part of the Admission forms and must be signed and returned before starting either the Breakfast Club or After School club.***

## **Admissions Policy for Wraparound Care**

Headcorn Primary School Wraparound Care is only available to children of school age who attend our school.

Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

### **Registration Forms**

Parents and Carers will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms **MUST** be returned directly to the school office in a sealed envelope and **NOT** via the book-bags or handed to staff on the playgrounds as they will contain sensitive personal information.

### **Online Accounts**

Once registration forms have been completed you will be given access to the online booking system. Parents and carers will be required to set up a Tucasi Scopay account if they do not currently have one. (Please speak to the school office more information about this system.)

Bookings can be made session by session or as block bookings once your account has been credited. Sessions can be booked at any time online and places are subject to availability. It is therefore recommended that parents and carers do not rely on 'same day' bookings unless in an emergency.

### **Maximum Numbers and Waiting Lists**

Currently our staff/pupil ratios allow for 50 children to attend Breakfast Club and 30 children to attend After School Club. Additional staffing will be considered if demand requires it.

Wraparound Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Headcorn Primary School having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

### **Specific Individual Needs**

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable.
- The staffing levels can support the needs of the child.

### **Behaviour:**

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period of time deemed appropriate by the Senior Leadership Team.

## **Opening Hours and Fee Structure**

### **Headcorn Primary School Breakfast Club:**

- is open term-time only with sessions running from 7:25am
- will be closed during the holidays including bank holidays and INSET days
- the fee for each session is £3.00 and is inclusive of breakfast and a cold drink
- sessions must be booked in advance via our online service

### **Headcorn Primary School After School Club:**

- is open term-time only with sessions running from 3:20pm to 6pm
- will be closed during the holidays including bank holidays and INSET days
- the fee for each session is dependent on collection time arranged:
  - 3:20pm – 4:30pm session is £5.00 (light snack and cold drink included)
  - 3:20pm – 5:15pm session is £8.00 (light snack, light tea and cold drink included)
  - 3:20pm – 6pm session is £11.00 (light snack, light tea and cold drink included)
- sessions must be booked in advance via our online service and can only be booked if your account is in credit

## **Payments and Refunds**

Fees are to cover sessions booked in advance online using a Tuscas Scopay account. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information.

Your Tuscai Scopay account must be in credit in order to be able to make a booking.

Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs.

### **Refunds**

Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc.

Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc after you have already made a booking with either After School Club or Breakfast Club. In this instance a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.

If you no longer require the use of Breakfast Club or After School Club e.g. you are moving away, your child changes school, etc. a four week notice period will be required to qualify for a refund of any remaining monies.

Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment would need to be made to discuss this with the Head Teacher.

### **Childcare Vouchers**

Childcare vouchers can be used for our Wraparound Care. Please contact our School Business Manager, Mrs N Henderson, either by phone on 01622 891289 ext 3 or by email on [naomi.henderson@headcorn.kent.sch.uk](mailto:naomi.henderson@headcorn.kent.sch.uk) to inform her of your provider so arrangements can be made.

## **Arrival and Departure Policy and Procedure**

Headcorn Primary School Breakfast Club and After School Club will operate a rigorous procedure regarding the security and safety of all children within our care.

There is a clear procedure in place for both arrival and departure of all children attending these clubs. In order to ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

## **Breakfast Club**

### **Arrival to the Breakfast Club**

Children of all ages must be dropped off by an adult or person over 16 years of age. Children in Year 6 may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.

Children will be handed over to the Breakfast Club staff at the school office from 7:30am. Arrival can take place up to 8:10am as breakfast will not be served after 8:15am.

At the beginning of each Breakfast Club session there will be a formal register taken. This will subsequently be handed to the administration team who will cross-reference pupils in attendance at that session against the online bookings made.

Pupils who have not booked into this session in advance will be billed and further attendance not allowed until the debt has been paid.

### **Non-Arrival for Breakfast Club**

Non-arrival to the Breakfast Club will result in a call being placed to a parent or carer to ascertain the whereabouts of a child. The Breakfast Club is an extension of the school day and the child's absence could be considered a safeguarding concern. Monies will not be refunded for absence.

### **Departure from the Breakfast Club into the school day**

Children will be dismissed by the Breakfast Club staff at 8:30am. Younger pupils will be collected by a member of staff and escorted to their classrooms. Older pupils will be directed to go straight to their classrooms by the Breakfast Club staff.

# After School Club

## Arrival to After School Club

Younger pupils will be escorted from their classroom to the school hall by a member of staff where they will be registered. Older pupils will be dismissed from their classes and sent to the school hall where they will be registered. Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the After School Club by the extra-curricular club leader. If a child has been booked into After School Club, parents/carers must inform the school by no later than 3:20pm if their child will not be attending that day. This is to ensure the safeguarding of your child. At the beginning of each After School Club session there will be a formal register taken. This will subsequently be handed to the administration team who will cross-reference pupils in attendance at that session against the online bookings made.

Pupils who have not booked into a session in advance will be billed and further attendance not allowed until the debt has been paid.

## Non-Arrival for After School Club

In the event of a child not arriving during this time the following procedures will be put into place:

- The designated member of staff registering the children will immediately notify the Supervisor.
- The Supervisor will make contact with staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- The Supervisor will contact the named Parent/Carer on the initial registration form to ascertain the whereabouts of the child.

## Departure from the After School Club

The After School Club has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff.

Children must be collected promptly at the end of your booked After School Club session by either the legal parent or carer or a person named on your collection permission form. We will not release children to any siblings or children under the age of 16 years.

There is a waiting area for parents, carers and authorised adults in the lobby at the main entrance of the school. Those collecting the child must not enter the main building via the internal door unless invited by a member of the After School Club staff. You will need to wait in the lobby for your child to be brought out by a member of the staff.

