

Dropmore Infant School
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Policy No: 067

Policy Title: Wraparound Care Policy

Issue No: 003

Effective Date: September 2023

Next Review Date: September 2024

Approved by Chair of Governors:

Date: 05.09.2023

Introduction:

The purpose of our wraparound care is to provide high quality affordable out of school hours cover for our parents/carers. The children have the opportunity to extend their day within the school building and to join in a variety of activities on offer.

Aims:

- To provide a happy, safe and welcoming place at the start and end of the school day where children are valued.
- To provide activities that are fun, varied and stimulating.
- To provide an affordable childcare facility for parents/carers.
- To be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is attending wraparound care.

Operating Hours:

Wraparound care will operate during term time only, excluding inset days. Operating hours are:

- Breakfast Club: 8:00am - 9:00am (Children must be onsite by 0820 to receive breakfast)
- Early Drop-off: 8:30am – 9:00am
- Flexible After School Care: 3:00pm - 5:30pm (4pm on Fridays)

After school care will not run on the last day of every term (Christmas, Easter and Summer).

A copy of this policy will be provided to all parents of children attending the sessions and is also available on the school website. All parents must sign the parental agreement form for each child attending and adhere to the terms of this policy.

Staffing:

- The club will be staffed at least 1 adult for every 8 children. This ratio will be maintained at all times during club operating hours.
- The wraparound care leader and at least one other staff member will be on site at all times.
- At least one member of staff on site will hold a Paediatric First Aid and Food Hygiene certificate.
- The wraparound care leader will have the relevant qualifications and/or experience to provide care for pupils.

Admission & Registration:

- Wraparound care is for use by pupils attending Dropmore Infant School only.
- All places are subject to availability.
- A password will need to be provided during the school registration process, to be used if another adult is collecting the child.
- Participation in wraparound care can take place any time during the school year.
- Parents must sign the parental agreement to adhere to the terms of this policy. A copy of this policy will be provided and is also available on the school website. (See Appendix 1)
- Parents requiring ad hoc places are welcome to use our wraparound care provided there are spaces and they have previously signed the parental agreement.
- Pupil's attendance is recorded in a register on the Gateway app.

Booking Places:

- Places for Breakfast Club and After School Care can be booked termly in advance at £3 per half hour or £6 per hour via the School Gateway booking system.
- Once a place has been allocated, it will remain theirs until the parents give notice to withdraw their child in accordance with the cancellation policy.
- Any new applications should be made to the school office.
- The breakfast and after school club will have a maximum of 16 places. If there is a consistently higher demand for places, a small panel will decide whether to increase the provision.
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to availability, ad hoc places can be booked up to the actual day via the School Gateway booking system.
- If no places are available, a strict waiting list will operate.
- If a place is offered whilst on the waiting list, but is not taken, the child will be removed from the waiting list. Any future applications will be considered as new.

Fees & Payments:

- ❖ Fees will be reviewed annually.
- ❖ Sessions are charged at £3 per half hour/£6 per hour.
- ❖ Early Drop-Off is charged at £3 per session.
- ❖ Payment must be made by childcare vouchers, bank transfer, via in app payment, cash or cheque.
- ❖ Payment should be made at the time of booking
- ❖ Any amounts overdue will be followed up with a verbal reminder. If an invoice is overdue for 14 days, a reminder email will be sent. If the amount is still outstanding after 21 days, parents will be given notice of withdrawal of their child's wraparound care place. This place will then be offered to a child on the waiting list.
- ❖ A late collection fee of £5 for every 10 minutes or part thereof will be applied and added to the next invoice.

Arrivals & Departures:**Breakfast Club and Early Drop-off**

- Parents/carers arrive at the front door and ring the doorbell. This will alert the staff members to come and greet the children. The door will only be opened by staff from 8am onwards. Children will be taken into the hall where the breakfast club and early drop-off takes place.
- Breakfast will be served between 8:00-8:20am.
- At the end of the session, pupils will walk to their classroom.
- Any information/handover to the class teacher will take place at this time.

After School Care

- At the end of the school day, the children will be taken to the cottage or school hall where the After School Care will take place.
- Any information / handover to the Wraparound care team will take place at this time.
- Children may be collected from After School Care any time before 5:30pm
- Children may be collected by a parent or any other person authorized by the parent on the registration form. Any person collecting must be 16 years or over. Any person collecting, if not the parent, must know the password to sign them out.
- Parents collect their child(ren) from the front door and ring the doorbell. This will alert the staff members to bring the child(ren) to them.

