



Wrap Around Clubs Policy

2022 - 2023

Approved by: Head teacher **Date:** September 2022

Last reviewed on: 2nd September 2022

Next review due by: 31st July 2023

Purpose of the policy

- To describe how the school delivers Wrap Around Care Clubs which are affordable, sustainable and of quality. Which will consist of Breakfast & After School Clubs.

Aims

Through our Wrap Around Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

Hours

Breakfast Club

- Breakfast Club runs during term time Monday - Friday from 8am
- The cut off time for dropping your child at Breakfast Club is 8:30am, any child arriving after this time will be unable to attend the Breakfast Club
- Places are allocated on a first come first served basis and must be booked using the booking facility via School Spider
- All spaces are subject to availability based on ratios

After School Club

- After School Club runs during term time Monday -Friday, starting at the end of the school day and closing at 5:30pm Monday -Thursday 4.00pm finish on Friday.
- All spaces are subject to availability based on ratios
- Places are allocated on a first come first served basis and must be booked using the booking facility via School Spider
- Children can be collected at any time during the hours the club runs.
- The club is open to all children from Nursery to Year 6.
- Early Years & KS1 children will be escorted to the club at the end of the school day.
- KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

Admission, booking procedures and payment of fees

- All sessions required are to be booked using the School Spider booking facility either via the app or the website. Fees are due at the time of booking,
- If a regular slot needs to be cancelled or changed, and space is available, a minimum of one full week's notice must be given, or fees will still be payable.
- Payment of the place is confirmation of a place in either club.
- Should you no longer wish your child to attend either club, you must give at least one full week's notice to the school office. Refunds will only be issued if the appropriate notice has been given.
- Fees will be reviewed annually.
- Fees must be paid through the School Spider App online payment system.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the leadership team as soon as possible.

- In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.
- St Ambrose Wrap Around Clubs falls under the cover of St Ambrose RC Primary School's Charges and Remissions Policy.

Register and Collecting

- A register of children attending both clubs will be taken at the start of each session. Which is filed in the main school office.
- Parents should drop their children at the main school entrance for Breakfast Club no later than 8:30am
- Collections for After School Club should be made from the main school entrance by no later than 5:30pm. Staff will bring your child to the entrance once you have called the After School Club mobile telephone number as displayed at the school entrance.
- If a parent is unable to collect their child as arranged, they must call the After School Club mobile telephone number immediately.
- If someone else will be collecting a child, the after school club or office staff must be informed by telephone.

Late collection from After School Club

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the Police and Social Care will be informed.
- If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late.
- All late collections will be recorded by After School Club Staff on CPOMS.
- We follow the Manchester Safeguarding Children Board Policy and Procedure for Primary Age Children not collected from school at the end of the school day which could result in Children's Services involvement.

Snacks

- Children that attend Breakfast Club will be provided with a toasted bagel and fresh drinking water.
- Children that attend After School Club will be provided with a healthy snack, which will be given during the registration period at the beginning of the session.
- Fresh drinking water is available to the children at all times.

Activities/ Provision

- A range of activities are planned for the children each session. These may include role-play, creative, reading, computers/iPads, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- The age of the children are considered when planning activities to ensure they are appropriate.

Behaviour

- Children and staff are expected to follow the School's Core Values and British Values whilst attending the both Wrap Around Clubs.
- The school's behaviour policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.

Health & Safety

- Staff must follow the St Ambrose RC Primary School Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are as per normal school Fire procedures.
- From September 2020, School guidance regarding COVID-19 will be followed as per COVID-19 School Risk Assessment
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid

- A qualified first aider will be on site during all sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded on CPOMS and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to the St Ambrose RC Primary School Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 15 children 1:15
- All St Ambrose RC Primary School staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the St Ambrose RC Primary School Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by a Level 3 or higher qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.

Enquiries regarding bookings and payments: 0161 445 3299 (School Office)

Contact after 4.30pm: 07565 931 492 (After School Club Leaders)