

Pimperne CE VC
Primary School



Wrap Around Care Provision

Incorporating Breakfast Club and After School Club

Policy for Staff & Parents

Last Reviewed: July 2019

Ratified by the Governing Board: 12th September 2019

Next Review: March 2020

Wrap Around Care Provision at Pimperne CE VC Primary School
Breakfast Club and After School Club

Aims

- To provide an affordable childcare provision both before and after school for parents/carers
- To continue to build positive links/relationships with children and parents
- To provide children with a safe, welcoming and nurturing environment before and after school
- To provide a calm and organised play environment in which children can engage socially with children from other year groups, therefore strengthening relationships in the school community
- To provide stimulating and engaging activities that are age appropriate
- To ensure high expectations in behaviour and actions that reflect our school values

Policy and Procedures

Staffing

We provide a minimum of one childcare worker to 12 children at each session. Staff will be on site in the mornings for Breakfast Club by 7.20am and for After School Club from 2.45pm, in order to set up ready to take children straight into the hall at the opening times of 7.40am and 3pm .

Each morning, at 8.30am Reception and Key Stage 1 children will be walked to their classroom by a member of staff. Children in Years 3-6 will be taken by a member of staff to class and children may then choose to do the morning run for 10 minutes or start their class work. Children will need to take their belongings with them as the library door will be locked on exiting. A member of the Breakfast Club will remain visible (by Hi-Vis jacket) and be located (in order that the children know) by the playground entrance outside Year 6. Staff will ensure that no child leaves the playground.

Early in the year, and until necessary, staff will collect Reception and Key Stage 1 children from classrooms in order to ensure their safe arrival at After School Club. The location of the club may change depending on other after school activities but will usually be in the hall, or a Key Stage 2 classroom.

In addition to After School Club staff, a member of the school staffing team will be on site until 6pm and the Headteacher or Deputy Headteacher will be on site until at least 5pm.

A qualified first aider will be on site at all times.

The Breakfast Club staff are responsible for opening the pedestrian and car park entrance gates on arrival, prior to 7.40am. In winter, the whole school staff are responsible for making the paths safe to walk on or notifying parents and children of dangers.

Initial Registration for Breakfast Club and After School Club

Initial Registration forms are available from the school office, the school website or the Breakfast Club or After School Club staff themselves (copy in Appendix 1) and must be returned completed in full.

Booking Arrangements

Staffing levels may need to fluctuate to meet the staff/pupil ratio therefore bookings for children's places at Breakfast Club or After School Club, will need to be made in advance so that staffing levels can be planned and appropriate. Online bookings, via the Teachers2Parents 'My School Money' system, is encouraged to ensure provision is available, payment is made at the time of booking. Last minute bookings may be made to the school office, and all efforts will be made to be able to provide care for these situations. However, an additional £2.50

charge per child, per session will be made for administrative purposes. Parents will be informed immediately if care is available.

All child care bookings must be made by Friday 9am for the week following. Staffing will be planned to ensure these bookings are catered for. In advance of school holidays, you will receive a reminder text, stating the closing date. The school Administration team do not work in the school holidays and therefore any bookings that come in after the closing time given, will incur a late administration charge of £2.50, per child, per session. After the cut off time, telephone bookings may be made via the school office – recorded as ‘last minute’ bookings (and incurring the £2.50 admin charge per child, per session) will be taken, but risk little or no availability, due to staff ratios.

Payments

All owed payments for bookings MUST be paid within 10 working days. If there is any query over a session showing as unpaid, we encourage parents to contact the school within 3 days of receipt. The school are not able to offer any credit facilities. Overdue accounts will be sent reminder texts and/or emails and will be expected to keep within the 10 days payment or risk further administrative charges being added for chasing ‘bad debts’. If this becomes a persistent concern for the school, then accounts may be closed and facilities withdrawn. The school are doing everything in their power to maintain the provision of pre and post school child care, however, this is jeopardised by late payments.

Registers – Signing children in and out

The Breakfast Club register will be out for parents to sign in their children at drop off from 7.40am. Should any parents require an emergency place on a particular day, then either a cash payment can be taken, or a debit allocated to their online account. The child’s name will be added to the register for that day. Parents are reminded that the school drive is not to be used for drop off in the mornings, persistent flouting of this restriction may require parents to make alternative child care arrangements.

The After School Club register will be out for parents to sign on collection of their children 3pm onwards, until 6pm.

Costs

The cost of the Breakfast Club provision is £4.00 from 7.40am and £3.00 from 8am (this includes breakfast and/or drinks). This is due to be reviewed in March 2020.

The cost of After School provision will be £5.00 for the first hour from 3pm-4pm. £8.50 for 3pm until 5.15pm and £11.50 from 3pm until 6pm. hour. This is due to be reviewed in March 2020.

Late Admin fees are charged at £2.50 per child, per session.

If children are participating in Extra-Curricular activities prior to joining After School Club, they will need to be booked into After School Club from 3pm until the intended collection time, as staffing will be needed and parents will be charged accordingly.

If parents are persistently late (after 6pm) to collect their child, a further charge may be added to cover the cost of two members of staff.

Food Facilities:

- Breakfast Club will offer a choice throughout the week of cereals, toast, fruit and milkshakes
- A balance of snacks will be provided at the After School Club
- All snacks provided will not require cooking
- Snacks requiring refrigeration will be stored in the kitchen fridge
- An eating area will be made available in the hall space for consumption of snacks (or in classrooms)
- At least one member of duty staff will have a Food Hygiene Certification

Allergy Information

Parents should ensure that:

- Allergy information should be updated regularly and staff have access to this. Information will be shared by the co-ordinator with all staff concerned
- Parents should leave 3 contact details on the initial booking forms in case of an emergency. If children are not collected at the appropriate time, parents/carers will be contacted by a member of After School Club staff. If the first contact is not available, then calls will be made to others on the list.

