Bowbrook Primary School

Wraparound Care Procedure

For Breakfast and After School Club

Publication Date: April 2023

Information for parents/carers

Bowbrook School provides childcare provision for its pupils via the Breakfast and After School Clubs.

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 cooperation and providing help and support.
- To have strong partnerships with parents/carers.
- To provide children with a nutritious breakfast and/or a light meal 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.
- All of the profits from our Breakfast Club and After School Club are used to support the school budget and help pay for school staffing and non-pay costs.

Contacts

Mr Sam Aiston

Email: sam.aiston@bow.318education.co.uk

Mobile Phone 07791368599 - For emergencies only

Prices

Effective from 1st September 2023

Breakfast Club	
Cost	£4.00
After School Club	
Cost	£11.00

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).

Admissions Policy

We are a fully inclusive club open to Bowbrook Primary School pupils. We try to be flexible and accommodating to parents. We do ask that parents book their child by Friday 3pm for the following week to allow us to ensure the correct staffing structure.

Breakfast Club

- Children will get a choice of cereals, fruit, yoghurts and toast to begin their day. Fruit juice and water are available.
- After the children have eaten, they will have the opportunity to get involved in a number of activities. Typical activities include, Lego or construction games, books, small world play toys, drawing or puzzles, dance, outdoor games
- 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.
- At the end of the session, younger children will be taken to their respective classrooms by a member of staff. Other children will make their own way to their classrooms.

Location

Breakfast Club takes place in the main school hall.

Opening Times & Drop Off

Breakfast Club is open from **7.45am-until school starts** (8:45am)

Children **must be** dropped off at **7:45am promptly** at the main gate so they can be checked in by the waiting staff. The club often moves outside to play and so is not at the front door location.

Breakfast Club operates on normal school days, Monday to Friday, Term Time only.

Capacity

The club accepts **50** children in total per session.

The club is flexible about attendance patterns to accommodate the needs of individual children and families. This means that children do not have to attend every day of the week but on set days that parents choose, however these days must be for every week going forward. These spaces are permanent and on a continuous basis until you no longer require the space.

After School Club

- There are procedures in place to ensure that children safely arrive at the After School Club locations, (currently in the Hall) where registers are taken.
- 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 children will return to the After School Club staff.
- The children will be offered a light snack provided.
- The children will have the opportunity to get involved in a number of activities. Typical activities include playing on the adventure playground, exercise and team games on the playground, computer activities, board/card games, books/stories, indoor sports such as table football and pool, air hockey and skittles, Lego & construction toys, art & craft activities, films, drawing or puzzles.
- 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.

The club seeks to encourage and foster children's independence and self-esteem by allowing them to make discussions as to how they want their club to run and how they would like their time to be spent at the club. We regularly seek to review the toys and activities that the club offers by listening to parent's and children's comments and responding accordingly.

Location

The After School Club takes place largely outside or in the Hall, if indoors.

Opening Times & Collection

After school club is open from **end of school day -5:30pm PROMPT**

Staff are only contracted to work until 5:30 pm so it is essential that children are collected on time so the building can be locked up by the person on duty.

Your child can be collected t any time up until 5.30pm. Your child will be released to you.

Children will be released to an adult that is known to them. On some occasions staff may decide to contact the parents to confirm a collector's identity before releasing the child.

The After School club operates on normal school days, Monday to Friday, Term Time only.

We do not run the After School Club on the last school day of the school year before the summer holiday.

Capacity

The club accepts **50** children in total per session.

The club is flexible about attendance patterns to accommodate the needs of individual children and families. This means that children do not have to attend every day of the week but on set days that parents choose.

Late Collection of Children

Club staff vacate the school premises by 5:30 p.m, therefore please collect your child by 5.30 p.m. at the latest. We realise there may be circumstances where parents are un-expectantly delayed but these should be a rarity and not frequently occurring which would present a concern. In the event of an unexpected delay in collecting your child please telephone **the school** 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 two members of staff at school until they are safely collected. They will wait inside the school building, at the front entrance from 5.30pm.
- The Club Leader will contact the parent's mobile, place of work and home.
- The Club Leader will contact alternative documented person's from the School emergency contact records to collect the child.
- The Headteacher will be contacted at 5.30pm and staff will continue to contact all known emergency contacts. A decision will then be made with regard to contacting the police who will take responsibility of the child/ren and continue to try to contact parents/carers until successful.
- The Headteacher will be responsible for a full written report of the incident to be filed.

The school reserves the right to charge for another session should collection exceed the 5:30pm deadline or withdraw the service if consistent late collection occurs.

Breakfast and After School Clubs

Non-Attendance

Generally we expect children to attend the club and sessions must be paid for to hold the child's place if they do not attend. You will be charged for sessions where your own circumstances mean that you do not need to use the session on a particular day.

However where a child is absent from school that day for illness or has a medical appointment, we will not charge.

If your child is absent from school for any reason, then please report this to the school office as you would normally and please mention if your child was booked into After School Club. The office staff will inform the Club not to expect your child.

Payments

Payment is to be made in advance via Arbour online payments system. Parents should make sure their balance does not fall into arrears.

Childcare vouchers are accepted. Please contact us if you are using these for the first time to ensure we have set up your childcare voucher organisation. admin@bow.318education.co.uk

The club reserves the right to withdraw the service if payments are consistently in arrears.

Behaviour

The school rules and behaviour policy will be followed to ensure consistency for the children. We expect good behaviour and respect for others.

Safeguarding and Health and Safety

- In accordance with safeguarding arrangements, all school staff involved in the running of the Breakfast and After School Clubs have current DBS clearance, received Child Protection, and other H&S training. At least one member of staff per session will have received First Aid training.
- School medical, asthma, allergy information and emergency contact details are obtained from the school records maintained.
- All staff follow the existing school policies and procedures.
- 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 slip 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 Equal Opportunities policy.

Complaints

All complaints should follow the school's complaints policy. If you have any concerns regarding anything related to wraparound care then please contact the School Business Manager in the first instance.

Date of Policy: April 23