

Updated Version for September 2023

## Wraparound Care Procedure - Breakfast & After School Club

### **Our Ethos:**

At Perran-ar-Worthal School we aim to develop a shared culture where every child and adult feels valued, respected and recognised for their individual talents and the contribution they can make to each other, the school, the community and the wider world around them. We want our children to maintain high levels of self-esteem and feel confident in being the unique and special person they are.

We work tirelessly to promote the importance of children being happy, healthy and successful. We recognise how personal aspiration is encouraged through self-belief and purpose. Through our innovative and creative '**Every Moment Matters**' curriculum, we recognise how purposeful learning drives a positive and thriving learning environment. We see every moment as an opportunity to learn new knowledge, develop a new skill and grow as an individual.

With the ever-changing world around us, our community works together to prepare our Perran-ar-Worthal School children for the demands and expectations of becoming a 21st century global citizen, where they can continue to achieve their full potential, not only at school, but throughout their life. As such, we firmly believe it takes a whole community to educate a child.

### Aims

- To have a good understanding of our own and others' mental health and wellbeing
- To understand what it means to be part of a community, within and outside of school
- To develop respect and tolerance for others, being sensitive to how others may respond
- To have confidence, respect for others and self-esteem, whilst having the strategies and social skills to flourish in relationships
- To understand about the range of relationships, developing a sense of personal identity and emotional awareness

### Perran-Ar-Worthal CP School Wraparound Care Procedure

Perran-Ar-Worthal CP School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and After School Club. These clubs may be attended on a full- time or a part time basis. The sessions can be booked in blocks over extended periods of time or as and when required, however places are subject to availability.

This childcare provision is an extension of Perran-Ar-Worthal CP School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at Perran-Ar-Worthal School Wraparound Care Provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

**THE SCHOOL** - We will endeavour to:

- ✓ provide a safe, stimulating and happy environment
- ✓ provide a range of creative, stimulating and meaningful play and recreational 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
- ✓ always ensure confidentiality
- ✓ 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 school Behaviour Policy
- ✓ 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** – 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 in a timely manner if our child is going to be absent from a session
- ✓ 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 Procedures
- ✓ inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

*This agreement forms part of the registration form and must be completed and returned before starting either the Breakfast Club or After School club.*

### **Admissions Policy for Wraparound Care**

Perran-Ar-worthal CP School Wraparound Care is only available to children of school age who attend our school. Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

### **Registration Forms**

Parents and Carers will be required to complete registration forms including details regarding medical conditions, allergies, collection permissions and emergency contact details. These registration forms **MUST** be completed online and emailed direct to [wraparound@perran-ar-worthal.cornwall.sch.uk](mailto:wraparound@perran-ar-worthal.cornwall.sch.uk). If you have any difficulties completing the form online, please contact the school office on 01872 863004 during term time and we can issue a paper copy.

### **Online Accounts**

Once registration forms have been completed you will be given access to the new online booking system. Parents will be required to set up a Schools buddy account, **please check your emails for an activation email to set up your Schools buddy account.** Bookings can be made session by session or as block bookings but sessions must be booked or cancelled 24 hours in advance with payment required at the time of booking. For parents using vouchers you will select the voucher payment option on the pay screen, which will allow you to book your sessions. You will then need to request payment to our school account from your voucher provider. **Funds should be transferred promptly, ideally at the time of making your bookings** and we will then credit your Schools buddy account when that payment has been received into the school bank account. Please be aware that with some voucher providers it can take up to 5 working days to receive the funds. Please note all sessions are subject to availability.

## Maximum Numbers and Waiting Lists

Currently our staff/pupil ratios allow for up to 40 children to attend Breakfast Club and up to 40 children to attend After School Club. Additional staffing will be considered if demand requires it. Wraparound Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list. Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Perran-Ar-Worthal CP School having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

## Specific Individual Needs

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable
- The staffing levels can support the needs of the child

## 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 one of the Wraparound Managers in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will be referred to the Headteacher and may result in the child being excluded from the club for a period deemed appropriate.

