

St Giles C of E Academy



Wraparound Care Policy

Approved by: HT and SBM

Date: May 2025

Last reviewed on: 07/05/2025

Next review due by: July 2026

St Giles C of E Academy Wraparound Care Policy

St Giles C of E Academy is pleased to be able to provide the children of our school, including Nursery, the opportunity to attend Breakfast Club and After School Club. These clubs may be attended on a fulltime or a part time basis. The sessions can be booked on ParentPay by yourselves in blocks over extended periods of time such as a term or as and when required, however places **must be booked at least one full week in advance** and are subject to availability e.g., if you need childcare for Tuesday next week it must have been booked by Tuesday of this week. So, whichever day of the week you need, it must have been booked at least 7 days earlier. All bookings made in advance can be seen by parents and can also be edited by parents up until the cut-off point which is again 7 days.

This childcare provision is an extension of St Giles C of E Academy and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at St Giles C of E Academy's Wraparound Care Provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

THE SCHOOL - 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 which 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
- always ensure confidentiality
- keep you informed about the school events and activities through newsletters, email and website

THE CHILD - I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's Core Values and adhere to the Community Code
- 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 – We will endeavour to:

- ensure that our child only attends sessions that are booked in advance through ParentPay
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school if our child is going to be absent from a session
- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's Core Values, Community Code and Behaviour Policy
- support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

Admissions Policy for Wraparound Care

St Giles C of E Academy Wraparound Care is only available to children who attend our school.

Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

Registration Forms

Parents and Carers will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms **MUST** be returned directly to the school office in a sealed envelope and **NOT** via the book-bags or handed to staff on the playgrounds as they will contain sensitive personal information.

Online Accounts

Once registration forms have been completed you will be given access to the online booking system. Parents will be required to set up a ParentPay account if you do not currently have one. (Please speak to the school office more information about this system.) Bookings can be made session by session or as block bookings payment must be available at the time of booking if payment is not made within 15 minutes of booking, then the booking is automatically cancelled by the booking system. Sessions and places are always subject to availability. The sessions can be booked on ParentPay and **must be booked at least one full week in advance**. This is to ensure that we have the correct ratio of staff according to the age of the children attending.

Late bookings will only be made in exceptional circumstances by the office staff and will only be possible if we have the staff, so are not guaranteed. Late booking could be subject to an additional administration fee*. This will be added to your account at the time of booking by the office staff. Parents should not rely on 'same day' bookings unless in an emergency as places may not be available due to staffing ratios.

Maximum Numbers and Waiting Lists

Currently our staff/pupil ratios allow for 40 children to attend Breakfast Club and 20 children to attend After School Club. Additional staffing will be considered if demand requires it. Wraparound Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those

attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list. Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by St Giles C of E Academy having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

Specific Individual Needs

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable.
- The staffing levels can support the needs of the child. This may not always be possible.

Behaviour

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. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

Opening Hours and Fee Structure

St Giles C of E Academy Breakfast Club:

- Is open term-time only with sessions running from 7:50am
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the full session (7:50-8:45) is £3.70 and is inclusive of breakfast and a cold drink
- Sessions must be booked in advance via our online service
- If your child is of nursery age **7 days advance booking is a requirement.**
- Admin Fee from £5*

St Giles C of E Academy After School Club:

- Is open term-time only with sessions running from 3:20pm to 4.30pm
- Home time to 4.30 = £6.20
- Late charges - £5.00 per 15 minutes. If lateness becomes a regular occurrence your child may lose their place. (See page 7)
- Admin fee from £5*
- Sessions must be booked in advance via ParentPay.

Payments and Refunds

Fees are to cover sessions booked in advance online using a ParentPay account. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information. Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs. Fees are non-refundable for non-attendance such as illness,

holidays, ad hoc events, withdrawal of etc. Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc after you have already made a booking with either After School Club or Breakfast Club. In this instance a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.

If you no longer require the use of Breakfast Club or After School Club e.g., you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies. Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Head Teacher.

Tax Free Childcare

You can use tax free childcare for our Wraparound Care. Please contact our Admin team either by phone on 01977 794179 or admin@stgilesce.net to inform us of your provider so arrangements can be made. All sessions using Tax Free Childcare must be booked in advance for the term and are invoiced separately. These sessions are non-refundable. Any sessions which have to be cancelled by the school will be carried forward to use on another occasion.

Arrival and Departure Policy and Procedure

St Giles C of E Academy Breakfast Club and After School Club will operate a rigorous procedure regarding the security and safety of all children within our care.

There is a clear procedure in place for both arrival and departure of all children attending these clubs. To ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

Breakfast Club

Arrival to the Breakfast Club

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

Children in Year 6 may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.

Children will be handed over to the Breakfast Club staff at the Class 1 Entrance from 7:50am.

Arrival can take place up to 8:30am as breakfast will not be served after 8:20am.

