

Red Hill Field Primary School



Wrap-around care policy

Introduction

The purpose of the breakfast and after-school clubs is to offer our parents high-quality wrap-around care. Our goal is to offer a wrap-around care programme where everyone is appreciated and welcomed. We are completely devoted to collaborating with parents or carers to offer children high-quality, secure, and exciting care, learning, and play experiences. Offering a variety of creative and exciting activities in a secure setting.

The **breakfast club** operates from 7.30 am – 8.45 am during term time.

The **after-school club** operates from 3.15 pm – 5.45 pm during term time.

Emergency Telephone Numbers:

In case of emergency please contact the school office number **0116 2841500**, out of office hours choose option 4 for Breakfast and After School Club or **07762 879641**

We provide care for children between the ages of 4 and 11.

Places are offered on a first-come-first-served basis, with a capacity of up to 45 children per session. We request that, where possible, bookings for breakfast club are made by 4 pm the previous day and for the after-school club by 2 pm that day.

Places can be booked in advance for as long as needed. To do this just inform the office of the required sessions and for how long. If all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

Club Fees:

Breakfast club	£5.50
After-school club	
Short session 3.15 pm – 4.30 pm	£5.50
Long Session 3.15 pm – 5.45 pm (snack included)	£8.50

A copy of this policy is available on the school website, with an up-to-date price schedule.

Admissions

- Only children attending Red Hill Field Primary School are eligible to attend.
- Fees must be paid for agreed days, even when a child is absent.
- All places are subject to availability.
- Pupils can use the club on an ad-hoc basis provided there are spaces available.
- Children must be collected by 5.45 pm, or a late fee will apply.

- We reserve the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.
- Unpaid fees will result in the child's club place being withdrawn and debt recovery processes initiated.

Arrival and Departure

Breakfast Club

- Parents/Carers are required to bring their child directly to the external foyer at the main school entrance, the staff will be alerted to your arrival when you press the doorbell situated on the right of the doors.
- Parents should wait until a member of staff comes to let the child into the club. At no point should a parent ring the bell and just leave their child at the door.
- Only children in years 4, 5 and 6 with prior consent would be expected to come by themselves.

After school club

- When a child is collected at the end of or during a session, the parent/carer or named collector will ring the doorbell to alert a member of staff that they are collecting a child.
- Parents/carers must ensure that the office is informed of any person who may collect their child.

Behaviour

Whilst attending Club children are expected to follow the school ethos and rules. The school behaviour management policy applies at all times, including rewards and sanctions.

Unacceptable Behaviour

- Staff will deal fairly but sympathetically with unacceptable behaviour.
- Parents will be informed if it has been necessary to discipline their child.
- All incidents will be treated individually, but serious incidents will be recorded and reported to the Headteacher.
- Should unacceptable behaviour persist, a verbal and/or email reminder will be given to parents, informing them that the club place is at risk if the behaviour continues.
- If a child's persistent inappropriate behaviour puts other children at risk, or makes it difficult/impossible for the Club to function properly, as a final resort, parents will be advised in writing, that the child can no longer attend Red Hill Field wrap-around care.

Principles of Inclusion

Our School is fully committed to the principles of inclusion, this includes within our clubs. Inclusion is a process by which policies, culture and practices are developed to include all young people. The interests of all children are safeguarded. Comments or acts expressing discrimination will be challenged sensitively but firmly.

SEND Provision

We are aware that some children have special educational needs and/or physical disabilities, that may require particular support and assistance.

We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare and development.

For us to provide this we ask that if your child already receives additional support during the school day, then before booking a club place contact the SENDco, who will liaise with club staff to ensure the appropriate provisions can be put in place.

First Aid

The school first aid and administration of medication policy applies at all times.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, the school office will inform the Club of their absence.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff.
- If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 5.45 pm parents/carers will be contacted in the first instance by telephone.

The additional contacts parents/carers have provided will be telephoned in the second instance.

If these contacts are unavailable and there is still no contact by 6.00 pm then the headteacher will be informed.

After approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. An initial fee of £5 will be applied for late collection up to 6.00 pm from then onwards £1 per minute per child. This charge must be paid via ParentPay immediately.

Payment of Fees

Fees are to be paid in a timely manner to the appropriate item on ParentPay, and payment is due for all pre-booked sessions even if your child is unable to attend their booked session*. If payments are ever in arrears by more than 1 month the reservation place in the club may be reviewed.

If a parent is experiencing difficulty with the payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

Payments must be made via ParentPay. Childcare vouchers are also accepted, if used the office should be informed.

**Parents can cancel their sessions by giving the office 24 hours' notice prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.*

Related Whole School Policies

The before and after school club is an extension of the school, so all school policies apply to the running of this provision.

Of particular note are:

- Safeguarding and Child protection policy.
- Equal opportunities policy.
- Health and Safety policy.
- First aid and administration of medicines.
- Behaviour Policy
- Online Safety Policy
- Debt Recovery Policy