Wraparound Policy

Sir John Heron Primary School

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Introduction

Sir John Heron Primary School provides wraparound care both before and after school. The aim of the clubs is to provide high-quality, out of school childcare for our parents and carers. The clubs offer a range of stimulating and creative activities in a safe environment.

The club operates from 7.45am – 8.40am and from 3.15pm and 6.00pm term time.

Admissions:

- Only children attending Sir John Heron Primary school are eligible to attend the club.
- Any child that requires one-to-one support due to Special Educational Needs and Disabilities will undergo an individual assessment, and where possible reasonable adjustments will be made before a full-time place is allocated.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- Non-contracted pupils are welcomed to use the club provided there are spaces available and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure:

Breakfast club

- Parents and carers are required to bring their child directly to the club and sign them in. You should enter the Sixth Avenue gate and come to the hall doors.
- EYFS and KS1 children will be escorted to their class at 8.40am. KS2 children will make their way to their class by walking internally through the school.

After school club

- Class teachers will take the children to the hall and hand them over to wraparound staff.
- Staff will take the register and where necessary, liaise with the office for any unaccounted children.
- Collection of pupils is from the main hall. Parents must enter via Sixth Avenue to access the hall doors. On occasions, when the hall is being used, collection will be from the Year 6 classrooms.

- When arriving at the hall doors, parents should knock on the door and wait. A member of staff will check against the register for collection details and then dismiss the child.
- Parents must ensure that any person who may collect their child is listed on the registration form and that it is fully up to date.
- Parents must inform the school if their child is going to be absent from the club.

Daily Routine (timings may change):

Breakfast club – 7.45am – 8.40am

- 7.45am –doors open and children can engage in activities.
- 8.00am– breakfast is served and children can select between cereal, toast or yoghurt.
- 8.25am –breakfast is closed. Any children arriving after this time will not be served breakfast.
- 8.30am –activities are cleared away.
- 8.35am –children are escorted to their classrooms.

After School Club – 3.15pm – 6.00pm

- 3.20pm –children are dropped off to the hall by their class teacher.
- 3.30pm –register is taken.
- Children engage with a range of planned activities and also have access to the soft play and playground area.
- 4.00pm – snack is provided.

Staffing

Morning and after school clubs accommodate on average 30 children daily. Staffing is planned according to the ages and ratio requirements of the pupils attending.

Breakfast club staff include:

- Level 3 qualified lead member of staff.
- Level 2 qualified support staff x 2.
- A designated safeguarding lead.
- A paediatric first aid trained member of staff.

After School Club staff include:

- Level 3 qualified lead member of staff.
- Level 2 qualified support staff x 3.
- A designated safeguarding lead.
- A paediatric first aid trained member of staff.

Food

Breakfast club
Children can select between bagels with jam/butter and cereal, with fruit options available.

After school Wraparound club
A snack is provided and cooked on site by the school cook who meets the requirements under School Food Regulations 2014.

Regular staff in the provision have completed Food Hygiene training.

Behaviour

Whilst attending the club, children and staff are expected to follow the school's behaviour policy.

Children are expected to:
- Use socially acceptable language and behaviour.
- Respect one and another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.

Dealing with inappropriate behaviour:
- Challenging behaviour will be addressed in a calm, firm and positive manner.
- If necessary, the child will be temporarily removed from an activity.
- Staff will explain why the behaviour displayed is deemed as inappropriate.
- Staff will encourage and facilitate mediation between children to try and resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the club may decide to revoke the place. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parent/carer upon collection.
- Accident records must give details of: time, date, name of child, nature of the accident, type and location of the injury, action taken and by whom.
- All incidents are dealt with by a qualified first aider.
- Parents of any child who becomes unwell during the club will be contacted.

Payment of fees

Current fees (VAT Exempt)

Club	Amount Charged	Frequency or when applicable	When Charged
Breakfast Club	£1.00	Daily	Daily
Wraparound Club	£8	Discounted to £7 if attending all week.	Invoiced Monthly in advance

We are a registered childcare provider **URN ref 132789** for those that wish to access the Tax-free childcare scheme for payments.

Late fees

A £10 late fee will apply for payments not made by their due date.

Related Whole School Policies:

- Safeguarding policy
- Equality policy
- Health and safety policy
- Behaviour policy
- Charges and Remissions policy