

# Hollingwood Primary School

## Wraparound Care Policy

Date of last review: April 2024
Date of next review: April 2026



## Aims

- To provide an affordable wrap around child care facility for parents.
- To provide a safe, welcoming and secure environment for children.
- To provide a healthy, nutritious breakfast or snack for pupils.
- To provide a calm environment in which children have access to a range of activities.

Both Breakfast Club and After School Club operate under the umbrella of the Flying High Partnership and fully adopts all policies and procedures currently in place at the school. These policies can be found on the school website – [www.hollingwood.derbyshire.sch.uk](http://www.hollingwood.derbyshire.sch.uk)

## Breakfast Club Timing

- Breakfast Club is open from 7:45am and is located in the school hub area.
- Breakfast Club staff supervise the children until 8:40am when they are escorted to their classroom.

## After School Club Timing

- After School Club is open from 3:15pm and is located in the school hub area.
- The children must be collected by parents/carers by 5:30pm.

## Staffing

- The maximum number of children we can accommodate is 40 for Breakfast Club and 30 for After School Club.
- The school operates a 1.12 staffing ratio (1:8 if under 5 years old) for both Breakfast Club and After School Club, however there will be a minimum of 3 members of staff on duty at Breakfast club
- All staff hold fully updated DBS and safeguarding checks.
- All staff update their Food Hygiene training annually.
- At Breakfast and After School Club there is always one member of staff (as a minimum) that has completed Emergency First Aid training.
- Children who attend the school's nursery may attend breakfast and after school club however this should be booked at least 3 days in advance to ensure adequate staffing ratios. No emergency bookings can be taken for nursery children.

## Booking and Payments

Sessions cost are as follows:

- Breakfast Club: £4.00 per session per child
- Afterschool Club until 4:30pm: £4.50 per session per child
- Afterschool Club until 5:30pm: £6.50 per session per child
- These prices will be revised on an annual basis
- Pre-booked sessions will be booked in advance using your Magic Booking account
- **Sessions booked within 24 hours will need to be made via the school office.**
- **Parents must give 24 hours notice for cancellation of sessions to enable any places to be booked by other parents**
- Payments are to be made in advance via your Magic Booking account. Please note, you will not be able to book a session without crediting your account in advance.

- Childcare vouchers are also accepted as a method of payment. If you will be using childcare vouchers you need to discuss this with the School Office beforehand to put necessary arrangements in place.
- Staff who are working outside their contracted hours and require childcare to do so will be charged the discounted rate of £1.50 per session breakfast club. This is to cover the cost of food.
- Staff who are asked to work in Breakfast or After school club (to cover for absent staff) and require childcare to do so will not be charged.

### **School Closure**

If school is closed or has to close early, Breakfast Club and After School Club will not run. Refunds on these occasions will be given.

### **Breakfast Club Registration**

- We ask that parents sign their children into the register as they arrive at Breakfast Club.
- Parents must sign children into Breakfast Club and collect from After School Club.  
**Children are not allowed to sign themselves into Breakfast Club**
- No children should arrive at Breakfast Club before 7:45am. The latest arrival time is 8.15am
- Breakfast Club Staff will call parents 8.20am if they haven't arrived at Breakfast Club

### **After School Club Registration**

- Up to and including Y2 children will be collected from their classrooms and taken to After school Club.
- Y5 & Y6 children make their own way to After School Club direct from their classrooms at the end of the school day where they will be registered when they arrive.
- **Please should parents notify After School Club if for any reason their child will not be attending a pre-booked session. The mobile number for wraparound care is 07873 585502.**
- **Children are not allowed to sign themselves out of After School Club**

### **Late Collection**

- After School Club closes at 5:30pm Monday to Friday. Should your child not be collected by this time, a late collection charge will be applied to your Magic Booking account. This will be applied at the cost of £3.00 per child. If parents are persistently late to pick up their child from After School Club they may risk losing their place.
- Parents whose children who are booked until 4.30pm but are collected after this time will be charged the full cost per child.
- If your child remains at After School Club after 5:30pm and we are unable to contact any of the registered contacts provided, Hollingwood Primary School are legally required to contact Safeguarding Children Services (Social Services).

## **Food**

Food is provided at both Breakfast and After School Club. Breakfast Club offers a typical breakfast for pupils whereas pupils are offered a snack and a drink at After School Club. Typical foods available during Breakfast Club include:

- Fruit Juice
- Water
- Semi-skimmed Milk
- Cereals
- Toast

Typical foods available during After school Club include:

- Orange/Blackcurrant Squash
- Water
- Toast/Pancakes

Allergies and intolerances are catered for in full and these should be discussed with staff by parents when booking a place.

## **Breakfast Club Activities and Resources**

- A varied range of activities can be enjoyed at Breakfast Club. These include organised games, board games, reading, Lego etc.
- Resources are stored in the After School Club cupboard and are subject to the school's Health and Safety monitoring and PAT electrical testing.

## **After School Club Activities and Resources**

- A varied range of activities can be enjoyed at After School Club.
- Outdoor activities include organised games, use of the trim trail (weather permitting)
- Indoor activities include board games and jigsaw puzzles, a different daily art and craft activity, construction games (Lego, cogs, Duplo, etc), numerous toys including cars and dolls etc
- Whilst at After School Club your child may get involved in messy activities. We provide aprons for these activities but do not take responsibility if your child is not willing to wear an apron. Hollingwood Primary School After School Club accepts no liability for damage to clothing whilst in our care under any circumstances.

## **Safeguarding**

- Breakfast and After School Club follow all school safeguarding policies and staff are fully trained. A separate risk assessment is completed for the use of Breakfast Club and After School Club each year.
- The school's fire procedures are fully adopted by Breakfast Club and After School Club. Copies of the fire emergency evacuation plan are displayed in the school's main entrance. The fire assembly points are on the MUGA.
- Medication is to be administered by trained members of staff if it is accompanied by a school administering medication form. These are available from the school office.

- Under the e-safety policy, your child will not be permitted to use his/her mobile phone during sessions and that staff will safely deposit phones in a secure place returning them at the end of the session.
- Should there be any incidents or accidents involving your child, you will be informed of the situation. All accidents are treated by a qualified first aider. If there is a situation where your child needs urgent medical treatment and are uncontactable, a member of staff from Hollingwood Primary School After School Club may sign any consent forms necessary for treatment on your behalf using the consent from my registration form.
- Any information and details regarding your child will be treated as confidential. However, under our safeguarding policies, there may be times, for example in cases of child protection concerns, when details of your child may be passed on to other appropriate and authorised agencies. For example (but not limited to) Police, Social Services and Health Care Professionals.
- Children cannot be collected by a sibling under the age of 15 years of age.

### **Behaviour**

- Hollingwood Primary School Breakfast Club and After School Club adopt the policies of Hollingwood Primary School with regards to Behaviour and Exclusions. If it becomes necessary to exclude a child you will be liable to pay for the cost of the session.
- Staff should be treated with proper respect and any behaviour deemed violent or abusive is unacceptable and the above Exclusion and Behaviour Policy will apply.

### **Emergency Contacts/Consents for Breakfast and Afterschool Club:**

Staff in Breakfast and Afterschool club will use the schools main system to access information relating to a child's emergency contacts. It is the responsibility of Parents/Carers to keep the school office up to date with any changes relating to emergency contacts.

Consents for Breakfast and Afterschool Club must also be kept up to date, this is done by Parents/Carers directly via the child's profile on Magic Booking.

### **Complaints**

Any complaints should be made in writing to the Headteacher.

**Chris Stewart**  
**September 2024**