

# Wrap Around Care Provision Policy



Policy Approved/Updated	May 2024
Policy Review Date	March 26
Reviewer	C Hornsby and School Governors

# Contents

<b>Wrap Around Care Provision Policy .....</b>	<b>1</b>
<b>Contents.....</b>	<b>2</b>
<b>Our Mission Statement .....</b>	<b>3</b>
<b>Behaviour Expectations.....</b>	<b>4</b>
<b>Pupils and Parents Agreement .....</b>	<b>5</b>
<b>Payments and Bookings .....</b>	<b>5</b>
<b>Costs for Sessions .....</b>	<b>6</b>
<b>Late Pick Up Fees .....</b>	<b>6</b>
<b>Opening Times.....</b>	<b>6</b>
<b>Contact Information.....</b>	<b>6</b>

# Our Mission Statement

*What would Jesus do?*

??????

*Do what Jesus did!!*



*Our Mission:*

*To make good choices in all areas of our lives, using Jesus as our role model.*

## Our Aims

We aim to

- Provide a safe, fun environment where the pupils feel loved safe and are able to play freely.
- Provide the opportunity for all children to participate but also for them to rest and have quiet time as and when they want it.
- Give all pupils the chance to learn through exciting activities based on the school's broad and balanced curriculum.
- Help pupils to develop responsibility for themselves and their actions, and to become confident, independent, and cooperative individuals.
- Encourage pupils to have a positive attitude and respect themselves and other people.
- Promote a positive relationship with parents and work in partnership with them to provide high-quality play and care for their children.

## The school is committed to the following:

- Providing varied care and play opportunities for pupils that cater for a range of interests and abilities.
- Ensuring activities within wrap around care provision are inclusive, not discriminatory, and accessible for all.
- Ensuring activities promote the social, emotional, and mental health of all pupils.
- Providing pupils with access to a variety of facilities and equipment that are safe to use, and ensuring pupils are always supervised.

- Ensuring staff running wrap around care provision always put the needs of pupils first.
- Adhering to relevant legislation that always keeps pupils safe and free from harm.
- Ensuring staff always adhere to their safeguarding duties and report any concerns they may have to the Designated Safeguarding Leads.
- Ensuring staff are qualified, and that any volunteers and staff on duty have undertaken the relevant security checks and these are listed in the Single Central Record.
- Promoting a positive and inclusive environment for pupils and tackling any incidents of bullying immediately.
- Listening and responding to pupils' views and concerns.
- Keeping parents informed of school policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing pupils' achievements, experiences, progress, and friendships, along with any difficulties that may arise.
- Ensuring pupils are provided with food that promotes healthy choices and a balanced diet.

## Behaviour Expectations

Our children who attend our Wrap Around Care Provision are expected to show the same expectations of good behaviour as listed in our school Behaviour Policy and Values Curriculum

**We encourage positive behaviour in Wrap Around Care Provision and pupils demonstrate our HEART Values. We will endeavour to ensure that pupils are:**

- Is careful and kind to each other.
- Is polite and friendly to all.
- Is helpful to each other.
- Enjoys playing and working together.
- Follows the agreed rules and our Behaviour Curriculum.

**Everyone in Wrap Around Care Provision has agreed to:**

- Recognise and highlight positive behaviour as it occurs.
- Ensure children are praised for behaving well.
- Explain and model behaviour we wish to see.
- Encourage children to be responsible for their own behaviour.
- Inform parents about their child's good behaviour.
- Keep our children safe from harm in accordance with the School's Safeguarding Policy

# Pupils and Parents Agreement

To ensure our Wrap Around Care Provision is efficient and effective, we ask that both pupils and parents commit to the following:

## Pupils:

- Act in accordance with the school's Behaviour Policy and our HEART Values.
- Treat everyone with respect and kindness.
- Participate where possible.
- Talk to a member of staff if you have been bullied or witnessed any bullying take place.
- Will always respect and look after the equipment and resources.

## Parents:

- Read all the relevant school policies which are available on the school website.
- Book an breakfast club or afterschool club place.
- Pay for fees within the specified timeframe.
- Inform us or the school office if anyone else is to collect your child.
- Work with us to achieve the best for your child.

# Payments and Bookings

**Bookings for Wrap Around Care Provision are required** via your child's Arbor account. Bookings can be made a term in advance. Parents that pay via the childcare voucher scheme can also book this way, when payments, your child's account will be credited. Please ensure you have booked your child on the day before the intended attendance.

If you do forget or unable to book, then the Wrap Around Care staff can do this for you if you have informed us via email by 2:30pm the same day – [admin@sacredheart.notts.sch.uk](mailto:admin@sacredheart.notts.sch.uk)

There are 30 place in the afterschool club and to ensure staffing ratios are correct places must be booked in advance.

**If a pupil is not booked on to afterschool club and is expecting to stay there will be an administration fee of £2.50 added to the fee of the session.**

***As we allow sign up to our wrap around provision without pre-payment, we do ask that any balances are cleared at the end of each month.***

You will be sent reminder notifications of any outstanding balances weekly. Failure to clear balance

after 30 days will result in the immediate cancellation of any future provision until the debt is cleared in full. You will receive a 14-day debt letter prior to this action being taken. If you are struggling financially, then please contact us in confidence.

## Costs of Sessions

- Breakfast Club: 07:45 am to 08.45am (includes breakfast served till 08:15am), £3.50 per session.
- After School Club: 3.30pm until 4.30pm, £4.50 per session.

**If your child is in receipt of Pupil Premium we are able to offer a discounted rate. This would be £1.50 for the Breakfast Club and £2.50 for the Afterschool Club.** We are no longer able to fully fund the places.

## Late Pick Up Fees

After School Club currently closes at 4.30pm. If a child is collected later than these times, then a late pick-up fee is applied. If children are attending other clubs/events after school ending at 4.30pm and not collected on time they will be placed into after school club and charged at the normal rate. This will be **charged at £2.50 for every 5-minute late intervals per child.**

If you know you will be late to pick up, please call the wrap around care mobile number to let staff know, we can also get in touch with your emergency contact to collect in the event you are not able to if permitted.

**The school has the right to refuse the provision for pupils if they are collected late more than three times a half term.**

## Opening Times

Breakfast Club is open Monday to Friday during term-time only, (excluding Bank Holidays and INSET Days) and open from 7.45am until 8.45am.

After School Club is open Monday to Friday during term-time only, (excluding Bank Holidays and INSET Days) starts at 3.30pm until 4:30pm.

## Contact Information

Email: [admin@sacredheart.notts.sch.uk](mailto:admin@sacredheart.notts.sch.uk)

School Office: 0115 9112117