



Christ Church
Primary School

Wrap Around Provision Policy

For Breakfast and After School Club

Date of Policy: June 2023

Adopted by Governors at Finance Committee on 7/6/23 and due for renewal as a policy in Summer 2026, although costs will be reviewed yearly.

Information for Parents/Carers

Christ Church CE Primary School provides extended childcare provision for its pupils via the Breakfast and After School Club.

Aims

- To provide high quality childcare that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To maintain good relationships with the children encouraging co-operation and providing help and support.
- To have strong partnerships with parents/carers.
- To provide children with breakfast and/or a light tea time snack and drink at the after-school club.
- To offer a range of structured and free play opportunities and activities to engage and stimulate the children and foster their independence and self-esteem.

Contacts

For bookings: Use the link on our School Website to book and pay for sessions on our Pembee app page. Any issues how to book please contact WRAP@christchurch.shropshire.sch.uk or 01952 510383 and the School Office can assist with your use of the app.

Parents making bookings will be given the WRAP mobile phone number to contact during sessions (but that number will not deal with bookings).

For any other matters: Tracey Cansdale head@christchurch.shropshire.sch.uk Tracey is the school's Designated Safeguarding Lead and if you have any queries about a matter which may concern the well-being of a child, please contact Tracey.

Prices for Regular Sessions (Ad hoc sessions are charged differently)

Breakfast Club	
Cost	£4.00 per session
After School Club	
Cost	£9.00 per session

We do not operate hourly charges. The price paid is per session and includes food and drink. (Therefore, the price remains the same regardless of the length of time your child has actually spent at the club and the price remains the same whether your child attends a school after-school club in addition – as your child is still taking up a space which we cannot give to anyone else).

Fees are calculated in half term blocks and are payable on booking.

Registration

You will be asked for medical information and allergy information when you book your sessions. Club staff will also have contact details for you from School Office. Please keep School Office and Club Staff updated with any changes to these.

Admissions Policy

We are a fully inclusive club open to **ALL** Christ Church CE Primary School pupils. Should your child have any additional or special needs please speak to the Club Staff to ensure your child can be appropriately welcomed into the club. The clubs have a limit of **30** for Breakfast Club and **24** for After School Club. If we are unable to accommodate your request for a place we are happy to add you to our waiting list which will be a first come first served process.

Breakfast Club

- Children will get a choice of cereals, and toast to begin their day. Milk and water are available. Parents/carers are responsible for informing the Breakfast Club Leader of any dietary requirements.
- After the children have eaten, they will have the opportunity to get involved in a number of fun activities.
- The emphasis is on the children having the best start possible to prepare them for the school day. Children may participate in any activity offered to them but they are given the freedom to choose how they spend their time.
- The Breakfast Club is not responsible for the loss or damage to any items brought from home.
- At the end of the session, EYFS children will be taken to their respective classrooms by a member of staff. The KS1 & KS2 children will make their own way to their classrooms.

Location

The Breakfast Club takes place in the main school hall. Parents should walk around the field and enter via the hall doors which will be open. They should not use the main entrance or children's entrance directly on the playground.

Opening Times

Breakfast Club is open from **7.45 am-8.40am**

Breakfast Club operates on normal school days, Monday to Friday, Term Time only. Children may be dropped off between the opening times above.

Bookings

The club accepts **30** children per session.

Bookings are taken on a strictly 'first come first served' basis. Children will be placed on a waiting list for particular sessions if the club exceeds this number. Parents/ Carers will be contacted once a place becomes available.

For the safety of our children, **we may not be able to accept short notice bookings. However, in exceptional circumstances and if we have the right staffing ratios we will accept ad-hoc bookings however this still requires at least 48 hours' notice.*** Payment for ad-hoc bookings should be

made at the point of booking and are non-refundable in the event the booking is not taken up. Ad hoc sessions are charged at a different rate to reflect the extra administrative costs.

Ad hoc bookings can also be made on the Pembee app – please use the link on the School website.

Arrival and Signing In

Please bring your child to the hall entrance directly off the field and wait for a member of the Breakfast Club staff to register your child and take them into Breakfast Club.

For safeguarding reasons all children attending Breakfast Club are brought into school by their parent or carer who is required to hand them over to a Breakfast Club member of staff who will sign them in. Children cannot be dropped off in the car park/ or at the entrance of the school and then left without an adult to sign them into Breakfast Club as this would be in breach of safeguarding. The school reserves the right to withdraw the service if a child is consistently left without an adult to sign them into Breakfast Club.

If your child is not attending Breakfast club due to illness, an appointment or for any other reasons can you please let the Breakfast Club staff know by emailing the School Office.

After School Club

- Children will be collected from their classrooms by a member of club staff and ticked off against the register. It is extremely important to inform the **School Office by email** if your child is not attending after school club that evening due to sickness, appointments, or because you have made alternative arrangements.
- Following registration, any child attending a separate after-school club activity will join the other children attending the activity. At the end of the activity, the teacher in charge will bring the children back to the After School Club staff.
- The children will be offered a snack of a wrap or toastie and fruit. Parents/carers are responsible for informing the After School staff of any dietary requirements and allergies. Please ensure this information is included on the booking form.
- The children will have the opportunity to get involved in a number of activities. Typical activities include playing on the playground or field, exercise and team games on the playground, board games, books, lego & construction toys, art & craft activities, drawing or puzzles or help with reading and homework.
- The emphasis is on play and children winding down after their school day. Children may participate in any activity offered to them and whilst there are structured activities they are generally given the freedom to make their own choices to promote self-confidence, independence and self-esteem.
- The After School Club is not responsible for the loss or damage to any items brought from home.

