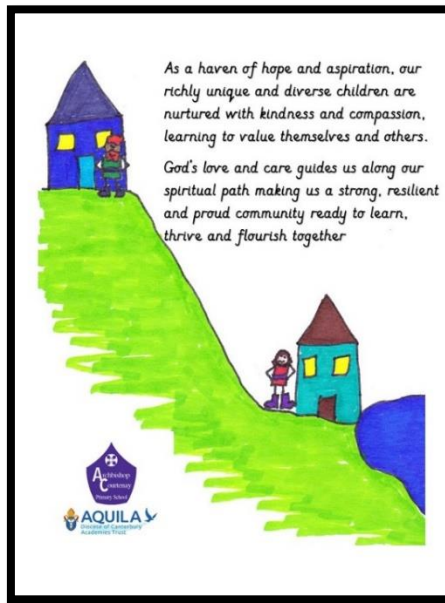


Archbishop Courtenay Church of England Primary School

Wrap-Around Care Policy



Values: Aspiration, Compassion, Respect, Friendship, Resilience

'To know the plans I have for you, to give you a future and a hope'

Jeremiah 29:11

Reviewed September 2024

Adopted by Local Board: TBC

Date of next Review: September 2025



Wrap-Around Care Policy for Archbishop Courtenay Primary School

This policy outlines Archbishop Courtenay Primary School's commitment to providing high-quality, safe, and affordable wrap-around care for our pupils. Wrap-around care refers to childcare services that extend beyond the core school hours, providing parents with flexibility and support.

Aims and Objectives

- To offer a safe, stimulating, and happy environment for children.
- To provide a range of creative, stimulating, and meaningful play, recreational, and educational opportunities for children.
- To provide breakfast and/or afternoon snacks and drinks.
- To inform parents of any concerns that may affect their child's progress or behavior.
- To ensure equality of opportunity in all activities.
- To be open, welcoming, and available to discuss their child's individual needs.

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
- ensure confidentiality at all times
- 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 and CARERS – We will endeavour to:

- ensure that our child only attends sessions that are booked in advance online
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's Core Values 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

Breakfast Club – 7:30am-8:30am = £4

If you receive Universal Credits, this will be **£0.60** (in a cashback style system)

If you use tax-free childcare vouchers, this will be **£3.20**

Wraparound Care 3:15pm-6pm = £12

If you receive Universal Credits, this will be **£1.80** (in a cashback style system)

If you use tax-free childcare vouchers, this will be **£9.60**

To start making bookings, please simply:

- Visit <https://archbishop-courtenay.cbfs.uk> to access the online booking system
- 1. Register your online booking account (5 mins).
- 2. Use the 'Bookings' dropdown menu at the top of your Dashboard to begin requesting your sessions.

What types of booking are available?

As of today, you will be able to request a Permanent Booking to start from the beginning of the new school year. A 'Permanent Booking' refers to securing the same sessions each week, guaranteed on a rolling and ongoing basis.

You are able to start making Ad-Hoc Bookings online. Booking sessions on an ad-hoc basis refers to securing individual dates with no ongoing commitment, subject to availability at the time of booking.

If you expect to book only on an ad-hoc basis, we recommend that you still register your account now, to ensure you are prepared to secure any spaces you need without delay.

Spaces and availability

Please be aware that wrap around care operate with strict capacities, for which available spaces will be allocated on a 'first come, first served' basis. Demand for available spaces is likely to be high, so (should you require childcare) please do act as soon as you can to avoid disappointment.

Queries and system support

If you have any questions, or difficulties navigating the online booking system, please contact Childcare Bookings for Schools (our partner for any administration, booking and finance aspects of our wraparound care) directly:

- Via phone: 01444 523335
- Via email: archbishop-courtenay@cbfs.uk

Their office operates between 9am and 5pm, Monday to Friday, all year round (including the school holidays). Our ABC office staff will be unable to help with making bookings/ using the new system.

When will payment be due for any bookings made?

For permanent bookings – Monthly bills, for the exact amount of that month's childcare, are processed in advance on the 1st working day of each month. For example, a permanent booking made now will not incur any charge until 1st September. At this point, you do not need to do anything – payment will be taken automatically for all booked sessions falling in September. For ad hoc bookings – Payment is due at the time of booking, in order to checkout and complete the process.

What payment methods are available?

We can accept payments via Card, Childcare Vouchers or the Tax-Free Childcare scheme.

Payments cannot be made via BACS, cash or cheque (either at club or direct to our office).

How do I pay via Childcare Vouchers or using the Tax-Free Childcare scheme?

Once you have registered an account on our online booking system, simply send us a Childcare Voucher or Tax-Free Childcare payment. Once the payment reaches our bank account, these funds will be credited to your Online Account Balance. Your Online Account Balance can then be used as a payment method when making bookings.

Please allow 4 days for any Childcare Voucher or Tax-Free Childcare payments to reach us. To avoid any further delay, please provide us with your child's unique Tax-Free Childcare reference in advance; or use your child's full name as the reference for any Childcare Voucher payments. Simply continue to make your payments in exactly the same way.

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 of time deemed appropriate by the Senior Leadership Team.

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 from 7:30am at the front of the school. At the beginning of each Breakfast Club session there will be a formal register taken.

Pupils who have not booked into this session in advance will be billed and further attendance not allowed until the debt has been paid. Monies will not be refunded for absence.

Departure from the Breakfast Club into the school day: Children will be released from the school hall by the Breakfast Club staff at 8:30am and they will walk to their internal classroom doors.

After School Club

Arrival to After School Club: Pupils will walk to The Nest, where they will be registered.

At the beginning of each After School Club session there will be a formal register taken.

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 and the school office to ascertain attendance at school that day.

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. Please collect your child from The Net, via the side green gate and walk along the balcony.

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 office@abc.aquilatrust.co.uk

The last pick-up and hand over times for after-school care is 5:55pm, ready for a 6pm close.

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:

- 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 a call,

The Out of Hours Wraparound Care number is **07351 560 651**.

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 the Local Authority's Designated Child Protection Officer. 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 every 5 minutes late. If you are late picking up after 6pm you will incur a £5.00 charge for each 5 minutes you are overdue.

The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where a 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 at 3:30pm or late picking up from extra-curricular clubs, will be put into After School Club and a £2.00 initial charge will be made for the first 15 minutes. After 30 minutes, the full After School care cost will be charged.

Contacting the Breakfast Club or After School Club By Phone:

During normal school office hours (8:30am – 4:00pm) the school office staff will take your message and share it with the staff in our wraparound care team.

If you wish to contact either the Breakfast or After School, please email the school office on: office@abc.aquilatrust.co.uk. Messages will be shared with the staff.

The Out of Hours Wraparound Care number is **07351 560 651**.

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

- 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

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 at the 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. This can be found on our website:

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.