Thornhill Primary School

Wrap Around Care Policy

Signed D.Thompson   (Chair of Governors)

Signed.   S Overfield   (Headteacher)

Reviewed beginning of each academic year

Policy will be part of new staff induction

Thornhill Primary School

Wrap Around School Policy

Introduction

Thornhill Primary School Wrap around care exists to provide a high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 8am – 8.45am and from 3.15pm – 5.30pm term time, and current costs for each session are available on the school website. A copy of the policy is provided to all parents when starting school and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Thornhill Primary School are eligible to attend.
- All places are subject to the Head teacher's discretion and may be stopped if payments are not kept up to date or there are incidents of poor behaviour.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy when their child starts school and this policy is also available to view via out school website.
- Children's attendance is recorded in a register.

Arrival and Departure

Before School Club

- Parents/carers are required to bring their child to the main gate and a member of staff will supervise into the main hall. A register is taken by a member of staff.
- Children will be sent to their classes at 8.45am by a member of staff.

After School Club

- Children are sent to the main hall by teachers.
- The staff will take a register and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

- Pupils can only be picked up at 4.30pm or 5.30pm.
- Pupils are collected at the main gate on bottom yard.
- Parents/carers must not come to Reception entrance.
- Any changes to pick ups must be communicated to school office by 3.30pm on that day.

Daily routine

Morning session

- 8am - Enter breakfast club, register , wash hands, breakfast
- Breakfast things and activities put out (each year has their own individual box of activities/games.
- 8.40am – Tidy up, children collect their coats and bags.
- 8.45am – children sent directly to class. Children do not go back onto main yard.

Afternoon session

- 3.15pm - Children go into main hall and register taken.
- Children will be offered a snack, staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 4.30pm – Children going home will be escorted to main gate and collected by parents/carers.
- 4.30-5.30pm – A range of activities for remaining pupils.
- 5.30pm – Children will be escorted to main gate and collected by parents/carers listed on the registration form.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour.
- Follow the rules – displayed in the hall.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Keep hands and feet to themselves.
- Listen to the adults and do as they are asked.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Use of Restorative Approach to deal with any incidents.
- Sticker rewards.
- Informing parents about individual achievements.
- Rules displayed in hall.

Dealing with inappropriate behaviour:

- School behaviour policy applies to Wrap Around Care. For instances of poor behaviour at breakfast club or after school care, the parent will be informed on collection and Headteacher will then arrange a meeting before next session is attended to decide on next steps and if pupil can access provision.
- If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the school can exclude the child from the provision. The reasons and processes involved will be clearly explained to the child and their parent/carer.
- Pupils can be excluded from after school provision for poor behaviour during the school day.

First Aid

- All accidents will be recorded accurately and reported to the parents/carer upon collection.
- Accident records must give details of : time, date and nature of accident, details of the child involved, type and location of the injury, action taken, and by whom and added to the child's records.
- All incidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell during Club will be contacted if they need to be picked up or staff will communicate with parents/carers at pick up time.

Safeguarding

- A DSL (Designated Safeguarding Lead) will be on site or available until 5.30pm.
- Pupils are supervised by 2 adults.
- All staff are First Aid trained.
- Adults who pick up must be on the pupils pick up list. Any new adults must be added to the list and school requires a written email to confirm, before pupils can be picked up.

Staff

- Staff are all trained in Safeguarding and First Aid.
- Staff will plan all activities.
- Staff will ensure adequate supervision and adhere to health and safety requirements, school risk assessments and school policy.

Payment of Fees

Fees are to be paid in advance via Arbor or childcare vouchers.

- If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- Provision will be stopped if debts are accrued and not paid.

Related Whole School Policies:

- Safeguarding Policy
- Behaviour Policy
- Anti Bullying Policy
- Personal – Intimate Care & Toileting Policy
- Medical Need Policy
- Safe Touch Policy
- Sun Protection Policy