



WRAP AROUND CARE POLICY

Approved by:	Lucy Ainsley	Date:
Last reviewed on:	N/A - First Edition	
Next review due by:	December 2023	

Our Core Aims

- To provide an affordable, childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils to have Wrap Around Care before and after school hours.

Introduction

Trimley St Martin Wrap Around Care is run by Trimley St Martin Primary School and exists to provide high quality out-of-school hour childcare 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 to enhance the curriculum and interests of the pupils.

The care operates term time only (excluding inset days) from:

- 7:45am – 8:45am
- 3:30pm – 5:30pm

Current costs can be obtained from the School Office and the school Childcare Payment Policy.

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

Admissions

- Only children attending Trimley St Martin Primary School are eligible to attend Wrap Around Care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- Parents requiring ad hoc places are welcome to use the Wrap Around Care provided there are spaces and parents/carers have previously completed the registration process.
- All Wrap Around Care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Booking places

- Places for Wrap Around Care are to be booked via the school office and all payments must be made prior to the session attended.
- Priority for places will be given to those pupils that have pre-booked sessions.
- Subject to space, ad hoc places can be booked up to the actual day.

Pricing Policy

- The Wrap Around Care is intended to be non-profit making and the fees charged cover the cost of staffing, equipment and day to day running costs.
- It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month's notice of this.
- All bookings and fees are to be paid by a Thursday each week prior to the week they are attending.
- Payment is due for all booked sessions if no notice is given for non-attendance.
- Refunds are only given in the case of illness.
- Fees must be paid via the school office. (Payment can be cash or cheque).

- A receipt will be provided detailing the sessions that payments have been made for.
- Parents should keep their receipts as proof of payment.
- 10% fee will be charged for late payments.

Staffing

- The Wrap Around Care leader will have relevant qualifications to provide care for pupils
- At least one member of the team will also hold a paediatric first aid and food hygiene certificate.
- The club will be staffed at a maximum ratio of 1 adult for every 10 children for pupils over 8 years old and 1:6 for children from 4-7 years old.
- At all times the Wrap Around Care leader will be present and in addition the one other staff member.
- Staff breaks will be timetabled but ensuring that effective ratios are maintained.

Arrivals and Departures

Breakfast Club:

- Parents/ Carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult).
- Parents are to enter via the blue gates and ring the end hall/first aid doorbell. This will alert the staff members to come and greet the children. (Please do not drive into the staff car park).
- At the end of the session, pupils will be escorted to meet their class.
- Any information/ handover to the class teacher will take place at this time.

After School Care:

- Registers will be provided to the Wrap Around Care staff each day to ensure staff know whether pupils have attended school that day.
- Parents must call the school office if their child is going to be absent from any session using the usual absence reporting procedures but making it clear that it is absence from The Wrap Around Care.
- Children will continue to stay within the school building once their class have been dismissed. The teacher/ support staff will then drop children off at After School Care to ensure they arrive safely.
- Any information/ handover to the Wrap Around team will take place at this time.
- Parents are to collect pupils via the blue gates and ring the end hall/first aid doorbell. This will alert the staff members to bring the child/ren to them. (Please do not drive into the staff car park).
- Parents/ Carers are responsible for collecting pupils from after school care (we will not release pupils without a named adult).

Provision:

- A range of activities are planned for the pupils depending on their interests and needs.
- From 3:30pm, there will be two options for our pupils: extended curriculum clubs or after school care.
- Extended Curriculum clubs are planned by a variety of providers (school staff) who may offer sporting activities and Wild Wood for our pupils.
- After School Care provision is planned for by our Wrap Around Care team and provides opportunity for pupils to complete homework, experience art and craft activities, ICT opportunities and access our outdoor provision.

Behaviour:

Whilst attending The Wrap Around Care children are expected to follow the school behaviour policy.

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 Wrap Around Care Leader may decide to exclude the child. 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 Wrap Around Care accident book, accurately reported to the parents/carer via a telephone call.
- Accident records will give details of the time, date and nature of the accident; details of the child involved; 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 session will be contacted immediately.

Medical conditions

- It is the parent's/carers responsibility to inform the Wrap Around Care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school Policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main 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 Wrap Around Care staff.

Related Whole School Policies:

- Behaviour Policy
- Child protection and safeguarding policy
- Equal opportunities policy
- Health and Safety policy
- Children with Medical Conditions Policy
- Lone Working Policy
- Complaints Policy

Complaints:

The school complaints policy is available from the school office or can be found on our school website.

Monitoring and Evaluation

This policy will be reviewed annually by the Head teacher, staff and governors.

Trimley St Martin Primary Wrap Around Care:

Parental Agreement



Iparent/carer of have read and accept a copy of the Trimley St Martin Primary School Wrap Around Care policy and agree to abide by the terms therein.

I accept that all sessions need to be booked in by Thursday of the previous week; paid for in advance via the school office- cash or cheque { Suffolk County Council} or Parentmail Pay+.

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 (following a period of partnership work with the school).

I accept that Trimley St Martin Wrap Around Care will use the permissions obtained within the schools Yearly Consent and Photo Permission Forms.

Person with parental responsibility

Print name

Date

Signedon behalf of Trimley St Martin Primary School

Print Name

Date

Trimley St Martin Primary School Wrap Around Care:

Pupil Registration & Medical Information Form

(2 pages)



Pupil personal information

FIRST NAME:	SURNAME:
HOME ADDRESS:	

Parent contact information

Emergency contact 1	Title: Forename: Surname: Relationship to child: Contact number:
Emergency contact 2	TITLE: FORENAME: SURNAME: RELATIONSHIP TO CHILD: CONTACT NUMBER:

Is there a current healthcare plan in school for your child? (Please circle): yes no

Doctors practice & contact details:

Dietary Information

Allergies? Please detail:

Dietary requirements: Please detail:

Medication Details: *(please include inhalers and epi-pens)*

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

Use of sun cream and sun glasses:

In the warm weather, we promote the 'Slip, Slop, Slap, Seek' guidelines for protecting pupils from prolonged periods in the sun.

Slip on a t-shirt
Slop on some sun lotion
Slap on a hat
Seek some shelter

Sun cream:

Please indicate if you will be providing sun cream for your child (we are not able to apply the sun cream, however will supervise this being put on).

I will/ will not **(please delete)** be providing sun cream lotion for my child.

Sunglasses:

Sunglasses are now also advised to be worn in sunny conditions.

Please indicate if you will allow your child to wear sunglasses outside (we cannot accept any responsibility for injuries caused wearing sunglasses).

I do/ do not **(please delete)** allow my child to wear sunglasses outside.