



# Merridale Primary School

## Wraparound Care Policy

### 2024-25

#### **Agreed By Governors -September 2024**

Bantock Primary School will provide Wrap Around Care provision before and after school including breakfast club and after school club for pupils enrolled at and attending Merridale Primary School. Merridale Primary School will provide a walking bus service for Merridale pupils between Bantock Primary School and Merridale Primary School at the end of the Breakfast Club session each morning and the start of the after school session each afternoon on every day that Merridale Primary School (and Bantock Primary School) is open.

#### **About the wraparound care offered at Bantock Primary School:**

The Wrap Around Care is committed to equal opportunities. No child who uses the club will be discriminated against on any grounds, e.g. race, gender, religion, disability or social background. Appropriate and reasonable steps will be taken to ensure that the service is accessible to all sections of the community.

We want working parents and carers to confidently utilise the affordable extended care that is provided and feel confident that their children are in safe hands. We will constantly strive towards creating a cohesive community where parents, staff and pupils work collaboratively to support the whole child. We will provide creative opportunities where children will be immersed in fun, friendship and self-discipline.

We will provide daily 'Wrap Around Care' in a safe, clean, secure and nurturing environment, for the children of working parents and carers. We will promote a culture of safety and well-being, where risks are regularly managed and first aid is continually available, if required. Our bespoke provision focuses on opportunities for pupils to explore, collaborate, compete, and investigate, as staff extend previous learning opportunities.

We will inspire all pupils through our stimulating approach to providing extended provision, which inspires life-long knowledge, skills and understanding. Pupils will be inspired by academic stimuli as well as physical and mental challenges. They will have a strong desire to enhance their independent and intrapersonal skills as well as developing their problem solving, mindfulness and critical thinking, as part of our extra- curricular offer.

We will build strong foundations with parents and pupils, based on honesty and collaboration. We will scaffold and nurture quality - first learning opportunities, whilst celebrating and supporting diversity, in order to foster quality-first before and after school provision, that nurtures and supports the individual child.

We will treat all pupils as individuals and carefully monitor their progress from their unique starting points. We will ensure there are no wasted minutes and use the fundamental knowledge of what a pupil already knows, in order to enhance their academic, physical and social abilities.

## **Booking Arrangements**

At Merridale Primary School, working in partnership with Bantock Primary School, we will provide a walking bus and Wrap Around Care for working parents.

- Places are allocated to children that attend full time education.
- The club has places for a maximum of 10 Merridale children attending on any one day.
- The club is open to all pupils from Reception to Year 6.
- All parents/carers are required to complete a registration form. There is a one-off charge of £10.00 to register.
- The registration form will remain active for the duration of the pupil's time at Merridale Primary, but the need for a place at the club must be re-stated at the end of the academic year, in good time for the start of the next year.
- We require one week's notice if a pupil is withdrawn from the club during the course of the year. A pupil can only be re-instated in the club providing space is available.
- For each new academic year, priority for spaces will be given to existing club members, providing their intention to continue is made clear by the end of the outgoing academic year. At the start of the year, remaining places will be offered.
- Places will be allocated on a priority basis. Firstly, for pupils who have siblings, secondly for pupils who will be attending 5 before school sessions/5 after school sessions. Next would be for pupils who attend less than 5 before or after school sessions that attend regular set days. The remaining sessions would be allocated as sessions became available.
- Parents/carers wanting an occasional day must notify Merridale office at least 24 hours in advance to check on availability of spaces.
- It is expected that parents will not go into payment arrears and any arrears will be referred to the Headteacher. The parents/carers use of the club will be reviewed in such instances.
- Payment for all sessions must be made in advance - before the day of attendance using the School Comms payment app. Failure to make payment in advance will mean that your child cannot attend the desired session/s.

## **Wrap Around Care Hours at Bantock Primary School**

Opening Hours

Breakfast Club: Monday – Friday 7.45am – 8.30am

Children will be collected from Bantock Primary School by Merridale walking bus staff at 8.20am and walked round to Merridale for the start of the school day.

After School: Monday – Friday 3.25pm – 5.30pm

Children will walk from Merridale by the walking bus staff, leaving Merridale at 3.20pm.