## Opening Hours and Fee Structure

### Perran-Ar-Worthal CP School Breakfast Club:

- Is open term-time only with sessions running from 7:45am
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the session (7:45-8:45) is **£4** and is inclusive of breakfast and a cold drink
- Sessions must be booked in advance via our online service

### Perran-Ar-Worthal CP School After School Club:

- Is open term-time only with sessions running from 3:15pm to 6pm
- Will be closed during the holidays including bank holidays and INSET days
- The fee for each session (inclusive of a snack and drink) is as follows:
  - 3.15pm to 4.15pm **£4**
  - 4.15pm to 5.30pm **£4**
  - 5.30pm to 6pm **£5**
- **Parents are expected to pick up on time. If a child is picked up late, ie: after 4.18pm or after 5.33pm the parent will be charged the full amount for the next session, ie: a further £4 if after 4.18pm or a further £5 if after 5.33pm**
- **Parents picking up children after 6pm will be charged a further £10 late fee to cover staff costs**
- Sessions must be booked in advance via our online service

## Payments and Refunds

- Fees are to cover sessions booked in advance online using a Schools Buddy account. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information about how to book your child and pay for their sessions.
- Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs. Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc.

- Refunds will be given if the school initiates an activity such as a trip, sporting event, etc after you have already made a booking with either After School Club or Breakfast Club and it has gone past the 24-hour window for parents to make the cancellation. In this instance, a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities to enable you to make any necessary cancellations
- If your child is allocated a place on a school extra-curricular club, it is the **parent's responsibility** to adjust your online booking if you have already booked for wraparound. Refunds will not be applied for sessions that have not been cancelled
- If you no longer require the use of Breakfast Club or After School Club e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any remaining monies.
- Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with the Head Teacher.

### Childcare Vouchers

The school will accept Childcare vouchers. Please indicate on the registration form if you wish to use Child Care Vouchers and who your provider is. Miss Deakin will then contact you by email to explain the process.

### Arrival and Departure Procedure

Perran-Ar-Worthal CP School Breakfast Club and After School Club will operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for both arrival and departure of all children attending these clubs. To ensure the safety of the children it is not possible to make allowances, which do not adhere to the procedure outlined in this document.

### 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 can be handed over to the Breakfast Club staff at the Schools Reception Area from 7:45am. **Please note breakfast will not be served after 8.15am.**
- At the beginning of each Breakfast Club session there will be a formal register taken. This will subsequently be handed to the Wraparound Managers who will cross-reference pupils in attendance at that session against the online bookings made.
- **Pupils who have not booked into this session in advance will be added to the online register and payment must be made within 24 hours. Further attendance may be restricted until the debt has been paid.**

#### Non-Arrival for Breakfast Club

- Monies will not be refunded for absence.

#### Departure from the Breakfast Club into the school day

- Children will be released from Breakfast Club to their class teacher at 8:45am.

### After School Club

#### Arrival to After School Club

- Pupils will be escorted from their classroom to the School Hall by a member of staff where they will be registered.
- Children attending extra-curricular clubs (run either by school or external staff) will be escorted to the After-School Club by the extra-curricular club leader. Clubs usually finish at 4.15pm and parents should only book the session for the Wrap Around that their child will attend following their club.
- If a child has been booked into After School Club, parents/carers must inform the Wraparound Team by no later than 2:30pm if their child will not be attending that day. This is to ensure the safeguarding of your child. At the beginning of each After School Club session there will be a formal register taken. This will subsequently be handed to the Wrap Around team who will cross-reference pupils in attendance at that session against the online bookings made.
- **Pupils who have not booked into this session in advance will be added to the online register and payment**

**must be made within 24 hours. Further attendance may be restricted 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 Wraparound Team will check with the class teacher or the extra-curricular club leader if the child has been collected.
- The After School Club is an extension of the school day and the child's absence could be considered a safeguarding concern.
- If deemed necessary, the Wrap Around team will contact the named parent to ascertain the whereabouts of the child.
- Monies will not be refunded for absence.

