

Ryhall CE Academy

Wrap Around Care Policy and Booking Information



Review date:	June 2023
Review period:	Every years unless PDET/Ryhall revision made
Next review date:	June 2024

Wrap Around Care Policy

Introduction

At Ryhall CE Academy we are very proud to be able to offer a Wrap Around Care facility to our pupils and parents. The Wrap Around Care service is available to all pupils that are registered at Ryhall CE Academy and are in full time education. All children are under full adult supervision at all times, with a guideline ratio of 1 adult to 10 children.

Aims

- To provide a welcoming, safe, secure environment for pupils between 7.30am to 8.50am and after the school day ends from 3.30pm till 6.00pm.
- To provide an affordable service to parents/carers.
- To provide a calm play environment for pupils.
- To encourage physical activities to promote healthy living.

The Breakfast/After School Care is self-sufficient. The attendance fees are designed to cover all costs. This includes:

- Staffing
- Snacks
- Equipment
- Day-to-day running costs.

It may be necessary to change fees from time to time however; parents/carers will be informed as to the reasons why such an increase is needed, in a timely manner.

Staffing

All staff that work at the Extended Day provision are employed following the Ryhall CE Academy recruitment process. All members of staff hold current DBS checks and have had up to date safeguarding training. There is always a member of staff on duty who is first aid trained.

Organisation

Breakfast Club

During term time we offer an early morning breakfast club from 7.30am - 8:50am.

Children are dropped at breakfast club by their parent/carer and make their way to the breakfast club where the staff register each child. Breakfast is served to every child at the club.

Breakfast includes a choice of toast and cereals and we encourage children to drink water, milk or fruit juice with their breakfast.

After School Club

During term time we offer after school club from 3.30pm to 6.00pm. When school finishes at 3.30pm, children meet with the Wrap Around Care staff and the register is taken.

If you think you are going to be later than 3:30pm to collect your child from school please notify the school office on 01780 762447. Any child who is not picked up by 3.40pm will be placed in the Wrap Around Care facilities if there is availability (A charge for attendance at Wrap Around Care will be made).

When collecting your child from Wrap Around Care, we will sign the children out and note down the time of collection. If your child stays longer than the booked session the booking will be amended in retrospect by the team to account for the additional time taken. Any additional time will be added on. Late collection, post 6.00pm, for After School Club is charged at £1 per minute.

Children who attend other onsite after schools clubs from 3.30pm to 4.30pm may attend the After School Club provision after their other club finishes. These children will also need to be booked in by parents via School Money. A member of the team will cross reference the Wrap Around Care register with the club register.

Times, pricing and booking

Breakfast Club - Open 7.30am till 8.50am at a cost of £5.85 per session, per child.

After School Club

From	Until	Price
3.30pm	5.00pm	£6.60
3.30pm	6.00pm	£11.00
Post another on site club: 4.30pm	5.00pm	£2.20
Post another on site club: 4.30pm	6.00pm	£6.60

Late collection, post 6.00pm, for After School Club are charged at £1 per minute. This charge will be manually added onto your account so that it can be paid by School Money.

Booking

Children should be booked into Wrap Around Care in advance via the School Money system. This will ensure staff to children ratios are correct and sufficient food can be provided. It is the parents responsibility to cancel any unwanted booking. **Parents can book, amend and cancel places up to midnight on the evening before the session.**

All parents need to book using the School Money. If you haven't booked a slot by the cut off times above you can contact the school office to check availability calling 01780 762447.

The booking system works on a pre-payment basis. Therefore, when you book sessions you will pay for them at the point of booking (this differs for Childcare Vouchers – see below) and if you cancel a session prior to midnight before the session, your account will automatically be credited. Sessions that are not cancelled via School Money by midnight prior to the day of attendance will still be charged

Paying via Childcare Vouchers or Government Tax Free Childcare scheme/any other payment scheme

In order to book sessions your account will need to have a positive balance. We will manually apply your credit to your account on a weekly basis (term time only) and allocate the funds according to your booking trends e.g. 50% to Breakfast Club and 50% to After School Club. On occasion you may require us to move credit from one club to another to facilitate a booking – to do this please email the school office.

Collection

Parents/Carers should collect their children from the school entrance or name an alternative person to collect their child, this person being aged 16 years or over. If there is any change to this arrangement the Extended Day staff/school office must be notified beforehand.

In the interest of your child's safety, any other person (other than a parent/named carer) collecting your child will be asked to give a password – please can you contact the school office to arrange this.

In the event that a child is not collected by 6.00pm and no call has been made by the parents to inform they are going to be late, the procedure below will be followed.

The staff member on duty will endeavour to contact all persons listed on the school system as emergency contacts. If none of these persons on all of the numbers given to us can be contacted, we will then contact the police (after 30 minutes of the after school club closing, 6.00pm) to find out if there have been any accidents involving any of these people. The situation will be explained and advice will be sought.

There is a £1 a minute charge for any children collected after 6.00pm.

Fire procedures

All children will be escorted to the school field, following the same procedure and expectations that are followed during the standard teaching day. Children will then be registered and remain on the field until further instructions are given.

Health and Hygiene

It is the responsibility of the Extended Day staff to clean work surfaces at the end of each club session. They also sweep any obvious debris from the floor and mop any spillages up as they occur. The school's cleaning team mop, deep clean and vacuum thoroughly at the end of each day and clean the toilet facilities.

Outdoor Area

Children have access to outdoor space during Extended Day. If children are outside, there is a Extended Day staff member supervising them. If some children are inside and some are outside the door will be kept open. The supervising adults are aware of the whereabouts of the children at all times.

Equipment

Where children can safely tidy up they are encouraged to do so. All toys and equipment are checked for wear and tear and any equipment damaged during play is removed immediately. Children are taught to care and respect the equipment and their surroundings and encouraged to play constructively.

Behaviour

Extended Day follow the same behaviour policy as the school and children are expected to behave in accordance with that policy. A child may be banned temporarily or permanently from the facility if their behaviour is a continuing issue.

First aid

There is a qualified First Aider available at all times. Any incident will be recorded in the school's accident book and communicated to the parent on collection.

Illness

If you suspect that your child may be unwell please ensure that you inform a member of the Extended Day Team. Should they become unwell during a session it may be necessary for you to collect them before the end of the session.

Related policies

The Breakfast/After School Clubs follow the policies of Ryhall CE Academy. The club is also covered by the school's risk assessments.