Location

The After School Club takes place in Maple Class and in the hall and the playground and the field (in the summer months).

Opening Times

After school Club is open from **3:15pm -5.30pm PROMPT**

The After School Club operates on normal school days, Monday to Friday, Term Time only. Children may be collected between any of the opening times above.

Bookings

The club accepts **24** children per session.

Bookings are taken on a strictly 'first come first served' basis. Children will be placed on a waiting list for particular sessions if the club exceeds this number, Parents/ Carers will be contacted once a place becomes available.

For the safety of our children, **we may not be able to accept short notice bookings. However, in exceptional circumstances and if we have the right staffing ratios we will accept ad-hoc bookings however this still requires at least 48 hours' notice.* Payment for ad-hoc bookings should be made at the point of booking and are non-refundable in the event the booking is not taken up. Ad hoc sessions are charged at a different rate to reflect the extra administrative costs.**

If you are interested in booking sessions for the after school club please use the app to book and choose the individual session option.

Going Home and Signing Out

The intercom at the green pedestrian gate is used to reach a member of staff. If you do not have a response please wait but if you are concerned no one has heard you, you can phone the after school club on their mobile and your child will then be brought out to you.

We request that your children are signed out by the parent or carer collecting your child. Please sign your child out by entering the time and parent/carers signature.

We will only allow children to be collected by named individuals on the club registration form. Therefore it is important you keep us updated with any changes. Should you wish to change/add/delete a person's name to the list of who can collect your child/ren, please notify in writing who these persons are and pass this information onto a member of club staff.

Late Collection of Children

There is a penalty of £4 per 20 minutes of lateness, therefore please collect your child by 5.30p.m. at the latest. We realise there may be circumstances where parents are unexpectedly delayed but these should be a rarity and not frequently occurring. In the event of an unexpected delay in collecting your child please telephone **after school club staff** to let them know as soon as possible.

Late collection of children, unless notified, will result in staff following procedures for Non-Collection of a child.

- The child must stay with an after school club member of staff at the school until they are safely collected.

- The Club Leader will contact the parent's mobile, place of work and home.
- The Club Leader will contact an alternative documented person from the After School Club Registration form to collect the child.
- The Club staff will remain in care of the child for half an hour after closure whilst continuing to contact all numbers given.
- The Headteacher will be contacted at 6.00pm. This would then become a safeguarding concern if this has been a regular occurrence. The Headteacher will need to act accordingly.
- The Headteacher will be responsible for ensuring a full written report of the incident is completed and filed.

The school reserves the right to charge a late fee of £4 for each 20 minutes of late collection and/or withdraw the service if consistent late collection occurs.

Breakfast and After School Clubs

Cancellations

If you want to cancel your place for Breakfast or After School Club you need to give **half a term's notice and pay** during that notice period whether you send your child in or not.

For safeguarding reasons it is important that you inform the Breakfast or After School Club if you do not intend to send your child to breakfast or after school club.

If you do not use your session for whatever reason you will not receive a refund. Your place is guaranteed for the half term block and so is not available for any other child to use.

Payments

Fees are due at the point of booking. On the Pembee app you will be given four payment options:

1. BACS – details as below:

Account Name: Christ Church School Fund

Bank Name: Santander

Sort Code 09-01-54

Account Number 37858804

Reference - enter your child's name

2. Childcare vouchers are accepted. Please contact School Office if you are using these for the first time to ensure we have set up your childcare voucher organisation.
3. Payment by credit or debit card.
4. Tax-free Childcare

Breakfast Club

Cost	£4.00 per session
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	<p><i>However, fees are charged in half term blocks and are due when booking.</i></p> <p>Ad hoc sessions are charged at £5.00</p>
After School Club	
Cost	<p>£9.00 per session</p> <p><i>However, fees are charged in half term blocks and are due when booking.</i></p> <p>Ad hoc sessions are charged at £10.00*</p>

The club reserves the right to withdraw the service if payments are consistently in arrears. Please contact School Office if you have any concerns regarding payment.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children. We expect good behaviour and respect for others. We use various techniques to encourage good behaviour including praise and rewards. We use distraction techniques and discussion for unacceptable behaviour.

Safeguarding and Health and Safety

- In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current DBS clearance and have received Child Protection and Fire Safety training. At least one member of staff per session will have received First Aid training.
- All staff follow existing school policies and procedures for safeguarding, child protection, supporting children with medical conditions, staff code of conduct, health and safety and fire safety.
- Where ICT equipment is used, staff follow the school's E-Safety policy and procedures.
- A separate risk assessment has been completed for the Breakfast and After School Clubs.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible, if deemed necessary. Basic first aid will be given by a qualified member of staff and the accident book filled in. The accident slip will be given to the parent.

Medication

The Clubs follow the school's Supporting Children with Medical Conditions policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures.

Equal Opportunities

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Pupil Equality, Equity, Diversity and Inclusion Policy

Complaints

All complaints will follow the school's complaints policy which can be found on the school's website.