



## Wrap around Care Policy

### Equal Opportunities

At Bells Farm we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunity to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality or disability.

### Safeguarding

The welfare and safety of children who attend our school is our paramount concern. We will promote the health, well-being and safety of the pupils in all we do. We recognise that our children have the right to protection, regardless of age, gender, race, culture or disability. We understand our responsibilities set out under section 175 of the 2002 Education Act and the latest version of the Statutory DfE Guidance 'Keeping Children Safe in Education' to work together in partnership with other agencies to help children to grow up in a healthy and safe environment.

### Introduction

Outlined below is a summary of the services and care provided by the school staff, and provides key information for parents, staff and governors. Wrap around care includes: breakfast club and after school. The school provides access to quality childcare for children who attend Bells Farm Primary School.

Breakfast and after school clubs operate on a first come first served basis. As they are often over-subscribed, we would urge parents to book places as early as possible using the online booking system. Parents/carers have up to midnight the day before they require the place to book online. Unfortunately, it is likely that booking on the day may not be possible, due to the high demand.

### Breakfast club

This runs from 8.00 am – 8.50 am from Monday to Friday and is based in Bells Farm Dining room. Children are brought to the room through the playground entrance and are signed in by the parent from 8.00 am. There is a bell located on the door frame, which parents can ring and a member of staff will let them in. The school takes no responsibility for children prior to this time, and all children must be accompanied by an adult.

Breakfast is provided if needed. A range of activities are available for the children attending the club.

At 8.50, the children are escorted by the staff to their classroom.



### After school club

This runs from 3.15 pm – 5.30 pm from Monday to Friday and is also based in the school dining area. The children are collected from their teacher by the after school staff and escorted to the club room. Children, who stay to after school activities are collected once the activity is complete. A register of all children is taken using the print-out from the online booking system.

### Collection of children

A register of all children is kept daily. Parents are reminded that the after school club closes at 5.30pm. All children must be collected by this time. Access to the after school club, is through the playground entrance. As with breakfast club, a member of staff will open the door when the bell is rung. All children will be signed out by the parents on collection. If children have not been collected by 5.30 pm, parents/carers will be contacted by phone. If parents are unavailable, the next contact on their child's form will be contacted. If this person does not respond, then Social Health and Care services will be contacted to collect the child. Should a known problem arise parents are asked to contact the staff on 07757642322 for breakfast or after school club.

### Fees

The table below indicates all the fees for the range of wrap around services.

<u>Type of Club</u>	<u>Fees</u>	<u>Cancellation notice</u>
Breakfast Club	£2.00 per session	24 hours' notice should be given for changes to hours or termination of a place for one day places. 1 week notice should be given for full week places.
After school club	3.15-4.15 £3.00 3.15-5.00 £6.00 4.15-5.15 £3.00 4.15-5.30 £4.00 3.15-5.30 £9.00	24 hours' notice should be given for changes to hours or termination of a place for one day places 1 week notice should be given for full week places.

### Payment of fees

Fees are all collected via the online system. A fee of £5.00 will be charged if children are collected after 5.30pm.

Where club charges are subject to change, a month's notice will be given to parents.



Non Payment

A letter stating the amount owing will be sent to parents on a weekly basis, if the outstanding fees are not paid, you run the risk of your child's place being withdrawn until all monies owing have been paid.

This policy will be reviewed annually

Person(s) responsible: Head teacher - Mrs Butterworth

Date of policy: September 2017

Date of review: September 2018(or upon changes in fees/arrangements).