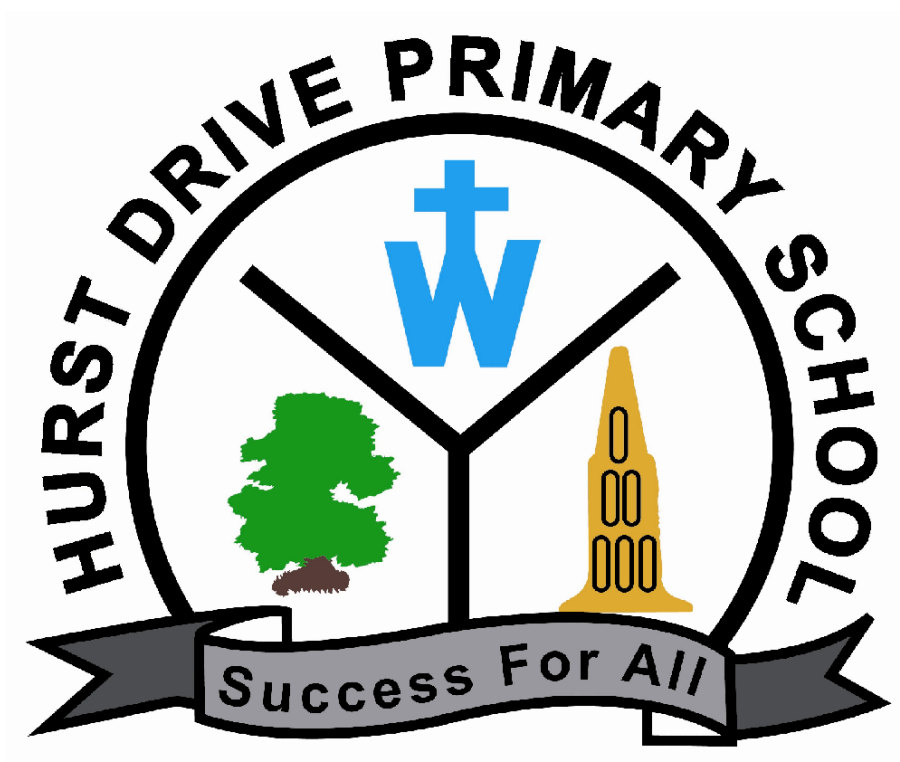


Wraparound Childcare Policy

Hurst Drive Primary School



Person/s Responsible: Mireilli Forrest (Headteacher)

Policy Reviewed: July 2022

Policy Review: July 2025

Contents

1. Aims, scope and principles	2
2. Legislation and guidance	2
3. School's before- and after-school childcare offer.....	3
4. Breakfast Club	3
4.1 What is the Breakfast Club?	3
4.2 What is the cost of the Breakfast Club?.....	3
4.3 How do I book a place for my child in the Breakfast Club?	3
4.4 What are the expectations regarding attendance?	3
5. After-school Extracurricular Clubs	3
5.1 What are the After-school Extracurricular Clubs?	3
5.2 What costs are involved with the After-school Extracurricular Clubs?.....	4
5.3 How do I book a place for my child at one of the After-school Extracurricular Clubs?.....	4
5.4 What are the expectations regarding attendance and collecting a child?.....	4
6. Wraparound Care	4
6.1 What is Wraparound Care?	4
6.2 What is the cost for Wraparound Care?	5
6.3 How do I book a place for my child at Wraparound Care?	5
6.4 What are the expectations regarding attendance and collecting a child?.....	5
7. Health and Safety	5
8. Behaviour.....	6
9. Monitoring and Policy Review	6
10. Links with other policies	6

1. Aims, scope and principles

This policy aims to set and maintain high-quality out-of-school hours childcare at Hurst Drive Primary School, including a before-school Breakfast Club and after-school Wraparound Care.

By creating this policy, we aim to ensure our school offers affordable childcare to support our working parents and carers and we aim for this childcare to be safe and stimulating for the children in attendance.

We expect that staff leading this provision to act in accordance with this policy and other linked school policies, including the Child Protection Policy, and we expect parents/carers and their children accessing this provision to also act in accordance with this policy to ensure the safe, smooth running of the school.

2. Legislation and guidance

In line with the Department for Education guidance '[Wraparound and holiday childcare: parent and childcare provider 'rights to request'](#)', we should help parents/carers to work, or work for longer, if they choose to do so, by making more quality childcare available. This provision must only be ended with reasonable justification – for example, low level of demand so the provision would not be financially viable for the school.

3. School's before- and after-school childcare offer

At present, Hurst Drive Primary School offers term-time only before- and after-school childcare in the form of three types of provision:

- Breakfast Club, running from 7:45am to the start of the school day, but children must arrive before 8:20am;
- After-school extracurricular clubs, running from the end of the school day until 4:30pm; and,
- Wraparound Care, running from the end of the school day until 6:00pm.