Parents, carers and authorised adults must sign the collection register before leaving the building.

For 'first time' pick up, an authorised person will be required to provide a suitable form of identification as After School Club staff will not necessarily know who adults are in the first instance. If a person is added to the authorisation list at a later date, they must be introduced to the staff and their name added to the collection permissions form.

For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office on [admin@headcorn.kent.sch.uk](mailto:admin@headcorn.kent.sch.uk)

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The Supervisor must be contacted and a full description of the person including their name must be provided.
- To establish it is the named Parent/Carer the Supervisor will ask you to confirm the previously agreed password.
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.

The last pick-up and hand over times for each session are 4:30pm, 5:15pm or 6pm.

### **Non-Collection of a Child from After School Club**

In the event that a child is not collected from the After School Club by the end of the session, the Supervisor should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.
- A member of staff must remain near the telephone in order to receive the call after 6pm.

If the child has not been collected by the end of the Club's registered session and contact with the named parent/carer has not been established the Supervisor must contact other authorised collectors from the registration form.

The Supervisor must inform the Head Teacher or one of the other designated safeguarding leads.

After all avenues of contact have been exhausted and the Club has not received any contact from the parent/carer or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority's Designated Child Protection Officer.

At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or Head Teacher or a Designated Safeguarding Lead.

### **Late Collection from After School Club and Associated Fines**

If your child is not collected at the end of their booked session, then you will be charged the next session's fees. If you are late picking up after 6pm you will incur a £5:00 charge for each 15mins you are overdue.

Session Times	Session Latest Pick Up	Late Fees
3:20pm – 4:30pm	4:30pm	Late collection between 4:30 – 5:15pm: £8:00 will be charged instead of £5:00
3:20pm – 5:15pm	5:15pm	Collection after 5:15pm: £11:00 will be charged instead of £8:00
3:20pm – 6pm	6pm	Collection after 6pm: £5:00 will be charged for each 15mins you are late

The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where a child / children are picked up late from the After School Club:

- First late collection – ‘verbal’ warning
- Second late collection – ‘written’ warning
- Third late collection – Final ‘written’ warning with notice to meet with Head Teacher

This ‘late collection’ policy will be applied on a rolling 12-month period.

Children who are late to be picked up after the end of the school day at 3:20pm or late picking up from extra-curricular clubs, will be put into After School Club and a £5:00 charge will be made for that initial session.

## **Contacting the Breakfast Club or After School Club**

### **By Phone:**

Both the Breakfast Club and After School Club can be contacted during club hours on the main school telephone number: 01622 891289

During normal school office hours (8am – 4:30pm) the school office staff will take your message and share it with the club supervisor.

During out of school office hours please use the club extension number to be put directly through to the school hall where the club is being held.

### **By Email:**

If you wish to contact either the Breakfast Club or After School Club, please email the school office on: [admin@headcorn.kent.sch.uk](mailto:admin@headcorn.kent.sch.uk). Messages will be shared with the club supervisor.

## **Food Provision**

Both Breakfast Club and After School Club provide food for your child unless directed otherwise by the parent or carer in writing.

Our Wraparound Care supervisor is aware of the School Food Standards and has received the required training in Food Hygiene. Both the Breakfast Club and After School Club will provide food that meets the School Food Standards.

### **Allergies, Intolerances and other food requirements**

The clubs will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand on the registration form.

We are a ‘nut-free’ school site and cannot serve or allow children to bring nuts or products containing nuts into the school.



If you wish to provide your child with their own breakfast food or packed tea, then there will not be any deduction in fees for any sessions that your child attends.

Breakfast Club is likely to provide options such as:

- Bread/toast with assorted spreads
- Low-sugar cereal and semi-skimmed milk
- Crumpets, pancakes, etc
- Fruit
- Yoghurt
- A cold drink e.g. semi-skimmed milk, sugar-free squash, water

The After School Club will provide food options dependent on the child's collection time. These will be indicated by each child wearing a coloured wristband to show what collection time they are booked in for.

During the 3:20pm – 4:30pm session there will likely be options such as:

- A piece of fruit or raw vegetables
- A cold drink e.g. semi-skimmed milk, sugar-free squash, water

During the 3:20pm – 5:15pm session there will likely be options such as:

- A piece of fruit or raw vegetables
- Sandwiches
- Bread/toast with assorted spreads
- Crumpets, pancakes, etc
- A cold drink e.g. semi-skimmed milk, sugar-free squash, water

During the 3:20pm – 6pm session there will likely be options such as:

- Sandwiches
- Bread/toast with assorted spreads
- Crumpets, pancakes, etc
- A piece of fruit or raw vegetables
- Cereal bar
- A cold drink e.g. semi-skimmed milk, sugar-free squash, water

## **Sickness & Medication Policy**

### **Sickness**

All After School Club staff members have first aid training. The After School Club's priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents/carers are asked to telephone the After School Club on the first day of their child being absent with illness and give the reason.
- Children with head lice are not 'excluded' but must be treated to remedy the condition.
- Parents/carers are asked not to bring their child to the After School Club who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
- Parent/carers will be notified immediately to collect their child if they become unwell or they develop an illness whilst at the After School Club. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is carried out at all times.

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- The Breakfast Club and After School Club staff follow the school's First Aid policy which includes the management of medical conditions and intimate care. This can be found on our website: [www.headcorn.kent.sch.uk](http://www.headcorn.kent.sch.uk)

## **Medication**

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

## **Prescribed Medication**

The Wraparound Care provision is unable to administer any medication during sessions. Any medication administered by the school during the school day will be passed to the club supervisor to be handed back to the parent / carer.

Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the club supervisor with consent of the parent/carer.