

ERRINGTON PRIMARY SCHOOL

WRAPAROUND

CARE POLICY

2023-26



This policy has been subject to an Equality Impact Assessment by: Sarah Rule

Author/Reviewer: Sarah Rule/Angela Walker

SLT/EET: Sarah Rule/Claire English/Allan Fishpool

Governors/Trustees: Anthony Senior

Could/does the policy or procedure have a negative impact on one or more of the groups of people covered by the protected characteristics of equality? If so, how can this be changed or modified to minimise or justify the impact? no

Could/does the policy have the potential to create a positive impact on equality by reducing and removing inequalities and barriers that already exist? If so, how can these be maximised? yes

Errington's Wraparound Care is run by Errington Primary School and exists to provide high quality out-of-school hours' childcare for our parents/carers.

We aim to provide a welcoming, safe and affordable childcare facility for Errington pupils from Reception to Year 6 after school hours.

The Wraparound Care operates from 3.15 pm to 6.00 pm in the afternoon, daily and term-time only.

Form September 2023, the cost is £6.00 per session for After-School Provision

Admissions

All parents must complete a Wraparound Care Parental Agreement Form for their child/ren wishing to attend the session, which is available by contacting the School Office.

Only children attending Errington Primary School are eligible to attend the sessions.

When a child's place is confirmed, parents/carers will receive a copy of this policy and will need to sign and return the Parental Agreement form to adhere to the terms of this policy.

Parents requiring ad-hoc places are welcome to use the Wraparound Care service, provided there are spaces and parents/carers have previously completed a Parental Agreement Form.

All places are subject to availability.

Children's attendance is recorded in a register stored electronically.

Booking Places

The booking process via Parentmail must be completed a month in advance prior to the child's commencement of the sessions.

Late bookings may be facilitated but parents/carers must contact the School Office ((tel: 01642 482002 or email: office@tvc.ac.uk).

wraparound care policy.pdf/Sept 23

Four weeks' written notice must be given to resign your child's place.

Pricing

The Wraparound Care fees cover the cost of staffing, an afternoon snack, equipment and day-to-day running costs.

Payments should be made via the Parentmail app only.

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 fees are to be paid in advance of the month prior to the next month of attendance.

If fees have not been received by THE LAST DAY of the previous month, places from the 1st of the following month will not be available and may result in the loss of the childcare place.

The Parentmail system will email parents/carers a receipt of the sessions for which payments have been made.

Staffing

The Wraparound Care Leader will have a full and relevant Level 3 qualification. Members of staff on duty will be qualified in first aid and food hygiene.

The club will be staffed according to statutory staffing ratios to meet all requirements regarding care for children as set out in statutory guidelines.

The Wraparound Care Leader or a nominated member of the Senior Leadership Team will be present at all times and will oversee planning and supervision.

Arrival and Departure at Wraparound Care

After-School Provision: KS1 children will be collected from the class teacher at 3.15 pm. KS2 will be directed to go immediately to the Steam room at 3.15 pm.

All children must be collected **PROMPTLY BY 6.00 pm** by the nominated parent/carer. Access to the club will only be through the main gate on the playground. If there is a change to the nominated collection person, the school office should be notified before 3.15 pm on **01642 482002** and after 3.15pm on the Mobile number **07598 316255**.

After School Club late collection charges

Children must be collected **promptly by 6.00 pm**.

If, due to unforeseen circumstances, a parent/carer will be late, the Club staff must be contacted as soon as possible **on 01642 482002 or Mobile 07598 316255** and, if unable to arrive before 6.00pm, it is expected that arrangements will be made for another authorised person to collect the child.

A late charge of £2.00 for each additional 5-minute period will apply in the event that a child is not collected by 6.00pm.

In the event of a child not being collected by 6.30pm, and if the Club has been unable to reach the parent/carer or any of the emergency contacts, we will have no option but to call the Local Authority.

We reserve the right to withdraw the provision offer to parents who repeatedly arrive late.

Policies

Errington Primary School's policies and procedures for Safeguarding, Behaviour Management and Complaints apply to Errington's Wraparound Care. Inappropriate behaviour may lead to fixed term or permanent exclusion from the club. In keeping with the school's Child Protection Policy, information regarding children in Wraparound Care is confidential. If there are child protection concerns, the club staff have a legal duty to share information with the school's Designated Safeguarding Lead and, if appropriate, with agencies such as the Police, Social Care and healthcare professionals.

Aggressive or abusive behaviour towards staff will not be tolerated.

Monitoring and Evaluation

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

Signed : Headteacher

Signature Position

July 2023

Date of Approval/Revision	December 2023
Review interval (years)	3 yearly
Responsible Officer	CEO
Approval/review body (ies)	Local Governing Body
Date of next review	December 2026
Public File location	Errington website