

Slade Primary School

Wraparound Care Agreement



Slade Primary School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and After School Club.

Breakfast and After School Club is an extension of Slade Primary School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. Breakfast and After School Club staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

At Breakfast and After School Club we aim to provide a happy and stimulating environment in which children are supported to reach their full potential.

BREAKFAST AND AFTER SCHOOL CLUB - We will endeavour to:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational 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
- ensure confidentiality at all times

THE CHILD - I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's core values
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep Breakfast and After School Club tidy and safe
- ensure a happy environment for all and HAVE FUN!

THE PARENTS and CARERS – 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 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 contents of this document
- 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 which must be signed and returned before starting either the Breakfast Club or After School Club.

Admissions Policy for Breakfast and After School Club

Breakfast and After School Club is only available to children of school age who attend our school.

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 returned directly to the school office either by email or by hand and **NOT** via the book-bags or handed to staff on the playgrounds as they will contain sensitive personal information.

Online Accounts

Once registration forms have been completed you will be given access to the online booking system. Parents and carers will be required to set up a Scopay account if they do not currently have one. Please speak to the school office for more information about this.

Your account will allow you to book and pay for Breakfast Club and After School Club sessions at your convenience. Bookings must be made online:

- by midnight of the day before for After School Club (bookings can also be cancelled up to this time and your account credited)
- by midnight two days prior for Breakfast Club (bookings can be also be cancelled up to this time and your account will be credited)

Maximum Numbers and Waiting Lists

Currently our staff/pupil ratios allow for 35 children to attend Breakfast Club and 35 children to attend After School Club. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios.

Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Slade Primary 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 Breakfast and After School Club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional

unacceptable behaviour will result in the child being excluded from Breakfast and After School Club for a period of time deemed appropriate by the Senior Leadership Team.

Opening Hours and Fee Structure

Breakfast Club:

- is open term-time only with sessions running from 07:30
- will be closed during the holidays including bank holidays and INSET days
- fee for each session is £4.00 and is inclusive of breakfast which is available until 08:30
- sessions must be booked in advance via our online booking system

After School Club:

- is open term-time only with sessions running from 15:30 until 17:30
- will be closed during the holidays including bank holidays and INSET days
- fee for each session inclusive of a snack is dependent on collection time:
 - 15:30 – 16:30 session is £4.00
 - 15:30 – 17:30 session is £8.00
- sessions must be booked in advance via our online booking system

Bookings

Sessions must be paid for and booked in advance online using a Scopay account. Fees cannot be paid in cash or by cheque at any time. Your Scopay account must be in credit in order to be able to make a booking.

Refunds

Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc.

Childcare Vouchers

Childcare vouchers can be used to pay for Breakfast and After School Club sessions. Please contact our School Business Manager, Mrs A Newman, by email on wraparound@slade.kent.sch.uk to inform her of your provider so arrangements can be made.

Arrival and Departure Policy and Procedure

Breakfast and After School Club operates 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 Breakfast and After School Club. In order to ensure the safety of the children, it is not possible to make allowances which do not adhere to the policy and 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 named on the permission form.

Children will be handed over to the Breakfast Club staff from 07:30. Arrival can take place up to 08:15; breakfast will not be served after 08:30. Breakfast Club staff will register the child into the club by signing the register. This will subsequently be handed to the administration 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 billed and further attendance not allowed until the debt has been paid.

Monies will not be refunded for absence.

Departure from the Breakfast Club into the school day

Children will be dismissed by the Breakfast Club staff at 08:35.

Younger pupils will be escorted to their classrooms by a member of Breakfast Club staff.

Older pupils will be directed to go straight to their classrooms.

After School Club

Arrival to After School Club

Younger pupils will be escorted from their classroom to the school hall by a member of staff where they will be registered by an After School Club staff member. Older pupils will be dismissed from their classes and sent to After School Club where they will be registered. Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the After School Club by the extra-curricular club leader. If a child has been booked into After School Club, parents/carers must inform the school by no later than 15:00 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 administration team who will cross-reference pupils in attendance at that session against the online bookings made.

Pupils who have not booked into a session in advance will be billed and further attendance not allowed until the debt has been paid.

Monies will not be refunded for absence.

