

Wraparound Care Policy for Easebourne C of E Primary school.

At Easebourne Primary School we are proud to provide the children of our school with the opportunity to attend Breakfast and Afterschool Club. These services are available to book in advance per term or up until the night before the club is needed.

The CLUB ~ 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 that 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.

THE CHILD ~ I will do my best to:

- Be polite, friendly, kind, and helpful to others.
- Demonstrate the schools core values.
- 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/ CARERS ~ We will endeavour to:

- Ensure that our child only attends sessions that are booked in advanced.
- Ensure that our child is dropped off and collected on time by an adult.
- Contact the Wraparound supervisor if your child is going to be absent from a session.
- Contact the Wraparound supervisor or the school if there is a change in adult arrangements or collection times.
- Support and demonstrate the school's core values and behaviour policy.
- Support and adhere to the Wraparound Care Policy
- Inform the Wraparound supervisor or the school of any concerns or problems that may affect your child's wellbeing or behaviour whilst in their care.

Easebourne Wraparound is only available to pupils who attend our school. It runs daily, term time only, from 8.00 am to 8.40am and 3.20pm to 5.30pm (n.b. on the last day of each term the club will only run for the first session finishing at 4.20pm).

Registration Forms

Parents and carers are required to complete a registration form including details regarding medical conditions, allergies, collection permissions and emergency contact details. Please keep us updated if any information changes.

Booking System

Bookings can be made in advance per term or up until 6pm the day before via our app payment system. We encourage parents to pay as they book to ensure their child's place is guaranteed.

Parents and carers who use vouchers are advised to send them in advance to ensure the accounts are in credit, to make booking easier. Please allow up to two weeks for the vouchers to show up on your account.

To cancel a session, you can use the app or contact the Wraparound supervisor directly on the Wraparound mobile (07399058781) or by email at wraparound@easebourne.w-sussex.sch.uk. It is important to inform us of the cancellation before the scheduled session to avoid being charged.

We recommend that parents and carers book in advance and not rely on same-day bookings unless it is an emergency.

To prioritise the welfare and safety of all attendees, we must adhere to the current staff-to-pupil ratios for both the Breakfast and Afterschool club. These ratios allow for a maximum of 30 pupils.

For pupils with specific individual needs admissions will be based on whether the staff feel that they can manage that child appropriately with the number of other children in that group, to ensure safety for everyone. The headteacher will make the final decision in consultation with staff and parents.

Behaviour

The same school policies, including those related to behaviour, apply during the club as they do during the regular school day. We have the right to refuse entry to any child who does not meet these standards. If a child's behaviour is deemed unacceptable and poses a risk to the safety and smooth operation of the club, parents will be notified by The Wraparound manager. Initially, a warning will be given to the child. If further unacceptable behaviour occurs, the child may be temporarily excluded from the club, as determined by the headteacher.

Opening Times and Fee Structure

Wraparound Breakfast Club

- Term time only and starts at 8AM
- The fee for this session is £4.50.
- Breakfast is served between 8:00 AM and 8:30 AM

We offer a choice of breakfast cereal; toast and drinks and fresh fruit is always available.

Please book using our online payment system

Wraparound After School Club

- Term time only with three sessions offered.
 - session 1) 3:20PM to 4:20PM - £5.50
 - session 2) 4:20PM to 5:30PM - £5.50
 - session 3) 3:20PM to 5:30PM - £11.00

We offer a selection of snacks and drinks, and fresh fruit is always available.

We do recommend that if your child is likely to be extremely hungry when staying for both sessions, they bring a packed tea or additional snacks.

Please book using our online payment system

Please note our booking system runs on a first come first serve basis.

Refunds will only be given if contact is made via our mobile number or e-mail before the session or the child is off school sick.

Childcare vouchers

We accept a variety of childcare vouchers to pay for the wrap around sessions. If you require any further details, please contact the school business manager or the Wraparound manager on the wraparound e-mail all mobile number.

Children of Easebourne Staff

Children of staff members may attend before and after school wraparound without charge. If the club is full, then children who are paying will be given priority.

At the discretion of the headteacher, staff children may remain in the care of the parent. In these cases, children should never be left unsupervised or cause a disturbance to staff from doing their work.

Staff are requested to contribute to any food or drink consumed by their child at wraparound club.

Access to Wraparound for children not booked in

At the discretion of the headteacher, parents and carers may be offered free wraparound care to enable them to attend meetings before or after school. For pre-arranged meetings this should be agreed in advance with the headteacher.

When parents are delayed at the end of the school day, then children should sit by the office under the supervision of office staff. If the delay is more than 15 mins then children may be put into wraparound if there is space. Parents should be notified that this has happened and informed that a charge for this session may be made for any repeated occasions.

Breakfast Club

Arriving at Breakfast Club

Children of all ages must be dropped off by an adult or person over 16 years of age.

