

Wrap Around Care Policy Breakfast & After School Club

St. Andrew's CofE Junior School



Approved by:	Full Governing Body	Date: 08.10.2024
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Last reviewed on:	14.11.2023
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Next review due by:	07.10.2026
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‘Through experiences rooted in Christian Values and through Mutual Respect, we guide children to develop Compassion, Responsibility and Resilience in a caring environment’

WRAP AROUND CARE POLICY

This policy reflects the vision and aims of St Andrew's CE Junior School.

RATIONALE

The breakfast and after school clubs are organised by St Andrew's CE Junior School. It is an extended school provision designed to allow children to be in school from 7.30am onwards and after school until 6:00pm, to have the opportunity to have a breakfast for a healthy start to the day and a snack after school, and to join in activities on offer.

Children are encouraged to be independent at these times, to make decisions for themselves and to participate in informal activities with each other developing social and interactive skills.

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and at the end of the school day.
- To enable pupils to eat breakfast before the start of the school day and snack at the end of the school day, in a pleasant, relaxed environment.
- To provide a calm play environment for those pupils.
- To provide an affordable service for working parents.

ORGANISATION

The breakfast and after school clubs are open to all pupils attending St Andrew's CE Junior School. Breakfast club is open from 7.30am, but children should arrive no later than 8:25am to enable staff to clear food and clean before the start of the school day. After school club runs from the end of the school day to 6:00pm.

The child's details, medical conditions, the parent's contact number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

USE OF REGISTERS

The breakfast club register is taken throughout the morning as pupils arrive for the session and after school before the children move to the wraparound care suite. These records are held securely in school. Booking on ParentPay is essential.

In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

STAFFING AND SUPERVISION

The children are adequately supervised at all times. We have a cap of 30 pupils for breakfast club and after school club, with 2 staff on duty. All members of staff are DBS checked. At least two members of staff on duty holds a current first aid certificate and a Food Hygiene certificate.

If more children require the provision, a member of the Leadership Team is available to organise additional adults in order to ensure ratios are maintained or cover themselves in the absence of another adult in school.

A register is taken of all children attending. It is the responsibility of the parent to ensure that the children are handed over safely to the staff.

The school has a mobile for use in Wrap around care and parents/carers collecting children should phone the number to have their child brought out to them, the number is **07765981699**, **this number is for incoming calls only and does not receive or send text messages.**

FOOD AND ACTIVITIES

Children will be offered a healthy breakfast and snack after school. Healthy food such as fruit will always be available.

Following breakfast and after school, a number of activities will be on offer for the children to participate in. These will include craft activities, games, toys and children's television. All resources necessary for the club will be purchased through the school budget designated for such purchases.

BEHAVIOUR POLICY

Our behaviour policy will be based on a whole school approach to positive reinforcement and modelling of good behaviour with a restorative approach to dealing with issues. Children are expected to show a good standard of courtesy and behaviour at all times.

If there are concerns with behaviour, then parents will be contacted. Ultimately exclusion from breakfast club will be the final sanction from such provision when all possible strategies have failed in line with the school's behaviour policy.

PRICING POLICY

The breakfast club daily fee is £3.50 (50p for children entitled to a free school meal) from 7.30am - 8:50am.

After school club daily fee is £6.00 3.30pm - 6.00pm.

If your child is attending an after-school club run by PAS or school they can attend after school club from 4.30pm at a cost of £4.00

This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day to day running of costs

It may be necessary to change fees from time to time; however, parents/carers will always be given at least one month's notice of this.

FIRE PROCEDURE

Children should exit using the closest fire escape and assemble on the playground. All registers should be taken and the children checked.

FIRST AID

If first aid is administered, the treatment given is recorded on Medical Tracker. A note and/or telephone call will be made to inform parents of what treatment the child has received.

MEDICATION

All medication is handed over to another adult as part of the hand-over and the relevant forms completed by parents and carers, in line with the school's policy (see the Medical Needs and Administering Medicines policies).

RISK ASSESSMENT

A risk assessment has been carried out for the breakfast and after school club.

This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

See APPENDIX 1 for terms and conditions

APPENDIX 1

Terms and Conditions

Breakfast Club and After-School Provision

Mobile number: 07765981699

Office: 01457 852328

St Andrew's places the highest importance on our safeguarding responsibilities. Therefore, are the terms and conditions of our wrap-around provision.

