



Netherton Infant and Nursery School

WRAPAROUND CARE POLICY

Approved by: Emma Barker **Date:** 17.4.23

Last reviewed on: 14.4.23

Next review due by: April 2024

Our Core Aims

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

Introduction

Netherton Infant and Nursery School wraparound care is run by Netherton Infant and Nursery 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.

The care operates term time only (excluding inset days) from:

- 7:30am – 8:50am
- 3:20pm – 6:00pm

Current costs for each session can be obtained from the School Office office@nethertonian.co.uk

A copy of this policy is provided to all parents of children attending the sessions and is also available on the school website. All parents must complete a registration form for each child attending the sessions and by using the service must adhere to the terms of this policy.

Admissions

- Only children attending Netherton Infant and Nursery School are eligible to attend wraparound care sessions.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement of the sessions.
- Parents requiring ad hoc places are welcome to use the wraparound care, provided there are spaces and parents/carers have previously completed the registration process.
- All wraparound care staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Booking places

- Places for wraparound care are to be booked via using Parent Pay or via the school office and all payments must be made prior to the session attended.
- Priority for places will be given to those pupils that have pre-booked sessions.
- **Subject to space**, ad hoc places can be booked up to the actual day so long as payment has been made. These places **MUST** be booked and parent should not presume we will have space for children if places are not prebooked.

Pricing Policy

- The wraparound care 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.
- All bookings and fees are to be paid by a Friday each week prior to the

week they are attending.

- Payment is due for all booked sessions if no notice is given for non-attendance.
- Refunds are only given in the case of illness
- Fees must be paid via our online payment system (Parent Pay).
- A receipt will be provided detailing the sessions that payments have been made for (via ParentPay).
- Parents should keep their receipts as proof of payment.

Staffing

- The wraparound care leader will have relevant qualifications 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 8 children for children from 3 - 7 years old.
- At all times the wraparound care leader will be present and in addition one other staff member.
- Staff breaks will be timetabled but ensuring that effective ratios are maintained.

Arrivals and Departures

Breakfast Club:

- Parents/ Carers are responsible for dropping off children for Breakfast Club (we will not accept pupils without an adult)
- Parents are to enter via the hall doors at the side of the main building. A staff member will come and greet the children.
- At the end of the session, pupils will be taken to class by a member of the wraparound team.
- Any information/ handover to the class teacher will take place at this time.

After School Care:

- Registers will be provided to the wraparound care staff each day to ensure staff know whether pupils have attended school that day.
- Parents must call the school office if their child is going to be absent from any session, making it clear that it is absence from the wraparound care session.
- At the end of the school day, children will continue to stay in their classroom until their class have been dismissed. The teacher/teaching assistant will then drop children off in the hall to make sure they arrive safely.
- Any information/ handover to the wraparound team will take place at this time.
- Parents are to collect pupils via the main hall doors at the side of school.
- Parents/ Carers are responsible for collecting pupils from after school care (we will not release pupils without a named adult)
- Parents and carers must use the same password system used as part of our safeguarding procedures in school – if someone other than a parent/carer is collecting, they must have the correct password on collection.

Uncollected children:

- Children should be collected by the latest time of 6pm.
- Parents/Carer must contact wrap around staff if they are going to be late and are not going to make the 6pm pick up time.
- **Late collections will be charged** for every 5 minutes after the 6pm collection time.
- Should a child remain uncollected, staff will contact the list of emergency contacts you have provided the school.
- If contact is unsuccessful, the Headteacher or Deputy DSL will be contacted.

Provision:

- A range of activities are planned for the pupils depending on their interests and needs.
- From 3:20pm - 4-15pm, there will be opportunity for pupils to complete homework, experience art and craft activities and other opportunities.
- At 4:15pm, children will also be offered a light tea: sandwiches, biscuit and a drink prepared by our kitchen team.
- Subject to the weather, the children will access the outdoor provision as much as possible

Behaviour:

Whilst attending wraparound care, children are expected to follow the school behaviour policy – kind hands, kind feet and kind mouths.

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 wraparound care leader may decide to exclude the child. 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 wraparound care accident book, and reported to the parents/carer via a telephone call.
- Accident records will give details of the time, date and nature of the accident; 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.

Medical conditions

- It is the parents'/carers' responsibility to inform the wraparound care staff of any medical conditions or 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 parents' responsibility to ensure that all emergency medication is still within its usage date.
- It is the parents' 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 wraparound care staff.

Related Whole School Policies:

- Behaviour Policy
- Child protection policy
- Equal opportunities policy
- Health and Safety policy
- Children with Medical Conditions Policy
- Complaints Policy

Complaints:

The school complaints policy is available from the school office or can be found on our school website.

Monitoring and Evaluation

This policy will be reviewed annually by the Head teacher, staff and Local Governing Body.

Netherton Infant and Nursery School wraparound care

Pupil Registration & Medical Information

Form (2 pages)



Pupil personal information	
FIRST NAME:	SURNAME:
HOME ADDRESS:	
Parent contact information	
Emergency contact 1	Title: Forename: Surname: Relationship to child: Contact number:
Emergency contact 2	TITLE: FORENAME: SURNAME: RELATIONSHIP TO CHILD: CONTACT NUMBER:
Is there a current healthcare plan in school for your child? (please circle): yes no	
Doctors practice & contact details:	
<u>Dietary Information</u> Allergies? Please detail: Dietary requirements: Please detail:	

Medication Details: *(please include inhalers and epi-pens)*

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information: