

### WRAP AROUND CARE POLICY

#### Vision and Mission Statement

Our children will reach their maximum potential through high standards in teaching, learning and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

**“Our vision is to create a school community where every child participates, excels and takes pride in their achievements...”**

#### Mission Statement

*The Grange Primary School allows everyone to participate by:*

- Providing a welcoming, safe, happy school where everyone is respected and listened to; a school where we take pride in ourselves and our achievements, enabling all children to become confident and successful learners.
- Striving to be the hub of our local community and an integral part of our society; building and joining communities locally and beyond.
- Being a partner in the education of our pupils and being committed to working in partnership with our parents and wider community.

*The Grange Primary School encourages everyone to excel by:*

- Working for the highest possible standards of achievement and behaviour in a stimulating environment.
- Valuing independence, developing a deeper level of learning and providing a curriculum which enables our pupils to become active citizens of the future.
- Endeavouring to be a centre for outstanding teachers, where quality leadership is extended to professionals in other schools and where the staff are committed to their own learning journey and the sharing of quality practice.

*The Grange Primary enables everyone take pride in their achievements by:*

- Encouraging everyone to do their very best.
- Developing a love of learning inspired by quality teaching.
- Building and developing upon individual strengths and talents.

#### The 'The Grange Way'

The 'The Grange Way' is to be a set of only five 'child friendly' statements which are posted in classrooms, appear in the children's books and regularly feature in PSHE lessons and in assemblies.

- **I smile and say hello**
- **I listen to learn**
- **I care for everyone and everything**
- **I keep healthy and have a positive attitude**
- **I work hard and challenge myself**

At The Grange CP School, we have due regard for our duties under the Equality Act 2010. Through the delivery of Health and Safety we will ensure that we: eliminate discrimination, advance equality of opportunity and foster good relations.

This 'Wrap Around Care' Policy reflects our duties to; eliminate discrimination, advance equality of opportunity and foster good relations.

### **Purpose of Provision**

- To provide a range of services and activities - often beyond the school day, to help meet the needs of children, their families and the wider community.
- For our parents/carers to access affordable childcare at our school from 7:45am to 6pm, all year round.

### **Introduction**

At The Grange CP School, we are very proud to be able to offer "Wrap Around Care" to not only our pupils and parents but other pupils and parents in our extended community. Wrap Around Care began in September 2014 and is embedded within our school. We offer an early morning breakfast club (7:45am-8:45am) and an After School Club (3:30pm-6:00pm). Both clubs are run at our school by existing members of staff.

### **Objectives for wrap around care**

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends until 6pm
- To provide an affordable service to parents/carers
- To enable pupils to eat breakfast before the start of the school day /have an after-school light meal in a pleasant, relaxed environment
- To employ caring supervisory staff
- To provide a calm play environment for those pupils.

We believe that Wrap-around –care will:

- support improvement in standards
- enable our children to have fun and develop wider interests/new skills
- enhance support for vulnerable children and those most at risk
- make better use of our school facilities by opening up sports, arts and ICT facilities to the community
- provide additional opportunities for staff in our school
- enable our parents/carers to return to work and so reduce the number of children living in poverty

### **Staffing**

There will always be two members of staff running the breakfast /after school club, at least one of whom is a qualified first aider, has Specialist Safeguarding Training and Food Hygiene. In addition to this the Headteacher / Senior Leader will be on site, as will the Site Manager from the start of the day until the end of the day. All staff will have current Barring Disclosure checks in place and are registered on the single central register.

### **Head of Wrap Around Care Provision**

Headteacher of The Grange School

### **Wrap Around Care Leader**

Minimum NVQ 3

Enhanced DBS

Paediatric First Aid

Designated Lead Safeguarding trained

### **Wrap Around Care Assistant**

Enhanced DBS  
Safeguarding trained  
First Aid  
Food Hygiene qualification

### **Contingency arrangements for staff absence and emergencies.**

If a member of staff is absent, a nominated and qualified member from the school staff will cover.

### **Organisation**

A copy of each child's registration document containing contact and medical details will be kept in a locked cabinet in the School Office, where the clubs are based. A daily attendance register is kept, and each child is met by a staff member and registered. A First Aid record folder is also kept in the School Office

### **Fire procedures**

Fire drills will be carried out regularly. The clubs follow the evacuation procedures displayed in the school.

### **First Aid**

There is a qualified First Aider available at all times. If First aid is administered, a record is kept on the relevant form, a copy of which will be sent home with the child.

### **Dietary Requirements**

Where children require additional dietary requirements parents are asked to initially provide this information upon registering their child. Parents / carers are then asked to inform staff of any changes to this information. Children requiring additional dietary needs will be added to an additional information sheet which is visible in food preparation areas.

