



## Park Primary School Policy

*Ensuring every individual achieves their very best through high expectations for all: with a focus on aspiration, confidence, creativity and care.*

# Park Primary's Wrap Around Care Policy

Member of Staff Responsible	Clare Broadhurst/Isabella Giraldi
Position	DHT/Wrap Around Care Manager
Dated (approved by the Governing Board)	05/10/23
Date of next review	Autumn 2025

### Intent

**Community of Learning:**

- To have a good understanding of our own and others' mental health and wellbeing.
- To understand what it means to be part of a community, within and outside of school.
- To develop respect and tolerance for others, being sensitive to how others may respond.

**Celebration:**

- To have confidence, respect for others and self-esteem, whilst having the strategies and social skills to flourish in relationships

**Empowerment:**

- To understand about the range of relationships, developing a sense of personal identity and emotional awareness
- To learn about our bodies, looking after them and keeping healthy and safe

**Park's Wrap Around Care Policy**

Wrap Around Care may be attended on a fulltime or a part time basis. The sessions can be booked in blocks over extended periods of time or as and when required.

This childcare provision is an extension of Park Primary School and therefore operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at Park Primary's Wraparound Care Provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

**THE SCHOOL - We will endeavour to:**

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and drinks
- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them • always ensure confidentiality
- keep you informed about the school events and activities through newsletters, email and website

**THE CHILD - I will do my best to:**

- be polite, friendly, kind and helpful to others
- demonstrate the school's values
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

#### **THE PARENTS – We will endeavour to:**

- ensure that our child only attends sessions that are booked in advance online
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school if our child is going to be absent from a session
- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's values
- support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect our child's wellbeing or behaviour

#### **Admissions Policy for Wraparound Care**

Park Primary School's Wraparound Care is only available to children in years Reception to Year 6 who attend our school.

Once a pupil leaves our school whether still in primary education or moving onto secondary education this childcare service will no longer be available to them.

#### **Booking Sessions**

To book sessions parents and carers will be required to set up a Scopay Account account if they do not currently have one. (Please speak to the school office for more information about this system.) Bookings can be made session by session or as block bookings once your account has been credited. Sessions must be booked at least 24 hours before the session is due to start. It is therefore recommended that parents do not rely on 'same day' bookings unless in an emergency. In this instance, parents and carers must contact the school office to make their booking via card payment.

#### **Staffing**

Currently our staff/pupil ratios are 1 adult to 15 children. Additional staffing will be put in place if demand requires it. Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Park Primary School having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

#### **Specific Individual Needs**

Where a child has a specific need, including SEND, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- Liaison will be arranged with relevant professional support networks if applicable.
- The staffing levels can support the needs of the child.

#### **Relationships and Positive Behaviour**

School policies, including our relationships and positive behaviour, apply in the same way as they do during the main school day.

### **Opening Hours and Fee Structure**

#### **Breakfast Club**

- Is open term-time only with sessions running from 7:30am
- Will be closed during the holidays including bank holidays and INSET days
- The fee is inclusive of breakfast
- Sessions must be booked in advance via Scopay

#### **After School Club**

- Is open term-time only with sessions running from 3:30pm to 6pm.
- Will be closed during the holidays including bank holidays and INSET days
- The fee is inclusive of a snack
- Sessions must be booked at least 24 hours in advance via Scopay. If they are not booked 24 hours in advance then you will need to pay by card payment.

#### **Payments and Refunds**

- Fees are to cover sessions booked in advance online using a Scopay account. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information.

#### **Childcare Vouchers**

- Childcare vouchers can be used for our Wraparound Care. Please contact our Admin team either by phone on 020 8534 4065 or by email on [info@park.newham.sch.uk](mailto:info@park.newham.sch.uk) to inform us of your provider so arrangements can be made.

### **Arrival and Departure Policy and Procedure**

Park Primary School Breakfast Club and After School Club will operate a rigorous procedure regarding the security and safety of all children within our care.

There is a clear procedure in place for both arrival and departure of all children attending Wrap Around Care. To ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

#### **Arrival to the Breakfast Club**

- Children of all ages must be dropped off by an adult or person over 16 years of age.
- Children in Year 6 may arrive unaccompanied provided permission is given and agreed with the school prior to their arrival.
- Children will be handed over from parents and carers to the Breakfast Club staff at the Mathews Park Avenue school entrance from 7:30am.
- Arrival can take place up to 8:30am.
- At the beginning of each Breakfast Club session there will be a formal register taken. As children arrive they will then be checked against the register. This will be cross-referenced for pupils in attendance at that session against the online bookings made.
- Pupils who have not booked into this session in advance will be contacted and billed.

### **Departure from the Breakfast Club into the school day**

- Children from Years 1-6 will be released by the Breakfast Club staff from the dining hall to their classrooms at 8:45am.
- Children in reception will be escorted from Breakfast Club to their classrooms at 8:55am.