Provision:

- From 3:00pm – 4:00pm there will be two options for our children: After School Clubs or After School Care.
- A range of After School Clubs are offered by external providers and charged separately.
- After School Care is part of our wraparound care provision and is planned by our wraparound care staff. It provides opportunities for indoor and outdoor play, art and craft activities, reading and story time.
- At 4:00pm only After School Care will be available. The children will be offered a light snack at this time.

Behaviour:

- Whilst attending Wraparound care, all children are expected to follow the School Behaviour Policy.
- Wraparound care staff will use the school's behaviour procedure and this will be on display in the Hall and Cottage.
- Wraparound care will consult with parents in cases of persistent inappropriate behaviour. If after consultation with parents the child continues to display inappropriate behaviour, the child may be excluded from Wraparound Care.

First Aid:

- All accidents will be recorded in the school's First Aid and Illness Report Register. A copy of the report slip will be handed over to the parent at the end of the session.
- All incidents are dealt with by a qualified first aider.
- At least one Paediatric First Aid trained person will be on site during the wraparound care.
- Parents of any child who becomes unwell during the session will be contacted immediately.

Medical Conditions:

- ❖ It is the parent/carer's responsibility to inform the wraparound care staff of any medical conditions/allergies that could affect the child during the session.
- ❖ Staff will administer prescribed medication only if:
 - it is in its original container with a dispensary label
 - the necessary medical consent form has been signed
 - staff are confident they understand the instructions and have received training if relevant.
- ❖ It is the parent/carer's responsibility to ensure all medication, including emergency medication, is still within use by date.
- ❖ It is the parent/carer's responsibility to inform the school office of any changes to medical information.
- ❖ Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written. The original plan will be shared with the wraparound care staff.

Late Collection:

- Emergencies may arise where a parent/carer is unable to pick up at the allotted time. It is essential that you inform the school if you know you will be late by calling the school on 01753 644403. A message should be left on the school answerphone if the call is not answered. Late collection charges will apply.
- If a child is not collected at 5:30pm and no message has been left, staff will attempt to contact the parent or another authorised person on the list of contacts. When the child is collected, the time of collection will be recorded and late collection fees will be applied.
- If a child is not collected by 6:00pm, the staff will contact the Buckinghamshire First Response Team. The police may also be notified.

Cancellations:

- Any cancellations should be made via School Gateway.
- Refunds for cancelled sessions will only be made for absences which are due to attending formal school trips, visits or events.

Safeguarding:

The Dropmore Wraparound Care team recognises its legal duty to protect children from harm and respond to child abuse. Every child, regardless of age has, at all times and in all situations, the right to feel safe and protected.

The wraparound care team has a responsibility for the care, welfare and safety of the children that attend the wraparound care. In order to achieve this, all staff in whatever capacity will, at all times, act proactively in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm. Please refer to the Child Protection Policy for more information about safeguarding at Dropmore Infant School.

Related Whole School Policies:

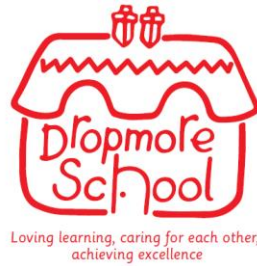
- Policy 002 Behaviour Policy
- Policy 022 Health and Safety Policy
- Policy 026 Child Protection Policy
- Policy 034 Complaints Policy
- Policy 056 Equalities and Cohesion Policy
- Policy 058 Managing Medicines Policy

The school Complaints Policy is available from the school office or can be found on our school website.

Equality Impact Assessment:

We are committed to provide wraparound care that caters for the needs of all pupils by providing activities that are both suitable and accessible to all and that enable all pupils to participate fully and be actively involved, irrespective of special educational or medical needs or protected characteristics.

APPENDIX 1



Wraparound Care Parental Agreement

I, _____ parent/carer of _____
have read and accept the Dropmore Infant School Wraparound Care Policy and agree to abide to the terms within.

I accept that, should my child's behaviour be unacceptable during the sessions, there is a possibility he/she may be excluded from the sessions.

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____