#### Departure from the After-School Club

- The After School Club has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff.
- 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.
- When collecting your child from the School building please use the main reception to gain the attention of a member of staff, your child will then be brought out to you, please wait outside the reception area for your child unless invited in by a member of staff.
- Parents and authorised adults collecting a child will be signed out on the collection register by a member of the wraparound team before leaving the building. For 'first time' pick up, an authorised person will be required to provide a suitable form of identification as Wrap Around staff will not necessarily know who adults are in the first instance. If a person is added to the authorisation list later, they must be introduced to the staff and their name added to the collection permissions form.
- 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 the Wrap Around Team have had an email, message or verbal permission via email [wraparound@perran-ar-worthal.cornwall.sch.uk](mailto:wraparound@perran-ar-worthal.cornwall.sch.uk) or via the Wrap Around contact mobile number: **07947191843**

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The Wraparound Manager must be contacted and a full description of the person including their name must be provided.
- To establish it is the named Parent/Carer the Wraparound Manager will ask you to confirm a previously agreed password (this will be on the Wraparound Admission form)
- When the person arrives, identification will be checked, and the password will need to be provided and confirmed.

**The last pick-up and hand over times for after-school care is 6pm. Please note that if a child is picked up after 6pm, there will be £10 late fee charge applied to cover the cost of staffing.**

#### 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 will:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.
- 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 will contact other authorised collectors from the registration form.
- The staff will 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 School, Extra-Curricular Club or After School Club and Associated Fines**

- **Parents are expected to pick up on time. If a child is picked up late, ie: after 4.18pm or after 5.33pm the parent will be charged the full amount for the next session, ie: a further £4 if after 4.18pm or a further £5 if after 5.33pm**
- **Parents picking up children after 6pm will be charged a further £10 late fee to cover staff costs**
- 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 at the end of the school day or after Extra-Curricular Clubs. Children who are consistently late being picked up after the end of the school day at 3:15pm or consistently late picking up from extra-curricular clubs at 4.15pm, will be put into After School Club and a £2 initial charge will be made per child. Each 15 minutes beyond this initial charge parents will be billed a further £4 for that session.
- Extenuating circumstances: where a parent is late due to a **major** traffic issue or an emergency situation for example, the school will consider not applying a late collection fee. The school office is often made aware if there are any major traffic incidents in the local area that could result in parents picking their children up late. The Wraparound Managers will assess each case individually.

### **Contacting the Breakfast Club or After School Club**

- Wraparound mobile number: **07947 191843** (use after 3.30pm)
- Call between 7.45am and 6pm. Leave a voice mail or text message and clearly state who you are and your child's name.
- Wraparound email address: [wraparound@perran-ar-worthal.cornwall.sch.uk](mailto:wraparound@perran-ar-worthal.cornwall.sch.uk)
- Miss Deakin is also available between 7.30am and 3.30pm on 01872 863004 or admin@perran-ar-worthal.cornwall.sch.uk

### **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
- Fruit
- Low-sugar cereal and semi-skimmed milk
- Fresh apple/orange juice/milk

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

All wraparound care staff members have first aid training. 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 diarrhea (48hrs has elapsed since last episode), 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. This information will then be passed on the Wraparound Team.
- Children with head lice are not 'excluded' but must be treated to remedy the condition.
- Parents 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 care policies, which include the management of medical conditions and intimate care. These can be found on our website:

[www.perran-ar-worthal.cornwall.sch.uk](http://www.perran-ar-worthal.cornwall.sch.uk).

## **Medication**

### Prescribed Medication

- The Wraparound Care Team will only be able to administer prescribed 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, diabetes etc will be shared by the school with the Wraparound Manager and a copy kept within the Wraparound folder.
- Parents are responsible for providing any medical details within the Wraparound Admission for

