



WRAP AROUND CARE POLICY

ADMISSION

The Breakfast Club runs from 8.00 – 8.45 a.m. Monday to Friday, term time only (except on planned non-pupil days when the Club will not run).

The After-school club runs from the end of the school day until either 4:30pm or 6pm.

It is the responsibility of the parent/carers to ensure that the Breakfast Club is informed of up-to-date contact details at all times and the information is updated in the Arbor portal/App.

LOCATION

The Breakfast and After-School Club for Nursery is held in Tadpoles room and the Breakfast Club for Reception, KS1 & KS2 is held in KS2 Hall. The After-School club is in the KS1 Hall.

- Nursery: drop off at Tadpoles classroom (ring the doorbell).
- Reception, KS1 & KS2: drop off at the KS2 Hall door and the KS1 Hall door (up the exterior steps, signposted).

BEHAVIOUR PROTOCOL

- The club recognises the importance of positive and effective behaviour management strategies in promoting children's welfare and enjoyment. Whilst attending the Wrap around clubs the children will be expected to behave in the same manner as during the rest of the school day, i.e. in accordance with the School's Behaviour Management Policy.
- In addition, staff and children will work together to establish a clear set of "ground rules" governing behaviour in the Breakfast Club. These rules will be periodically reviewed so that new children have a say in how the rules of the Club operate.
- In the event of negative behaviour occurring, staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents.
- Wherever possible, staff will also try to discuss concerns with parents at the earliest possible opportunity.
- Persistent unacceptable behaviour from a child may result in the parents being requested to withdraw their child from the Club.

The Wrap Around Clubs will adhere to all School Policies: - [Eden Park Primary and Nursery School Brixham - Policies \(epps.org.uk\)](http://epps.org.uk)

UNCOLLECTED CHILDREN

Children need to be collected by the finishing time of either 4:30pm or 6.00 p.m. at the latest. If a child is uncollected staff will use the contact names and numbers provided by the parent/carer. If the parent/carer is aware of a reason why collection may be delayed, they can ring the following numbers:

Nursery club direct line (during club times only) 07908 023441.

Reception, KS1 & KS2 club direct line (during club times only) 07908 022891.

If all means of contact are exhausted and a child remains uncollected, in order to safeguard the child we will contact the Safeguarding Hub.

Parents/Carers who are persistently late when collecting their child after the allocated 4.30pm or 6.00pm finish time will have their child's place withdrawn from the Club.

STATEMENT OF INTENT

We aim to ensure that we offer our services to all sections of our community, regardless of their socio-economic background. A proportion of childcare costs can be claimed back as part of a family's Working Tax Credits, Kiddicare Childcare vouchers will also be accepted. You will need to inform the school office if you are using this method of payment.

METHODS

In order to achieve this aim, the wrap around clubs operate the following policy:

- We plan to open our doors for the full 38-week academic year for five sessions per week (except on planned Non-Pupil days when the Club will not run).
- Our Breakfast Club will begin at 8.00 a.m. and end at the beginning of the school day.
- Our After-School clubs will begin at the end of the school day and run until 4:30pm or 6pm.

SESSIONAL COSTS

We expect parents/carers to book and pay for sessions using the online system prior to booking a session. Please be aware that places for the club are limited, therefore we advise making bookings as far in advance as possible. The fee will cover the whole session regardless of the time of the child's/children's pick up.

- Booking and Payment is made through our payment system in the Arbor Parent App.
- Click on Clubs> Click the club under clubs student can be registered for> Register Student for club>Complete pop-up Signing my child up for a club (Breakfast Club) on the Parent Portal Arbor.
- Click on top-up account and add your payment.
- Click on the club and book in for the required sessions
- Entry to the club will be refused if sessions have not been booked and paid for in advance.
- Each pre-booked session will have its own associated cost which is required to be paid upon booking. Booking is available up until 24 hours before, at this time it will be closed.
- We will be unable to accommodate children turning up ad hoc on the day.
- We reserve the right to review and, if necessary revise, session costs on a termly basis.
- If sufficient places have not been booked to maintain the financial viability of the setting, we reserve the right to close the Wrap Around Clubs until the beginning of the following term.

FORM COMPLETION

- Parents/carers will be asked to complete all the registration documents prior to their child attending the setting, these forms are available from the school office.
- **It is vital that Parents/Carers notify our Wrap Around Club staff of any allergies or medical issues when dropping their child to a session.**

ABSENCES

- We cannot refund sessions a child has missed due to illness and holidays.
- When a session is booked it is held open for that child whether or not they then attend.

CANCELLATION OF SESSIONS

- Sessions will remain unchangeable unless written notice is given. If circumstances require sessions to be cancelled during a half term then please speak to the school office.

STAFF TRAINING

- There will always be a trained First Aider on site. All staff have received Safeguarding, Food Handling and Hygiene and preventing extremism and radicalisation training.