Children in Year six may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.

Children should be dropped off in the front foyer where they will be able to enter school and go to the hall. If the child requires breakfast they will come in and sit at the table and breakfast will be served.

Breakfast is served until 8:30AM every day.

At 8:40AM the children will leave the hall and go to their classrooms to start their school day.

At the beginning of each session, a register will be completed to ensure that the children that are booked have arrived. Pupils who have not booked into these sessions in advance will be billed and further attendance not allowed until it is settled.

Unless the school office or the Wraparound Manager has been called or emailed and informed of the child being absent from school on that day, no refund for non-attendance of breakfast club will be made.

After school wraparound

At the end of the school day all pupils will be brought to the wraparound hall where a register will be taken to ensure children are booked into the session. If a child has not been booked in a parent/carer will be called to decide arrangements for their child.

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

- A designated member of staff will contact the teacher to see if any messages have been passed on or if the child has gone home.
- A parent will be called to see if the child has been picked up early, therefore no longer requiring wraparound

Pickups from After School Wraparound

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

Children must be collected promptly at the end of your booked session by either a parent or a person named on your collection permission form. We will not release children to any sibling or child under the age of 16.

When collecting your child from Wraparound please use the doorbell to get the attention of a member of staff. Your child will then be brought to you through the front lobby. Please wait by the entrance for your child unless invited in by a member of staff.

If a member of staff does not recognise the person collecting the child, they will require identification before the child is released to them and the child will only be released if this person has permission to collect. If no prior permission has been provided, staff will contact parents before the child is released.

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 verbal or written permission beforehand, and this is signed or emailed to the school office or to the Wraparound manager at the Wraparound e-mail address. If it is not possible for any authorised person to collect a child and someone else is sent to collect them, then the above procedures must be followed.

The last pick up and handover times for after school Wraparound Care is at 5:30pm.

If a child is not collected from Wraparound Afterschool Care by the end of the session the staff will:

- Establish if a message has been left by the parent or carer.
- Try to contact the parent or carer requesting them to contact the club immediately.
- A member of staff will remain near the telephone to receive the call after 5:30pm

The staff must inform the headteacher or one of the Deputy Designated Safeguards Leads if the child has not been collected. After all avenues of contact have been exhausted and the club has not received any contact from the parents or authorised collectors, the headteacher or other DDSL (Deputy Designated Safeguarding Leads) will make the decision to contact the West Sussex integrated front door. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by the headteacher or a DDSL.

Late collections and associated fines

If your child is not collected at the end of their booked session, then you will be charged for an additional 30 minutes at a cost of £2.50.

If you are late picking up after 5:30PM you will incur a £5 charge for every 15 minutes you are overdue.

In exceptional circumstances where delay is unavoidable (car breakdown, weather, road closures) charges may be waived at the discretion of the headteacher.

Contacting Wraparound

The mobile number will active during the school day (8:00am and 5:30pm weekdays only). However, it is not always possible for someone to answer so please text or leave a message. You may contact wraparound staff via e-mail at wraparound@easebourne.w-Sussex.sch.uk

Food Provisions

Wraparound staff are aware of the school Food Standards and have received the required training in food hygiene. Both the Breakfast and Afterschool care team will provide food that meets the school Food Standards. We currently have a 5 ★ Hygiene Rating. Please note, we are unable to provide a full hot meal to anyone attending Wraparound.

Allergies, intolerance, and other food requirements

The wraparound staff will provide for those children who have food allergies, intolerance, or any 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 snack, 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-Sugared cereal and semi skimmed milk
- Porridge throughout cold months
- Fresh fruit such as apples, oranges, and bananas
- No added sugar squash and freshwater are always available.

Afterschool Club will provide food options which may include sweet biscuits (limited amounts), mini cheddars, rice-cakes, fresh fruit, or raisins. Non-added sugar squash and freshwater is always available.

Sickness and medication policy

All Wraparound care staff members are first aid trained. OUR priority is to provide an environment where children and adults are protected from the spread of illness and infections. This is achieved in the following ways.

- We do not provide care for children who are unwell, have an elevated temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are asked to telephone the main school line 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 are asked not to bring their child to the Wraparound Care if they have been vomiting or had diarrhoea for at least 48 hours since their last attack.
- Parents will be notified immediately to collect their child if they become unwell or develop any illness whilst at the Wraparound Care
- Every attempt will be made to keep the child calm and comfortable.

- Good hygiene practise concerning the clearing of bodily fluids is always carried out. The Breakfast and Afterschool care staff follow the school's first aid policy which includes the management of medical conditions and intimate care. These can be found on our website.

Medication

Wraparound Care provision is not permitted to possess, store, or dispense medication such as Calpol, junior aspirin or any other such general medication.

Prescribed Medication

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 healthcare plan details, e.g. for asthma, etc will be shared by the school with the club supervisor with consent of the parent/carer.