

Ethelbert Road Primary School



Wraparound Care Policy

(Breakfast club and After School Care)

Together We Thrive

Aims

To provide an affordable, 'wrap-around' childcare facility for parents/carers.

To provide a welcoming, safe and secure environment for pupils before and after the school day.

To provide children with nutritious food, as appropriate to the time spent in each setting, in a pleasant, calm and relaxed environment.

Organisation – Breakfast Club

Breakfast Club is open to all pupils attending Ethelbert Road Primary School from Reception to Year 6.

Breakfast club is open from 7.55 am – 8:45am.

Children should arrive no later than 8.15am to receive a breakfast. This enables staff to clear food and clean the classroom before the start of the school day.

Breakfast club is held in the wraparound care room.

Each child attending Breakfast Club should be escorted to the side gate by a parent/carer. It is the responsibility of the parent to ensure that their child/ children are handed over safely to the staff.

The child's details, medical conditions, emergency contact details, and additional emergency contact name, address and telephone number are kept in the School Office which is accessible to breakfast club staff. It is the responsibility of the parents to ensure that the office is informed of contact changes.

At 8.45am, the school is open to all pupils and the children are dismissed from breakfast club to their respective classes.

Organisation – After-School Care

After-School Care is open to all pupils attending Ethelbert Road Primary School from Reception to Year 6.

After-School Care is open from 3.15pm – 5.30pm, Monday - Friday.

After-School Care is held in the wraparound care classroom and school playground (weather permitting).

Each child attending After-School Club should be collected from the side gate by a parent/carer or authorised contact. If there are any changes to who collects your child's please contact the wraparound care mobile, this can be found in our school newsletters.

The child's details, medical conditions, emergency contact details, and additional emergency contact name, address and telephone number are kept in the School Office which is accessible to breakfast club staff. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Staffing and supervision

Breakfast Club and After-School Care are run with a minimum of 2 members of staff; often numbers attending require 3 members of staff. We can only accommodate 30 children per session.

The children are adequately supervised at all times.

At least two staff members are on duty at all times and the Headteacher (Designated Safeguarding Lead), or in her absence, a designated member of senior staff and Deputy Designated Safeguarding Lead is contactable on a daily basis in the event of any queries or staffing issues.

For both clubs, at least one staff member on duty holds a current first aid certificate.
For both clubs, at least one staff member holds a food hygiene certificate level 2.

Safeguarding and Health and Safety

In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club and After-School Care have current enhanced DBS clearance and regular Safeguarding Training (at least yearly). These records are held in the school office.

Breakfast Club and After-School Care staff follow existing school policies and procedures for:

- safeguarding
- child protection
- fire and emergency procedures
- staff code of conduct
- Medical and First Aid
- Cooking
- Mobil Technology and Social Media
- Acceptable Use (ICT)

It is the staff's responsibility to read, understand and follow all school policies, not just those listed above.

Where ICT equipment is used, they also follow the school's On-line policy and procedures. Children are registered as they enter and exit the wraparound care room. Staff at each club retain their registers. In case of an emergency where children have to be evacuated from the building, the register will be taken and the children checked against it to ensure they are present. If required the staff can seek support from Ospringe Primary School.

Food and activities – Breakfast Club

A variety of breakfast choices are available to children, including toast and cereals.

Water, fruit juice and milk are available to drink.

Fresh fruit is available at every session.

All allergies/intolerances should be notified to staff via the school office.

Following breakfast, a variety of activities will be on offer for the children to participate in.

Food and activities – After-school Club

A small snack is provided to all attending After-School Care up to 4.30pm. For those children attending After-School Care up to 5.30pm a light meal will be provided. This will follow the set menu and is designed to complement the lunchtime school dinner on offer to pupils.

All allergies/intolerances should be notified to staff via the school office.

Weather permitting, a variety of indoor and outdoor activities will be on offer for the children to participate in.

Emergencies

In the event of a serious accident or illness, staff will contact the parent/carer or the nominated contact provided on school records.

All staff who supervise both Breakfast Club and After-school club are First Aid trained and the procedures set out in the school's First Aid Policy will be followed.

All medication administered will follow the existing school policy.

Behaviour

The school recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment.

Whilst attending Breakfast Club or After-School Care, children are expected to abide by the School Behaviour Policy.

We reserve the right to withdraw a place in the event of unacceptable behaviour.

Costs

Fees – Breakfast Club

£3.00 per session per child

Fees – After-school Club

£5.00 per session per child up to 4.30pm

£9.00 per session per child up to 5.30pm

If you're child attends a school paid club before needing after school care, the cost for this remaining after school care session 4.15pm – 5.30pm will be £5.00.

If they attend a school club that is free, you will need to pay for the whole after school care session up to 5.30pm £9.00.

These fees are to cover the cost of:

Staffing and administration.

Food

Equipment

Day to day running costs.

Fees are payable in advance by either payment directly into the account or by cheque or cash into the school office.

We also accept childcare vouchers – this can be arranged via the school office.

Fees will be reviewed annually during the Summer Term and parents/carers will be notified of any changes.

Booking

Regular places must be booked a term in advance. Additional and ad-hoc sessions may be booked, dependent on availability, however 24 hours' notice will be required, if possible all additional breakfast and after school club bookings MUST be made by Thursday at 3pm for the following week. This is so that we can ensure we have the appropriate adult to child ratios whilst giving our staff plenty of notice.

Last minute bookings cannot be guaranteed due to numbers increasing in after school care, so, if you are asking for a late booking please be prepared for the office to say there is no space for this late booking request.

Cancellation

If you wish to cancel your child(ren)s place we ask that we receive at least 24 hours' notice. If no notice is given the cost of the session will still be charged.