Resources

Children will use the toilet facilities just outside the hall

All resources should reflect the ethos that we promote.

Children will be involved in the planning of resources and activities of interest, which span all ages. Children will be involved in establishing a club charter which remains visible at all times and outlines expectations of behaviour. Staff will follow our Positive Behaviour Management Policy.

On Arrival:

In the mornings:

Breakfast Club children, should place their belongings on either the Library coat racks (Key Stage 2) or in the hall on the racks (Key Stage 1). They will then collect their belongings from the racks in order to go to class at 8.30am.

Children should be signed in by their parents.

After school:

After School Club children, on arrival, should place their belongings on the racks in the hall/in library area or if the club is in a KS2 classroom, will be told where to leave their belongings.

Behaviour and Relationships

- The school Behaviour and Relationships Policies will be followed, we continue to have high expectations of behaviour
- All members of staff are able to reward and sanction pupils
- Staff will expect children to follow the usual school E-Safety and Safe Use policies
- All school rules regarding boundaries inside and out apply to both Breakfast and After School Club

Communication with Parents

- Staff will have verbal communication with parents/carers dropping off or collecting children which may involve passing a message to or from classroom teachers
- Parents may make appointments with the Provision co-ordinator or with the leadership team to discuss matters/concerns pertaining to the Breakfast Club or After School Club

Safeguarding

In accordance with Safeguarding arrangements, all staff involved in the running of the After School Club and Breakfast Club will have current DBS clearance. These records are held in the school office.

Breakfast Club and After School Club staff will follow existing school policies and procedures for child protection, safeguarding and the code of conduct.

Where ICT equipment is used, staff must also follow the schools Social Media and E-Safety policy and procedures. Staff will only authorise access to the school building to parents who are collecting from the After School Club.

(Extra-Curricular clubs will be dismissing from the library or the playground side gate, at the authorisation of the club's responsible adult.)

Fire Procedure

- In the event of a fire, children and staff will follow the normal school procedures, leaving the building in a calm orderly via the closest exit. Staff will close windows and doors and check the toilet.
- They will congregate beside the far fence, in the games court, facing away from the school.
- The club register should be taken outside and all names checked and heads counted
- There will be a fire practice once per term. (This may occur during the day, or additionally before or after the school day).

Medication

- Inhalers are kept in the school office sick bay. They are in marked Key Stage boxes and names clearly labelled. If a child needs an inhaler, a member of the Breakfast Club/After School Club staff will escort the child to the sick bay and observe that the medication has been taken correctly. The staff member will complete the Inhaler register, recording the appropriate information

There will always be an emergency first aider on site.

- All other medication administered will follow the existing school policy
- Parents may request at Breakfast Club drop off, for medicines to be given in the school day or at after school club. The Breakfast Club staff must ensure the parent completes a medicines form, stating dose, time and signs the form before handing it in. This form should then be left on the Office desk and the accompanying named medicine stored in the locked medicine fridge or cabinet
- Calpol may be administered **only after** seeking parental permission (via telephone). This must be recorded on a medicines form and the information communicated to the collecting parent. If no contact is made and it is deemed essential, then check the Calpol permission forms and the medications forms (to ensure that an overdose or allergic reaction is not possible) if parents have given prior permission and the child has had no other medication, then one dose of Calpol may be given
- Staff **must** inform parents on collection of any medications taken

Risk Assessment

Risk assessment is part of daily practice, children may be involved in this to raise awareness of dangers, consequences and possible actions to alleviate dangers.

Children are asked not to bring in any form of game/toy or equipment, from home, to use at Breakfast or after School Club.

Confidentiality of Documents

Confidential documents are kept in the school office. School Staff are expected to maintain high levels of confidentiality and professionalism.

Cancellation of the Provision

The only possible causes for cancellation would be **either** school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies **or** staff shortages due to illness and no possible cover found

In the event of closure:

- A member of school staff will endeavour to contact individuals by telephone before the end of the school day
- During adverse weather conditions school closure will be reported on the school website and local radio

For parents wishing to cancel a previously booked session, we ask, to avoid any charges, that notice of cancellation is a minimum of 48 hours.

Refunds

Refunds will not be given if a child's place is cancelled during a 48 hour period, prior to the session, as staffing has been arranged around this commitment. However, places that are cancelled ahead of time will be credited back, therefore the payment will be able to be carried over to a future session. If, for any reason, the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

Parents should always inform Breakfast Club/After School Club staff or the school office if they have booked a place but no longer require it.

Complaints

All complaints notified in writing by a parent regarding the Breakfast Club or After School Club will initially be investigated by the Co-ordinator and/or a member of the Leadership team. Parents will be informed of the outcome of their complaint.

If parents/carers do not feel that they are happy with the outcome, they are directed to the Complaints Policy which details the necessary procedures for taking a complaint further.

The Pimperne Staff Team

Wrap Around Care Provision Co-ordinator

Mrs Katie Raine

Contact: afterschoolclub@pimperne.dorset.sch.uk or office@pimperne.dorset.sch.uk

or telephone the School Office on 01258 452025

There is an out of hours answerphone facility on this line.

Breakfast Club Staff

Mrs J. Dugdale

Mrs N. Trew

Mrs K. Raine

Mr R. Rose

After School Club Staff

Mrs J. Dugdale

Mrs N. Trew

Mrs S. Kevern

Mrs K. Raine

Miss S. Masters