### **Arrival to After School Club**

Pupils will be escorted from their classroom to the dining hall by a member of staff where they will be registered.

Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the After-School Club by the extra-curricular club leader.

If a child has been booked into After School Club, parents/carers must inform the school by no later than 2:30pm if their child will not be attending that day. This is to ensure the safeguarding of your child.

At the beginning of each After School Club session there will be a formal register taken. This will cross-reference pupils in attendance at that session against the online bookings made.

Pupils who have not booked into a session in advance will be called and billed.

### **Departure from the After-School Club**

- The After School Club has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff.
- Children must be collected before 5:30pm by either the parent or carer or a person named on your safe collection form.
- We will not release children to any siblings or children under the age of 16 years.
- When collecting your child from After School Club please call the Wrap Around Care phone no. 07943 038650 and speak to a member of staff to let them know that you are here, your child will then be brought out to you, please wait by the Mathews Park Avenue school entrance.
- For 'first time' pick up, an authorised person will be required to provide a suitable form of identification as After School Club staff will not necessarily know who adults are in the first instance. If a person is added to the safe collection list later, they must be introduced to the staff and their name added to the form.
- For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office on [info@park.newham.sch.uk](mailto:info@park.newham.sch.uk)
- In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:
  - The Wrap Around Care Manager must be contacted and a full description of the person including their name must be provided.
  - To establish it is the named parent or carer you will need to be calling of the phone no. that has provided to the school
  - When the person arrives, identification will be checked, and the password (if applicable) will need to be provided and confirmed.
- The last pick-up and hand over times for after-school care is 6pm.

- If a child is collected after 6pm three times then the child will no longer be permitted to attend Wrap Around Care.

### **Non-Collection of a Child from After School Club**

In the event that a child is not collected from the After-School Club by the end of the session, the staff should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.
- A member of staff must remain near the telephone in order to receive the call after 5:30pm.
- If the child has not been collected by the end of the club's registered session and contact with the named parent has not been established the staff must contact the child's stated emergency contacts.
- The staff must inform the Deputy Head Teacher or the Designated Safeguarding Lead. After all avenues of contact have been exhausted and the Club has not received any contact from the parent or authorised collectors, the Deputy Head Teacher or Designated Safeguarding Lead will make the decision to contact the police and Newham MASH. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the police or Newham MASH or the Deputy Head Teacher or the Designated Safeguarding Lead.

### **Contacting the Breakfast Club or After School Club**

During normal school office hours (8am – 4:00pm) the school office staff will take your message and share it with the staff in our Wrap Around Care team.

By Email: If you wish to contact either the Breakfast or After School , please email the Wrap Around Care Team directly on: [wrap.around@park.newham.sch.uk](mailto:wrap.around@park.newham.sch.uk) or the school office on: [info@park.newham.sch.uk](mailto:info@park.newham.sch.uk)

### **Food Provision**

- Both Breakfast and After School care provide food for your child unless they bring their own breakfast or after school snack.
- Our Wraparound Care staff are aware of the School Food Standards and have received the required training in Food Hygiene. Both the Breakfast and After School care team will provide food that meets the School Food Standards.

### **Allergies, Intolerances and other food requirements**

- Due to the self-serving food nature of Wrap Around Care, all attending children's allergens are removed from the Wrap Around Care menu.
- The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets.
- We are a 'nut-free' school site and cannot serve or allow children to bring nuts or products containing nuts into the school.
- If you wish to provide your child with their own breakfast food or packed snack, then there will not be any deduction in fees for any sessions that your child attends.

Breakfast Club is likely to provide options such as:

- Bread/toast with assorted spreads
- Low-sugar cereal and milk alternative

The After School team will provide food options which may include:

- Sandwiches
- Breadsticks
- Fruit and/or vegetable based snacks
- Water will be available.

### **Sickness & Medication Policy**

#### **Sickness**

- All wraparound care staff members have first aid training. The priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:
- Your child should not be at Wrap Around Care if they are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- If you have booked your child in for Wrap Around Care but they are too unwell to attend, you may either have a refund or use this as a credit for another session.
- Children with head lice are not 'excluded' but must be treated to remedy the condition.
- Parents and carers will be notified immediately to collect their child if they become unwell or they develop an illness whilst at the Wrap Around care. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The Breakfast and After School care staff follow the school's First Aid and Medical Needs policy.

#### **Medication**

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol, Junior Aspirin or other such general medications.

#### **Prescribed Medication**

- The Wrap Around Care provision is unable to administer any medication during sessions. Any medication administered by the school during the school day which needs to go home will be passed to the Wrap Around Care Manager to be handed back to the parent/carer.
- Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the Wrap Around Care Manager.