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 designated member of staff registering the children will make contact with staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- A member of After School Club staff will contact the named parent/carer on the initial registration form to ascertain the whereabouts of the child.

Departure from the After School Club

Children must be collected promptly at the end of their booked After School Club session by either the legal parent or carer or a person named on your collection permission form.

Parents, carers and authorised person must sign the collection register before leaving the building.

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 we have had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office on wraparound@slade.kent.sch.uk

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:

- After School Club must be contacted and a full description of the person including their name must be provided.
- When the person arrives, identification will be checked.

The last pick-up and hand over times for each session are 16:30 and 17:30.

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, a member of After School Club staff should:

- 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.
- A member of staff must remain near the telephone in order to receive the call after 17:30.

If the child has not been collected by the end of the After School Club registered session and contact with the named parent/carer has not been established, the staff member must contact other authorised collectors from the registration form.

The member of staff must inform the Head Teacher or one of the other designated safeguarding leads.

After all avenues of contact have been exhausted and After School Club has not received any contact from the parent/carer or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority Area Safeguarding Adviser.

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 Area Safeguarding Adviser or Head Teacher or a Designated Safeguarding Lead.

Late Collection from After School Club and Associated Fines

If your child is not collected at the end of their booked session, then you will be charged the next session's fees. If you are late picking up after 17:30 you will incur a £5:00 charge for each 15 minutes you are overdue.

Session Times	Session Latest Pick Up	Late Fees
15:30 – 16:30	16:30	Late collection between 16:30 and 18:00: £8.00 will be charged instead of £4.00
15:30 – 17:30	17:30	Collection after 17:30: £5.00 will be charged for each 15 minutes you are late

The school will monitor late collections and if this is persistent the school will first give a verbal warning. If the situation continues this will be followed by a written warning and finally a meeting with the Head Teacher.

Children who are late to be picked up after the end of the school day or late picking up from extra-curricular clubs, will be put into After School Club and a £4.00 charge will be made for that initial session.

Contacting the Breakfast Club or After School Club

By Phone:

Both the Breakfast Club and After School Club can be contacted during club hours on the Breakfast and After School Club telephone number: 01732 350354. Please ensure you speak to a member of the team and do not leave a message.

During normal school office hours (08:00 – 16:30) the school office staff will take your message and share it with the Breakfast and After School Club team.

During out of school office hours please use the school number and leave a message which the office staff will share with the Breakfast and After School Club team.

By Email:

If you wish to contact Breakfast Club and After School Club, please email the school office on: wraparound@slade.kent.sch.uk.

Food Provision

Both Breakfast Club and After School Club provide food for your child unless directed otherwise by the parent or carer in writing.

The Breakfast and After School Club staff have received the required training in Food Hygiene. Both the Breakfast Club and After School Club will provide food that meets the School Food Standards.

Allergies, Intolerances and other food requirements

The clubs 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 tea, 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:

- Low-sugar cereal and semi-skimmed milk
- Fruit
- Yoghurt
- A cold drink e.g. semi-skimmed milk, water, fruit juice

The After School Club will provide food options such as:

- Fruit or raw vegetables
- Pittas, crackers, cheese, ham
- A cold drink e.g. semi-skimmed milk, water, fruit juice

Sickness & Medication Policy

Sickness

All Breakfast Club and After School Club staff members receive first aid training. The Clubs' 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 diarrhoea, or who have an infectious disease.

- Parents/carers are asked to telephone the School Office on the first day of their child being absent with illness and give the reason.
- Children with head lice are not 'excluded' but must be treated to remedy the condition.
- Parents/carers are asked not to bring their child to Breakfast or After School Club who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last episode.
- Parents/carers will be notified immediately and asked to collect their child if they become unwell or they develop an illness whilst at the Breakfast or After School Club. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is carried out at all times.
- The Breakfast Club and After School Club staff follow the school's First Aid Policy which includes the management of medical conditions and intimate care. This can be found on our website: www.slade.kent.sch.uk

Medication

The Wraparound Care provision is permitted to possess, store and dispense medication such as Calpol, Junior Aspirin or other such general medications.

Prescribed Medication

Breakfast and After School Club is able to administer any medication during sessions. Any medication administered by the school during the school day will be passed to the Breakfast and After School Club staff to be handed back to the parent / carer.