### **Medication**

We would not expect a child in either the breakfast/after school clubs to need medication other than for chronic conditions, such as an inhaler. All medication is located in the main Office/First Aid area. A record sheet will be kept showing date and time of any usage.

### **Insurance**

Insurance cover is provided by School's Insurance Policy.

### **Policies**

The Breakfast /After School Clubs will fall within the usual policies and procedures of The Grange CP School. These policies are regularly reviewed and updated by the Governing Body, in line with government requirements and legislation. Equal opportunities will be provided for all children regardless of gender, race, religion or special needs.

### **Admissions Policy**

- Children aged between 4 and 11, who attend The Grange CP School and St John's Catholic Primary School are eligible to attend these clubs.
- Admission will be on a first come, first served basis, with exception of siblings of children already attending the club who will have priority.
- You must inform staff if your child has specific dietary needs or food allergies.
- Admission is conditional on the following undertakings by the parent/carer:
  - ✓ Fees are promptly paid at the time of booking.
  - ✓ The behaviour of the child is acceptable for the safe & efficient running of the club. 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.
- Occasional bookings can be taken at the discretion of the wrap-around care club staff.

- In the case of occasional absence e.g. illness, please telephone the main school office on 01295 257861 or Mrs Rowe on: 07375 885084 (only during club hours) to confirm non-attendance.

The Grange CP School is not a profit-making organisation and all extra funds will be used for the benefit of the children. Absence from a booked place cannot be refunded.

In the event of unpaid fees for longer than a week, children will not be able to attend the clubs until debts are paid and fees are paid in advance.

In the event of repeated bad debts, parents will be asked to remove their child from the club.

### Pricing/Charging Policy

The Breakfast / After School Clubs are self-sufficient. The attendance fees are designed to cover all costs and this is managed by The Grange CP School. This includes:

- Staffing
- Food
- Equipment and
- Day-to-day running costs.

It may be necessary to change fees from time to time however; parents/carers will be informed as to the reasons why such an increase is needed. The Grange CP School will inform parents/carers of any changes.

Fees are still applicable if child is absent.

Tax Credits and Childcare Vouchers are accepted.

**(The Grange Wraparound Care Provision – Ofsted No. 122997)**

If your child is absent through illness, attending a club in school or on a family holiday, fees will still be due.

### Costs:

Type of service	M	T	W	T	F	Month	No of weeks	Cost
Term Time Breakfast Club	7.45am 8.45am	7.45am 8.45am	7.45am 8.45am	7.45am 8.45am	7.45am 8.45am	7.45am 8.45am	38	£6.00
Term Time After School Club	3.15pm- 4.45pm	3.15pm- 4.45pm	3.15pm- 4.45pm	3.15pm- 4.45pm	3.15pm- 4.45pm	3.15pm- 4.45pm	38	£8.50
Term Time After School Club	3.15pm- 6.00pm	3.15pm- 6.00pm	3.15pm- 6.00pm	3.15pm- 6.00pm	3.15pm- 6.00pm	3.15pm- 6.00pm	38	£11.50

\*Rational for offering split session – the school decided to offer parents the option of a shorter session afterschool. It was felt that this would better meet the needs of families. Several parents/carers mentioned that the cost of a full session would be prohibitive when completing the survey

Cancellation of a place must be given 24 hours in advance, via Parent Pay. Cancellations after this time will still be charged.

Payment to be made at the time of booking on Parent Pay. Failure to pay on time may result in the withdrawal of a place at the club.

### **Behaviour – The Grange Way**

Both clubs are expected to adhere to The Grange's Behaviour Policy although it is recognised that the atmosphere of the club will be more informal.

Our Behaviour Policy is based on a whole school approach to positive reinforcement and modeling of good behaviour. The role of the parent in accepting responsibility for their child's behaviour will be an integral feature of the partnership between home and the Clubs.

Parents of children who refuse/cannot conform to an acceptable level of behaviour in either of the clubs settings will be contacted. Removal of a child's place will be a final sanction from such provision when all possible strategies have failed.

### **Late Collection**

It is understood that occasionally parents/carers are unavoidably held up. However, late collection of a child will incur the charge of the next hour, up until 6pm. Please note that school is locked at 6.15pm. Children who are uncollected incur an overtime charge of £10 for every 15 minutes, or part thereof, after 6pm.

In the unlikely event of parents running late to pick up their children they are asked to telephone Mrs Rowe 07375885084 at the earliest opportunity.

In extreme circumstances, uncollected children with no adult contact available, after school closure, are considered abandoned and we are advised that the correct procedure is to place the matter into the hands of the Initial Contact Team (Social Services).