



St John's CE Primary School

Wraparound Care Policy (Breakfast and Afterschool club)

September 2023

St John's C of E (Controlled) School

Wraparound care POLICY

Non Statutory policy	Review Frequency ANNUALLY
Review Date – September 2023	Next Review Date – September 2024

Approved by FGB- Chair's action 8/9/23

St John's CEP School policies are approved, ratified and reviewed regularly by the Headteacher/Senior Leadership Team and/or Governing Body in the light of statutory requirements



St John's CE Primary School

Wraparound Care Policy (Breakfast and Afterschool club)

Vision statement

*Imagine a place where all are equal and all are different,
living compassionately, learning together,
embracing challenges, building tolerance and resilience,
standing strong and making a positive difference in God's amazing world.*

ALL EQUAL, ALL DIFFERENT, LEARNING TOGETHER IN GOD'S WORLD

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Introduction

At St John's CE Primary School 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. All children are under full adult supervision at all times.

Aims

- To provide a welcoming, safe, secure environment for pupils between 7.45am to 8.45am and after the school day ends up until 6pm.
- To provide an affordable service to parents/carers.
- To enable pupils to eat breakfast before the start of the school day /have an after school snack in a pleasant, relaxed environment.
- To provide a calm play environment for pupils.
- To encourage physical activities to promote healthy living.

Staffing

All staff that work at the Wrap Around Care are employed following the St John's CE Primary 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. Currently, Mrs Pinder and Ms Bennett lead both breakfast and after school club.

Organisation

Breakfast Club

During term time we offer an early morning breakfast club from 7:45am - 8:45am, Monday-Friday. Please arrive between 07:45 – 08:45 (breakfast is served between 08:00 - 08:30) via the office door. Children in Reception or year 1 and 2 are escorted to their classrooms at 8:45 while children from years 3, 4, 5 and 6 will make their own way to their classroom. Children are welcome to have a breakfast whilst at the club. There is free play and organised activities.

Breakfast includes: Cereal, toast, bagels, fruit, yoghurt and juice will be provided.

After School Club

We offer afterschool club during term time Mon-Thurs from 3.15pm - 6pm.

Children in Reception, Year 1 and 2 will be collected by a member of staff at the end of the day and taken to the hall. Children in Year 3, 4, 5, 6 will make their own way to the hall. A register is taken when children are all in the hall.

Collection will be from the meadow or the foyer outside the school office at either 16:30 or 18:00. Please note that it is essential that children are collected on time. A light tea will be provided.

If you think you are going to be later than 3:30pm to collect your child from school please notify the school office on 01732 453944. 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).



Parents/Carers should collect their children from the Wrap Around Care facility 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 wrap around care staff must be notified beforehand. You can contact the Wrap Around Care staff on **07763 198300**.

If you are late collecting your child from the short session (by 4.30pm), a charge for a full session may be made.

In the event that a child is not collected by 6pm 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, 6:30pm) to find out if there have been any accidents involving any of these people. The situation will be explained and advice will be sought.

DSL will be informed if children are repeatedly collected late as this becomes a safeguarding issues.

The School reserves the right to charge of £1 a minute after 6pm.

Pricing and booking

Club	Cost
Breakfast club	£5.50
Afterschool club (short session 15:15-16:30)	£5.50
Afterschool club (full session- 15:15-18:00)	£13.00

There will be a charge of £1 a minute after 6pm

We have an online booking and payment system for our Breakfast Club and After School Care Club. Please click [here](#) to log in to the booking system

Please contact the school office for a link code if you are new to the system.

You can use the same account for any children you have at St John's, and for children at other schools which also use Tucasi secure scopay.com system.

Your account will allow you to book and pay for Breakfast and After School Club sessions online at your convenience. Bookings must be made online at least 48 hours in advance. It will not be possible to accept bookings over the telephone without 48 hours notice.

The system will also let you cancel sessions with up to 48 hours' notice and you will then receive a credit on your account. If you cancel a session with less than 48 hours' notice you will be charged for the session.



St John's CE Primary School

You will be required to have a credit balance on your account in order to book sessions. Payments onto your account can only be made by debit/credit cards or childcare vouchers. We are unable to accept payments by cash or cheque.

When booking After School Club sessions please select the 'S' column for the short session (15:15 – 16:30) or the 'F' column for the full session (15:15 – 18:00 Not Fridays) [NB: do not select both or you will be charged for both sessions!]

If you need help registering your account, you will find links to a Quick Reference Guide and a short video tutorial at www.scopay.com/stjohnskent

Behaviour

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

Related policies:

The Wraparound care clubs follow the policies of St John's school, these include:

- Medicines policy
- Behaviour policy
- Child Protection policy
- Anti-bullying policy
- First aid policy
- Charging and remissions.