



Ormskirk West End

Primary School

From Tiny Acorns, Mighty Oaks Grow.

Community Primary ages 4-11

Wrap Around Care Policy

Approved: Autumn 2024 Next Review Date: Autumn 2025

Ormskirk West End Wrap around Care Policy

Our Core Aims

- To provide an affordable, childcare facility for parents/carers.
- To provide a welcoming, safe and secure environment for pupils to have Wrap around Care before and after school hours.

Introduction

OWE Wrap around Care is run by Ormskirk West End Primary School and exists to provide high quality out-of-school hour childcare for our parents/carers. The children have the opportunity to extend their day within the school building and to join in a variety of activities on offer to enhance the curriculum and interests of the pupils. The care operates term time only (excluding inset days) from:

8.00am – 8:45am •

3:15pm – 5:45pm Current costs for each session is £5.00 for Breakfast Club and £8.00 for Afterschool Club.

A copy of this policy is available on the school website. All parents must complete the below registration form for each child attending the sessions and sign the parental agreement to adhere to the terms of this policy.

Admissions

- Only children attending Ormskirk West End primary School (Yr R to Yr 6) are eligible to attend Wrap around Care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- All Wrap Around Care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Booking places

- Places for Wrap around Care are to be booked via using our regular payment system (ParentPay) and must be made **prior** to the session attended. No child will be given a place without prior payment.
- Subject to space, emergency places can be booked up to the actual day so long as payment has been made.

Places are pre-booked and each club is filled on a first come, first served basis. Bookings can be made so that there is one working day between the booking and attending the club.

Day the breakfast or after-school club is on	Day the booking needs to be made by
Monday	At midnight on the Sunday
Tuesday	At midnight on the Monday
Wednesday	At midnight on Tuesday
Thursday	At midnight on Wednesday
Friday	At midnight on Thursday

Once a club is full, there is no waiting list and no facility to be placed on a waiting list. In order for a booking to be accepted, there must be sufficient funds in the parent's/carer's Parentpay account. If a child does not attend, even if the parent phones that morning for the After-School Club, the school will not be able to refund the payment.

Pricing Policy

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child and no discounts will be available for siblings. There will be no reduction for less than a whole session for either the Breakfast Club or After-School Club.

- The Wrap around Care is non-profit making and the fees charged cover the cost of staffing, equipment and day to day running costs.
- 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.
- Payment is due for all booked sessions.
- Refunds cannot be issued as the staffing costs will still need to be covered.
- Fees must be paid via our online payment system (parentPay).

Ormskirk West End Primary School Wraparound Policy Staffing

- The Wrap around Care leader will have relevant qualifications / experience to provide care for pupils.
- At least one member of the team will also hold a paediatric first aid and food hygiene certificate.
- The club will be staffed at a maximum ratio of 1 adult for every 10 children for pupils over 8 years old and 1:6 for children from 4-7 years old.
- At all times the Wrap around Care leader will be present and in addition the one other staff member.

Arrivals and Departures Breakfast Club:

- Parents/ Carers are responsible for dropping off pupils for Breakfast Club (we will not accept pupils without an adult)
- At the end of the session, pupils will be escorted to their classrooms in readiness for the start of the day. • Any information/ handover to the class teacher will take place at this time.

After School Care:

- Registers will be provided to the Wrap around Care staff each day to ensure staff know whether pupils have attended school that day.
- Parents must email the school office if their child is going to be absent from any session using the usual absence reporting procedures but making it clear that it is absence from The Wrap Around Care.
- Children will continue to stay within the school building once their class have been dismissed. The teacher/ member of staff will then drop children off at After Care to ensure they arrive safely.
- Any information/ handover to the Wrap Around team will take place at this time.
- Parents/ Carers are responsible for collecting pupils from after care (we will not release pupils without a named adult)

Behaviour

Whilst attending The Wrap around Care children are expected to follow the school behaviour policy. Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Headteacher may decide to exclude the child from future sessions. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All accidents will be recorded in the Wrap around Care accident book, accurately reported to the parents/carer when the child is collected.
- Accident records will give details of the time, date and nature of the accident; details of the child involved; type and location of the injury; action taken and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell during the session will be contacted immediately.

Ormskirk West End Primary School Wraparound Policy Medical conditions

- It is the parent's/carers responsibility to inform the Wrap around Care staff of any medical conditions/allergies that could affect the child during the session.
- Any prescribed medication needed should be provided to the main school office in line with school Policy.
- It is the parent's responsibility to ensure that all emergency medication is still within its usage date.
- It is the parent's responsibility to inform the main school office of any changes to medical information.
- Where a healthcare plan is in place and already held by the school, it will not be necessary for a new plan to be written, the original plan will be shared with Wrap around Care staff.

Related Whole School Policies:

- Ethos, Ethics and Positive Behaviour Policy
- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Complaints Policy Complaints: The school complaints policy is available from the school office or can be found on our school website.

Parental Agreement

I (Name) would like to register my child/ren (Name/s)
Class (Name) for Breakfast club / after school club (delete as appropriate).

I agree to the enclosed policy conditions (Name) Signature

Date:

Received by:

Position:

Date: