

Acorns Wraparound Provision

St Columba C of E Primary School

Tewkesbury Avenue, Fareham, Hampshire, PO15 6LL, 01329 843226,
admin@stcolumba.school



POLICY - Introduction

St Columba C of E Primary School is committed to offering quality out of hours school care, and supervision for children, including those in the EYFS, both before and after school.

Our service runs between the hours 7:30am- 8:40am and 3:15pm - 5:30pm each school day. The School's wraparound care is run by employees of the school with appropriate experience and expertise.

Staff are covered by the school policies, including but not exhaustively: Behaviour Policy, the Safeguarding Policy, Equal Opportunities Policy, Health and Safety Policies and are subject to the school's complaints procedures.

Acorns Wraparound Care Policy

Timings

Morning Session: 7:30 AM – 8:40AM

Afternoon Session: 3:15PM – 5:30PM or 3:15PM - 4:15PM

Children must be collected by a parent/carer or an authorised adult.

Children will be admitted and registered through the Hall door

How to Book

Before attending a Breakfast Club or After School Club session, parents/carers must fill out a registration form and sign the Parent/Carer agreement. Children cannot be admitted until a completed registration form has been received.

Booking forms are published on the school website for parents/carers and to make direct contact use the mail above.

Bookings must be made via Arbor booking system (or email/phone if applicable).

All bookings should be completed at least 24 hours in advance.

Emergency bookings may be accepted subject to availability.

Payment Terms

· Payment is required in full at the end of each calendar month via Arbor. Non-Payment of any overdue fees will result in your child not being able to attend sessions until the outstanding amount is fully cleared.

· No refunds for non-attendance unless due to school closure or exceptional circumstances.

Due to the costs incurred to employ staff and purchase provisions, we are unable to issue refunds for children who do not attend a booked session unless we have been notified 24 hours in advance.

Cancellation

Due to the size of our school, it is not possible to call upon a bank of staff to run Wrap Around Care. Staff should the required staff become unwell. It therefore may be necessary to cancel the club. On rare occasions, this may be at short notice. Where possible, parents will be notified the day before that the club has been cancelled. A credit will be issued for sessions paid for where the school has cancelled the club. Parents will be notified via text message and any alternatives communicated as early as is practical.

Tax-Free Childcare Instructions

Parents wishing to use Tax-Free Childcare must:

Provide the school with their unique reference number

Ensure payments are made in advance to allow processing before sessions.

Late Collection

Collection after 5:30 PM will incur a late fee of £10 for the first 15 minutes, and £5 for every additional 15 minutes.

Persistent late collection will result in withdrawal of wraparound care provision.

Behaviour Expectations

Children must follow the school's behaviour policy during wraparound care.

Positive behaviour will be encouraged through praise and rewards.

Serious or repeated breaches may lead to withdrawal from the provision.

Any behaviour concerns are communicated to parents via the club leader in the first instance.

Whilst we recognise the importance of this provision being a more relaxed, less formal experience for children, we retain the same high expectations of pupil conduct, manners and behaviour which enables all pupils to enjoy the session within a safe, welcoming and structured environment.

Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of Wrap Around Care, either in a paid or voluntary capacity will have enhanced DBS clearance. DBS information is recorded on the school's Single Central Record.
 - The Wrap Around Care Staff will follow the school's policies and procedures for child protection and safeguarding.
 - Where ICT equipment is used, they must also follow the school's Internet Safety and Cyber
- Any concerns will be reported to the Designated Safeguarding Lead (DSL) immediately.

Staffing

The Breakfast Club will be staffed by two members of staff each morning from 7:30am-8.40am.

After School Club runs from the end of the school day 3.15pm until 5.30pm. Two members of staff facilitate After School Club.

Registration

A registration form will need to be completed prior to starting.

Registers are taken from Arbor at the beginning of each club by a member of staff.

Food Preparation:

- At least one member of the Wrap Around Care team hold the relevant Food Hygiene Certificates and these are maintained within the required timeframes.
- All children will be offered a breakfast/snack

Breakfast - selection of cereals, toast, crumpets with various toppings, fruit, yoghurt.

Snack – selection of hot toast toppings, bean’s spaghetti hoops, pizza, sandwiches, cheese and crackers, fruit and yoghurt.

Drinks - Fruit juice, Milk, water, squash.

Allergies and Medical Considerations:

- Parents/carers are required to inform the club leader of any allergies and dietary requirements children have before they commence attending Wrap Around Care.
- If inhalers are needed during the course of a session, the leader is aware of where these are kept in school. The nominated member of staff is informed (usually the Headteacher) and parents are notified when inhalers are administered.

Resources

Breakfast club resources are kept in the Hall. All electrical equipment used is part of the school’s regular PAT testing schedule.

Communication with Parents

- As part of their role, the Wrap Around Care Staff pass on any relevant information to the class teacher (e.g. a child’s concerns, feeling unwell, etc). It remains the responsibility of the parent/carer to provide instructions in writing of pick up arrangements, change in lunch, etc as per the usual school routines.
- Written notes to parents from the Wrap Around Care Staff will be passed on via the child’s classroom teacher. These notes should be written on easily identified ‘Wrap Around Care’ notepaper.

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the nearest Fire Exit.

Risk Assessment

A full and detailed risk assessment is in place and covers all aspects of Wrap Around Care provision. A ‘working copy’ of this risk assessment is kept in the Wrap Around Care admin file and is reviewed as part of the Wrap Around Care Staff meetings with the Headteacher or Assistant Headteacher, which take place regularly on a formal and informal basis. This risk assessment does not include pupil specific measures. If pupils who attend Wrap Around Care Staff have specific needs (medical, dietary, medical) a separate risk assessment is written.

Complaints

The school's Complaints Procedure, which is posted on the school website, will be followed should a parent/carer have a complaint about any aspect of our Wrap Around Care provision