## **Staffing**

- There are a minimum of two members of staff on duty at Bantock Primary School for the wraparound care provision.
- There are a minimum of two members of Merridale staff provided for the walking bus.
- Staff will be onsite 20 minutes before the school session is due to start.
- The Head Teacher and/or other members of school staff are on site from approximately 7.30 am onwards.
- The staff are employed by the schools and have undergone all the necessary safeguarding checks.
- All staff are committed to on-going training and development.
- If a member of staff is absent, they must inform the Head Teacher before 7.00 am and cover will then be arranged.
- There are other members school staff who may be called to cover at short notice.

## **Registration at Bantock Primary School at the start of each session**

- Pupils are registered as they enter the Dining Hall.
- The registration forms/information will be retained in the school office.
- Pupils will exit via the KS2 (Key Stage 2) playground on Aston Street. Parents will be able to buzz through to the Dining hall on arrival using a buzzer by the external gates.

## **Organisation**

- Wraparound care provision at Bantock Primary School is held in the Dining Hall where food is served and activities are organised.
- Younger children are assisted with their outer clothing and bags.
- Pupils are asked what they would like to eat and drink. Breakfast is served in a buffet style, where the children are able to see and self-select the foods that are on offer to them.
- We endeavour to encourage the pupils in healthy lifestyle choices. With this in mind, we will provide the children with healthy options for breakfast.
- Food is served at the table. Emphasis is placed on good table manners and behaviour throughout.
- Pupils are encouraged to have sufficient to drink to ensure adequate hydration at the start of the day.
- As each pupils finishes their breakfast, they are encouraged to clear away their own crockery and cutlery, placing items in the washing up box.
- Warm water, liquid soap and anti-bacterial gel are available for the pupils and staff to clean their hands.
- Toilets are available in the KS1 (Key Stage 1) corridor.
- After their breakfast, children may join another table where activities are laid out or choose to play or chat with friends.
- The preparation and serving of food finishes at 8.10am prompt to enable staff to wash up and clear away in time for the start of school.

- Pupils arriving after this time who have not eaten at home will be fed, but from a reduced menu. Parents/carers should avoid causing this difficult situation if at all possible.
- All activities are cleared away by staff and pupils by 8.25am, so that the children may walk to their classrooms.
- All pupils are escorted directly to their classroom and are handed over to the class teacher.

### **Communication and Information Sharing**

- A club file with the daily registers, medical and dietary requirements, contact information, passwords and records of payment will be maintained by the office staff and locked away in the school office, on a daily basis, to ensure confidentiality.
- All information will be emailed using a secure e-mail address regarding Merridale pupils and bookings on the Friday for the following week. This information will be amended as required if there are any changes or updates.
- The school mobile telephone number is to be used, if required, to contact parents.
- Each Monday, Bantock will confirm with Merridale the children and sessions attended for the previous week.
- A WhatsApp group of Wraparound Care and walking bus staff, including senior leaders and DSL/DDSLs is set up in order to communicate staffing changes or issues, such as, children not being collected at the end of their session.

### **Resources**

- Resources will be kept in the SHINE Hub store.
- External resources will be kept in the KS2 playground store.
- Food and drinks will be kept in the nursery kitchen fridge/Wrap Around Club cupboard.

### **Safety and Safeguarding**

The club is committed to provide a safe and secure environment. Staff will adhere to the following guidelines:

- No pupil will be left unsupervised in the club at any time.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required. Identification will be provided and prior appointments should be made where possible.
- Pupils will not be released with anyone other than the recognised parent/carer unless prior notice is given. A password will be held on file for each pupil which can be asked for from anyone collecting the child. If staff are unsure of who the person collecting the pupil is, then that pupil will remain at the club and parents will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. Pupils will be signed in and out of the club. Parental/carer consent will be sought for the use of videos and photographs for promotional usage.
- In case of an emergency, all staff and pupils will evacuate the building. Staff will escort the pupils to the designated lining up area on the KS2 playground and the register taken.
- The pupil's details, medical conditions, the parents' contact details, an additional emergency contact name, address and telephone number are kept in the school office.

- A risk assessment is carried out on an annual basis. A copy is kept in the club file.

### **Illness**

The school has the right to exclude any pupil with an infectious disease from the wraparound provision, for example, sickness and diarrhoea, for a period of up to 48 hours or until the pupil is no longer infectious.

### **Medication**

This will be administered in line with Bantock School policy for administering medication.

Children who require medication e.g. asthma inhalers, epi-pens, will carry this with them (provided by parents). Merridale will provide Bantock with the appropriate asthma card or care plan to ensure that medication can be administered correctly.