4. Breakfast Club

4.1 What is the Breakfast Club?

The Breakfast Club is on offer Monday to Friday during term-time only. It starts at 7:45am and finishes when the school day begins. The Breakfast Club is run by members of school staff who follow school policy regarding child protection, health and safety, and managing children's behaviour. All children are offered a nutritious breakfast before taking part in games and activities ahead of the start of the school day.

4.2 What is the cost of the Breakfast Club?

The Breakfast Club costs £2 per day per child.

4.3 How do I book a place for my child in the Breakfast Club?

A parent/carer wishing to book a place for their child/ren in the Breakfast Club should use the [School Gateway](#) app. Alternatively, they should telephone or e-mail the school office, directing their enquiry to the person in charge of registering places at the Breakfast Club to seek information or support with making a booking.

Parents/carers should be aware that we can accommodate 30 pupils in our Breakfast Club and we give priority to any child who meets the following criteria:

- he/she is in receipt of Pupil Premium funding;
- he/she has issues maintaining good punctuality and/or attendance; or,
- he/she lives a distance from the school.

To ensure fair access to this provision, a parent/carer will be required to reregister their child's place termly and there is no guarantee that a child who had a place in the previous term will be given a place in the term thereafter. Parents and carers will be reminded of this requirement to reregister in good time before a new term begins.

4.4 What are the expectations regarding attendance?

It is the responsibility of the child's parent/carer to ensure the child arrives safely to the Breakfast Club, including not arriving on the school site before 7:45am as the staff leading the Breakfast Club cannot accept responsibility for a child before this time.

If a parent/carer has registered a place for their child at the Breakfast Club but their child is not attending as planned, the school reserves the right to remove the child from the register in order to offer the child's place to a family requiring it.

5. After-school Extracurricular Clubs

5.1 What are the After-school Extracurricular Clubs?

On a termly basis, the school renews its offer of term-time only after-school extracurricular clubs, including clubs that support pupils' academic achievement, promote the arts and encourage sports participation. Most of these clubs are run by school staff with a passion or expertise in a particular field but some of these clubs are led by outside providers on the school site.

5.2 What costs are involved with the After-school Extracurricular Clubs?

The school aims to keep clubs run by school staff free of charge, unless a contribution is required from parents/carers to support with purchasing resources (e.g. food items for a cookery club).

For clubs being led by outside providers, there will be a charge made for the child attending a set number of sessions and this charge will vary depending on the club. However, if a child is in receipt of free school meals or has been in receipt of them in the past six years, the school can cover the cost of the club and this will be made clear to parents/carers when booking a place for their child.

All charges are made clear when using the school's on-line booking system and the school's administrative assistants will make charges known to any parent/carer enquiring about a club at the school office in person, on the telephone or via e-mail.

5.3 How do I book a place for my child at one of the After-school Extracurricular Clubs?

A parent/carer wishing to book a place for their child/ren at one of the After-school Extracurricular Clubs should use the [School Gateway](#) app. Alternatively, they should telephone or e-mail the school office, directing their enquiry to the person in charge of booking places at the particular club to seek information or support with making a booking.

To ensure fair access to these clubs, a parent/carer will be required to reregister their child's place termly and there is no guarantee that a child who had a place in the previous term will be given a place in the term thereafter. Parents and carers will be reminded of this requirement to reregister in good time before a new term begins. **Where a child is booked to attend more than one after-school club in a week, the school reserves the right to prioritise allocation of spaces to children not already attending an after-school club.**

5.4 What are the expectations regarding attendance and collecting a child?

As these clubs begin at the end of the school day, children will be informed as to where in the building they should meet the adult leading the club. The adult leading the club will take a register at the start of each club, reporting any missing children to the school's administrative assistants to seek the whereabouts of the child. The school's administrative assistants should liaise with the child's teacher in a timely manner to determine the whereabouts of the child, reporting the child as missing if necessary.

It is the responsibility of the child's parent/carer to ensure an authorised adult collects their child on time at the end of the club. Alternatively, the child's parent/carer may elect to give their child permission to walk home alone.

If a parent/carer has registered a place for their child at a club but their child is not attending as planned, or if a parent/carer is regularly late to collect their child from a club, the school reserves the right to remove the child from the register in order to offer the child's place to a family requiring it. If a parent/carer has made a payment for a club, but their child is removed from the register, they will receive a refund for the upcoming sessions missed.

It is important to note that the After-School Clubs are not to be used as childcare. From time-to-time the clubs will need to be cancelled due, for example, to staff absence or bad weather if a club is held outside. As far as possible, the school will notify parents/carers with good notice but occasionally this will not be possible and parents/carers must be prepared to collect children from these clubs at short notice.

6. Wraparound Care

6.1 What is Wraparound Care?

Wraparound Care is on offer Monday to Friday during term-time only; however, there is no Wraparound Care on the last day of the autumn, spring and summer terms when the school closes to children and families at around 1:45pm. The Wraparound Care is run by staff who follow school policy regarding child protection, health and safety, and managing children's behaviour.

