

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL DROITWICH

Wrap Around Care Policy



First Edition: October 2023

Next review: 2024

Mission:

“Following Saint Joseph, we grow closer to Jesus through our hard work, perseverance and kindness.”

1. **AIMS**

- To provide an affordable child care facility for parents/ carers
- To provide a welcoming, safe and secure environment for pupils to have Wrap Around Care before and after school hours

2. **Introduction**

St Joseph's Wrap Around Care is run by the school and exists to provide high quality out-of-school hours 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:

- 8:00am – 8:30am
- 3:00pm – 6:00pm in two sessions (3-4.30pm; 3-6pm) Mon-Thur
- 3:00pm – 4:30pm Fridays

3. **Admissions**

- Only children attending St Joseph's Catholic Primary School are eligible to attend Wrap Around Care sessions.
- All places are subject to availability
- The registration documents 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 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

4. Booking Places

- Places for Wrap Around Care are to be booked via the office/ school business manager
- Priority for places will be given to those pupils that have pre-booked/ regular sessions
- Subject to space, ad hoc sessions can be booked up to the actual day

5. Pricing Policy

- The fees for all the wrap around care facilities are available from the office, from the school website, or are included in the childcare packs.
- The fees for wrap around care cover the cost of staffing, snacks, equipment and day-to-day running costs
- If fees need to be changed, parents will be given at least one month's notice of this
- Parents will be invoiced at the end of each month and invoices are raised for all booked sessions
- Fees will still be charged for all periods of absence when the school is open. This can be through illness, family holidays, transport difficulties or adverse weather conditions.
- Fees must be paid in accordance with the information on the invoices and late/ unpaid invoices may result in a child's place being withdrawn from wrap around care

6. Staffing

- The Wrap Around Care leader will have the relevant qualifications to provide care for pupils
- At least one member of the team will have a first aid certificate and food hygiene certificate
- All staff will have completed the latest Safeguarding Training
- The club will be staffed at a maximum ratio of 1 adult for every 10 children for pupils over 8 years old and 1:6 for children from 4-6 years old
- At all times there will be at least two members of staff present

7. Arrival and departures

Breakfast Club:

- Parents/ carers are responsible for dropping off pupils for Breakfast Club (pupils must be escorted)
- Parents are to bring their children to the Staff Entrance where a member of staff will be there to welcome them and mark them on the register
- At the end of the session, children will walk (KS2) or be escorted (KS1) to their relevant classes

After School Club:

- Registers will be kept each day
- If pupils attend an after school activity club, they will be collected by wrap around care staff and be escorted to the hall
- Children attending after school club will be escorted by the class TA to the hall for the session; KS2 children will be sent to the hall
- Parents collect their child from the staff entrance and the child will be signed out by a staff member

- Pupils will not be released without a parent or responsible adult to accompany them

8. Provision

- A range of games and activities are available for the pupils, or they can choose to complete their homework
- Children are provided with a snack at breakfast club and after school club

9. Behaviour

Whilst attending Wrap Around Care, children are expected to follow the school behaviour policy and the staff have high expectations for behaviour

Staff will consult with a member of the SLT or Headteacher if there are any concerns about an individual's behaviour. Strategies will be put in place and parents will be consulted.

10. First Aid

- The school procedures for recording accidents will be followed: the accident book will be completed and parents informed at pick up
- For a serious accident/ injury the parents will be contacted immediately
- All accidents/ injury will be dealt with by a qualified first aider. Parents of a child who becomes unwell during a session will be contacted

11. Medical Conditions

- Parents must inform Wrap Around Care staff of any medical conditions when booking the sessions
- Any prescribed medication can be given to staff with the appropriate form and this will then be passed on to the office
- Where there is a healthcare plan in place, this will be shared with wrap around care staff

12. Related School Policies

All school policies apply, especially:

- Safeguarding and Child Protection
- Behaviour
- Charging
- Equal Opportunities
- Health and Safety
- Supporting Pupils With Medical Conditions
- Complaints Policy

13. Complaints

The school complaints policy is available on the school website or from the school office.

14. Monitoring and Evaluation

This policy will be reviewed annually or when there are changes (i.e. location/ staffing)