### **First Aid**

First aid will be administered in line with Bantock school procedures, with reference to the Health and Safety Policy. At least one member of staff holds a current first aid qualification.

### **Complaints Procedure**

In the event of staff, parents or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at our Wrap Around Care, the school procedure for Complaints should be adhered to which is available on the School website.

### **Rights Respecting Behaviour**

We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour through encouraging and praising respectable behaviour. The pupils are encouraged to respect themselves, each other, adults and property.

### **Food and Hygiene**

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff should hold a food hygiene certificate.
- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered/mopped if any debris is on the floor.
- Pupils should be encouraged to wash their hands on a regular basis and before and after eating food.
- Pupils should not be allowed in food preparation areas.
- All utensils should be kept clean and stored correctly.
- The double sink procedure should be used for washing.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a morning and afternoon after session.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff drinking hot drinks will not be involved with the children.
- Staff preparing food will always adhere to personal hygiene recommendation.

## **Nutritional Food**

In Breakfast club we aim to provide pupils with a nutritional breakfast to help aid concentration and learning throughout the school day. On a daily basis we aim to provide rice, wheat and corn based cereals, that are not sugar coated and these will be served with semi-skimmed milk.

Alongside these, we will serve daily – bagels with the option of butter. We will also provide – seasonal fruits for the pupils.

In after school club, we aim to provide healthy and balanced snacks and encourage children to make healthy choices. The first snack we offer will be a choice of cereal, toast or a bagel. A piece of fruit and a small biscuit will be offered later in the session as a second snack. Milk, water and squash will be provided unless another alternative has been requested by the parent/carer due to medical reasons/allergies. Extra drinks will be provided during the session when appropriate or if requested by the pupil e.g. during hot weather.

## **Missing Pupils**

In the event of a pupil should go missing in club/school premises the Headteacher/Deputy Head should be informed immediately. A thorough search should be made of the premises both internally and external. The local police should be contacted if necessary.

If a pupil is booked into a session and fails to arrive, checks WILL be made with parents/carers to locate where the pupil is.

## **Uncollected Pupils**

In the event of any pupil/s being left at the Wrap Around Care after school, due to unforeseen circumstances, we will always try to contact family members by phone. If this is not successful, the DSLs will be contacted and informed of the situation. If possible, the DSLs or Wrap Around Care staff member may conduct a home visit. If this is not possible or contact still can't be made, the MASH (Multi Agency Safeguarding Hub) Hub will be contacted. If necessary, the local police will also be contacted. To help prevent this situation arising, when children are registered for a Wrap Around Care place we obtain as much information as possible from the parent/carer. We do require at least two contact numbers, being parent and other relatives who can be contacted in emergencies.

A pupil will not be released to anyone other than a parent, without their prior consent and suitable means of identification or recognition. A password will be kept on record for each child. It is required that a parent must inform the Wrap Around Care staff if their child is to be collected by someone unknown to them and given relevant details.

Staff will record any late or non-collection of children. If the problem is consistent, staff will work in partnership with parents/carers to address the issue. If parents/carers are unwilling to work with staff on this issue, management will be informed, and a cost may be occurred. Please refer to our Terms and Conditions for further information in relation to late charges.

## **Charging Policy**

Charges are to cover the cost of the walking bus, staff facilitating the club and to provide extended activities as well as the healthy food provided. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others. Breakfast club (including walking bus) will be charged at £5.60 per session. After School Club will be charged at £5.60 per session (until 4.30pm) or £7.60 per session (until 5.30pm). Any child who is collected late from the 3.25 - 4.30 pm session will be charged at the 3.25 -5.30 pm session rate. Any child who is collected late after 5.30pm will be charged according to the School's Late Charging Policy.

Tackling deprivation and disadvantage to reduce attainment gaps is a core focus of extended services. There may be circumstances or occasions when the school allocates a place at the club to a child. In this instance, the cost would be subsidised from wider school budgets. Any parent wishing to access this should speak to the school office initially.

All absences will be charged at full price, including illness. Late collection of your child/children from After School Club (after 5.30pm) will incur a **£30.00 charge**. Any changes to this contract must be agreed between parent/carer and Headteacher and put in writing, signed and dated by both parties. Any parent/carer failing to comply with the school's agreement for payment may have their child excluded from the club until the situation is resolved. Any parent/carer who regularly breaks the agreement will have their child excluded from attending wrap around care.