Wraparound Care starts at the end of the school day and finishes at 6:00pm; however, a child's parent/carer is welcome to collect them at any time from the **Greenfield annex accessed by the entrance on Hurst Drive**. Each parent/carer accessing this provision is also given the mobile number for the Wraparound Club Leaders to assist in collecting a child (e.g. if the staff and children are playing outside on the field and not in the Greenfield annex at the time the parent/carer arrives to collect their child).

6.2 What is the cost for Wraparound Care?

The cost is £8.00 per session for a parent or carer's first child, £2.00 per session for a second child attending with the first and any other siblings attend for free.

In short, a parent/carer will pay no more than £8.00 per session if they have one child and no more than £10.00 per session if they have two or more children.

The cost is the same regardless of when a child is collected (i.e. If you collect your child at 4:45pm, you will pay the same as a parent/carer who collects their child at 6:00pm).

Parents/carers must pay in advance on-line via the SchoolGateway app. We also accept childcare vouchers – any parent/carer wishing to use childcare vouchers should speak to a member of the School Office to set this up.

The school reserves the right to increase or decrease these charges to ensure this provision is financially viable, giving parents/carers at least one month's notice of any changes to costs involved in Wraparound Care.

6.3 How do I book a place for my child at Wraparound Care?

A parent/carer wishing to book a place for their child/ren at Wraparound Care telephone or e-mail the school office, directing their enquiry to the person in charge of booking places at Wraparound Care to seek information or support with making a booking. From thereon, a parent/carer may book their child's place via the SchoolGateway app.

Parents/carers should be aware that we can accommodate 15 pupils in our Wraparound Care and we offer this on a first come, first served basis.

To ensure fair access to this provision, a parent/carer will be required to reregister their child's place termly and there is no guarantee that a child who had a place in the previous term will be given a place in the term thereafter. Parents and carers will be reminded of this requirement to reregister in good time before a new term begins.

6.4 What are the expectations regarding attendance and collecting a child?

As this club begins at the end of the school day, children will go to the dining hall where the Wraparound Club Leader will meet them to take the children to the Greenfield Annex. The administrative assistant in the school office will have provided the Wraparound Club Leaders with a register, including the names of children whose parent/carer has booked a place in Wraparound Care that day, allowing the Wraparound Club Leader to register the children and report any missing child to the school's administrative assistants who will seek the whereabouts of the child, reporting them as missing if necessary.

It is the responsibility of the child's parent/carer to ensure an authorised adult collects their child by 6:00pm from either **the Greenfield annex or the main reception at Hurst Drive depending on the time of collection.**

If a parent/carer arranges for an adult to collect their child who is not on their child's pick-up list, they should either telephone the school office during the school day or telephone the Wraparound Club Leader's mobile number - 07884 098997 - to make this arrangement known.

If for whatever reason a parent/carer is unable to collect their child on time, they should telephone the mobile number for the Wraparound Club Leader immediately to inform them of the situation. The Wraparound Club Leader should implement the Late Collection of a Child Policy if required (e.g. contacting Children's Services).

If a parent/carer has secured a place at Wraparound Care but is found not to be using it, or if a parent/carer is regularly late to collect their child from the club, the school reserves the right to remove the child from the register in order to offer the child's place to a family requiring it and to ensure the smooth running of the club. In this instance, if a parent/carer has made a payment for this club but their child has not accessed the provision, the school will refund the payment.

7. Health and Safety

All staff leading before- or after-school clubs must follow the policies listed in section 10, including the Health and Safety Policy.

There will be a member of staff trained in first aid on site during sessions. All accidents resulting in first aid being administered will be recorded in the accident book and a child's parent/carer will be informed of the

incident, including what first aid was provided. If a child becomes particularly unwell during a session, for example, they have a temperature of 38°C or above, the child's parent/carer will be telephoned to arrange for their child to be collected early.

8. Behaviour

Adults leading before- or after-school clubs are expected to follow the School Behaviour Policy, including liaising with a child's parent/carer and/or teacher to report positive behaviour observed (e.g. working hard to improve a skill) and any behaviour not in line with the school's expectations.

Children attending before- or after-school clubs are expected to follow the school rules and demonstrate the school values **of respect, confidence and kindness.**

Please note, if needed, the school reserves the right to ask a parent/carer to collect their child/ren early from Wraparound Care if the child/ren's behaviour is putting themselves or others at risk. Also, the school reserves the right to ban any child whose behaviour affects the smooth running of the club.

9. Monitoring and policy review

This policy will be reviewed every 3 years but can be revised as needed, particularly if a club is no longer financially viable. The policy will be ratified by the full governing body.

10. Links with other policies

This policy links with the following school policies and/or procedures:

- Child Protection Policy
- Health and Safety Policy
- Supporting Pupils with Medical Needs Policy
- Lockdown Procedure
- Late Collection of a Child Policy
- School Behaviour Policy
- Charging and Remissions Policy
- E-safety and Data Security Policy
- Staff Code of Conduct