

New Marston Primary School



Wrap around care policy

New Marston Primary School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. This includes children attending school at any time, including for breakfast club and after school club.

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

New Marston Wrap Around Care is run by New Marston 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 7:45am – 8:45am *or* 3:15pm – 6pm (5.30pm on a Friday and for Early Years pupils each night). Current costs for each session can be obtained from the School Office.

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 sign the parental agreement to adhere to the terms of this policy.

Admissions

- Only children attending New Marston Primary School 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.
- Parents requiring ad hoc places are welcome to use the Wrap Around Care provided there are spaces and parents/carers have previously completed the registration process.
- All Wrap Around Care staff are made aware of the details of a new child.

Bookings

• Places for Wrap Around Care are to be booked via using Parent Mail and all payments must be made prior to the session attended. The bookings will close 3 days prior to the session. Whilst we can occasionally add on additional students, *this is not usually possible*. Please phone the school office if an emergency occurs.

- Places can only be cancelled via the Parentmail App. This requires 3 days notice. We cannot issue refunds on the day as the space is unlikely to be filled. We do not make a significant profit from the club and in order to keep prices as low as possible, we cannot issue refunds.

Staffing

- The Wrap Around 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 15 children for pupils (Age 5+) and works within Early Years ratios for pupils in Nursery (1:6)
 - A designated safeguarding lead will either be on site or contactable by phone.

Provision:

- A range of activities are planned for the pupils depending on their interests and needs.
- From 3:15pm - 4-30pm, there will be a welcome time, snack and outdoor play or indoor games. Some children will attend after school clubs and be returned the wrap around club.
- At 4:30pm, Extended Care begins. This provides an opportunity for pupils to complete homework, experience art and craft activities and ICT opportunities. They will also be offered a second, more substantial snack at this time.

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 Wrap Around 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 schools accident book, accurately reported to the parents/carer via a telephone call.
- 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.

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

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

Policy updated Jan 2024

Ratified by governors Jan 2024

Next update Jan 2026