- 1) Times remain the same at 7.30am start for breakfast club and 6.00pm finish for afterschool club.
- 2) Places for both breakfast and after-school club **MUST** be pre-booked through ParentPay and paid for in advance. The cut-off time for bookings is 8am on the day. We cannot take bookings over the phone after this time, as staff will already have been arranged according to numbers of children. Fees will remain at £3.50 (50p for children eligible for Free School Meals) and £6.00 for after-school club.
- 3) Parents whose children arrive at either provision without being pre-booked will be phoned and asked to collect their child and a £5.00 fee may be applied with an additional £5.00 to cover the cost of the school providing additional staff to ensure child/adult ratios are correct.
- 4) If your child is booked in for the provision and does not attend, a phone call will be made home and normal fees will be payable for the session booked for. This is because we have a number limit and a waiting list for places.
- 5) If your child is booked into the provision on any given day and the place is no longer required, please let the office know as soon as possible and payment will be deferred. Not informing the office will result in the normal fee being charged.
- 6) Late pick up after 6.00pm will incur a £10 charge. This is to cover the cost of staff remaining onsite past their normal working hours.
- 7) **Your child may no longer be able to attend if they consistently arrive without being pre-booked, are consistently late being picked up, or their behaviour choices are poor.**
- 8) **Failure to pay additional charges applied will result in your child losing their place.**

MONITORING AND RECOVERY OF EXTENDED SERVICES DEBT

The aim of this policy is to minimise the opportunity for debt balances to build up and incurring costly referral to the School's solicitors. The School does, however, reserve the right to begin legal proceedings to recover outstanding Extended Services debts and inform the Local Authority, Legal Services.

To ensure that the School's budget is not adversely affected by the cost of providing Extended Services, the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although, this may seem harsh to some parents it is important that the Extended Services provision does not run at a loss, otherwise the school budget will be affected, and to the detriment of all our pupils. At each meeting of the Governing Body, the Headteacher will provide details of any outstanding Extended Services debt. The current/profiled position with regard to the overall profit or loss of the provision will be reported to the Governors annually. If the provision is running at a loss, the Governors then will have to decide on the existence of the provision in school.

When payment has not been received for the forthcoming week's provision, the school may provide the service where it is felt that this is a temporary situation e.g. temporary hardship etc. however, details should be recorded in writing and a record maintained and monitored. If a child has Extended Services provision which has not been paid for, a letter/App message detailing how much is owed will be sent to the parent/carer requesting payment directly to the school within 7 days. Prompt action will be taken to address any debt issue at an early stage in order to prevent arrears amassing.

Where a child continues to require this provision, the School must establish if the parent/carer is experiencing hardship which affects their ability to pay. Under these circumstances the parent/carer should be invited to speak confidentially to the Headteacher. When the debt exceeds £30.00 for a child or family, or the debt has been outstanding for more than a week and App messages have already been sent, a formal letter must be sent to the parent/carer informing them of their required actions. If the debt exceeds £40 for a family and/or action proves unsuccessful in securing Extended Services money arrears, the School will write to the parent/carer, explaining

that the School is not obliged to provide Extended Services provision where advance payment is not forthcoming.

Childcare Vouchers

Where full or part payment for Extended Services is to be made via voucher scheme, regular reconciliations should be performed to ensure all monies due is received from the voucher company to avoid the commencement of action with the parent should there be a delay in payment from the company. All Write-offs of outstanding debt must be approved by the Governing Body following submission of details of the debt by the Head Teacher together with reasons for no further action being taken.

St Andrew's CE Junior School's Extended Services Policy has been adopted to ensure that a consistent and fair approach to debt incurred by parents/carers whose children attend Extended Services provision.

Example - Letter 1

Parent or carer of (Pupil Name)
(Address Line 1)
(Address Line 2)
(Address Line 3)
(Post Code)

Date: XX/XX/XX

Dear xxx

Extended Services provided to (Pupil Name)

According to the School's financial records you have not paid Extended Services money for your child (pupil name). As at xx/xx/xx your account is showing a debt of £xx.

In order that there is no detriment to the school's budget, please clear your child's debt by making arrangements for the outstanding Extended Services debt to be paid immediately. Once you have cleared the current debt I should be grateful if you could ensure that you keep your account in credit. The current cost of this provision is xx per hour/week.

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely

Head Teacher