At the beginning of each Breakfast Club session there will be a formal register taken. This will subsequently be handed to the admin team who will cross-reference pupils in attendance at that session against the online bookings made.

Pupils who have not booked into this session in advance will be billed and further attendance not allowed until the debt has been paid. Non-Arrival for Breakfast Club

After School Club

Arrival to After School Club

Pupils will be escorted from their classroom to the After School Club by a member of staff where they will be registered.

Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the After-School Club by the extra-curricular club leader.

If a child has been booked into After School Club, parents/carers must inform the school by no later than 2:30pm if their child will not be attending that day. This is to ensure the safeguarding of your child. At the beginning of each After School Club session there will be a formal register taken. This will subsequently be handed to the administration team who will cross-reference pupils in attendance at that session against the online bookings made.

Pupils who have not booked into a session in advance will be billed and further attendance not allowed until the debt has been paid.

Non-Arrival for After School Club

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

- The designated member of staff will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- The office staff will contact the named Parent ascertain the whereabouts of the child.

Departure from the After-School Club

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

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

For 'first time' pick up, an authorised person will be required to provide a suitable form of identification and the child's agreed password must be used, as After School Club staff will not necessarily know who adults are in the first instance. If a person is added to the authorisation list later, they must be introduced to the staff and their name added to the collection permissions form.

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 had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office on: admin@stgilesce.net

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The Supervisor must be contacted and a full description of the person including their name must be provided.
- To establish it is the named Parent/Carer the Supervisor will ask you to confirm the previously agreed password.
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.

The last pick-up and hand over times for after-school care is 5:30pm (4.30pm on Friday).

Non-Collection of a Child from After School Club

In the event that a child is not collected from the After-School Club by the end of the session, the staff should:

- Establish if a message has been left by the parent/carer

- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.
- A member of staff must remain near the telephone in order to receive the call after 5:30pm.

If the child has not been collected by the end of the Club's registered session and contact with the named parent has not been established the staff must contact other authorised collectors from the registration form.

The staff must inform the Head Teacher or one of the other designated safeguarding leads. After all avenues of contact have been exhausted and the Club has not received any contact from the parent or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact Social Care Direct. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or Head Teacher or a Designated Safeguarding Lead.

Late Collection from After School Club and Associated Fines

If your child is not collected at the end of their booked session, then you will be charged for late collection. If you are late picking up after your collection time, you will incur a £5:00 charge for each 15 minutes you are overdue.

The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where the child/children are picked up late from the After School Club. Children who are late to be picked up after the end of the school day or late to be picked up from extra-curricular clubs, will be put into After School Club and a £5.00 initial charge will be made. Each 15 minutes beyond this initial charge will be billed at £5.00

If you are late to collect your child from wraparound on **3** occasions, we reserve to right to withdraw our services. Refunds will not be issued and you will have to make alternative arrangements for childcare.

Contacting the Breakfast Club or After School Club

By Phone:

During normal school office hours (8.20am – 4:30pm) please contact the school office on 01977 794179; staff will take your message and share it with the staff in our wraparound care team.

After 4.30pm you can message the club on class Dojo or you can ring 01977 794179, wait for the recorded message to answer, and then press 209 to get through to a member of the Afterschool Club team.

By Email:

If you wish to contact either the Breakfast or After School club, please email the school office on: office@stgiles.enhanceacad.org.uk. Messages will be shared with the staff.

Food Provision

Both Breakfast and After School care provide food for your child unless directed otherwise by the parent in writing. Our Wraparound Care staff are aware of the School Food Standards and has received the required training in Food Hygiene. Both the Breakfast and After School care team will provide food that meets the School Food Standards.

Allergies, Intolerances and other food requirements

The team will provide for those children who have food allergies, intolerances or 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-sugar cereal and semi-skimmed milk
- Fresh apple/orange juice

The After School team will provide food options which may include cheese and biscuits, breadsticks, fruit and/or vegetable sticks. Water will be available along with squash.

Sickness & Medication Policy

Sickness

All wraparound care staff members have first aid training. The priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high 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 After School Club who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
- Parent will be notified immediately to collect their child if they become unwell or they develop an illness whilst in wraparound care. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The Breakfast and After School care staff follow the school's First Aid policy which includes the management of medical conditions and intimate care.

Medication

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

Prescribed Medication

The 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 Health Care Plan details e.g. for asthma, etc will be shared by the school with the club supervisor with consent of the parent/carer.



St Giles CE Academy Wraparound Club Agreement

I..... parent / carer
of.....

Have read and accept a copy of the St. Giles Wraparound club policy and agree to abide by the terms therein.

I accept that I am the “contracting parent” for the above child and agree to make payments to St Giles Academy

All payments will be made in advance of attendance.

Medical Allergies.....

List of contacts and their telephone numbers of who will be picking your children up (in order of most frequent adult).

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Collection password

Parents Signature.....

Print Name.....

Date.....

(Please complete, sign and return this page to the Admin team, St Giles Wraparound)