

Stocksbridge Junior School Wrap Around Care Policy Terms and Conditions



**Stocksbridge
Junior School**

Chorus Education Trust

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1. Our Aim

Stocksbridge Junior School operate before and after school clubs to provide high-quality wrap around childcare for our parents and carers. They provide a range of stimulating and creative activities in a safe environment.

- Breakfast Club operates from 7.30am – 8.40am (Term time only).
- After School Care operates from 3.10pm – 5.30pm Monday – Thursday and 3.10pm – 5.00pm on Fridays (Term time only).

Current costs for each session can be obtained from the school office. A copy of this policy is provided to all parents and carers of children attending Stocksbridge Junior School and is also available for children attending Stocksbridge Nursery Infant School, along with the Stocksbridge Junior School website. All parents and carers who wish to book a place for their child/children in our wrap around childcare provision must complete a registration form (appendix 2) for each child attending and sign an agreement to adhere to the terms of this policy.

2. Admissions

- Only children attending Stocksbridge Junior School and Stocksbridge Nursery Infant school are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement.
- All parents will receive a paper copy of this policy, and this policy is available to view via our school website.
- All staff are made aware of the details of all children attending.
- Children's attendance is recorded in a daily register by members of staff.

3. Wrap Around Care email account

office@stocksbridgejunior.chorustrust.org

Please use this email address for any queries/amendments or change in circumstances.

4. Arrival and Departures

4.1 Breakfast Club

- Breakfast club will be held in Cedar Club (bungalow), open from 7.30am. Children can arrive at any time from then onwards.
- On arrival at the main pedestrian gate please use the doorbell situated next to the intercom, a staff member will then meet you at the gate.
- Breakfast will be available until 8:15am for Stocksbridge Nursery Infant School children and 8:30am for Stocksbridge Junior School children.
- At 8:15am a member of Stocksbridge Junior School staff will escort the children on foot to the Stocksbridge Nursery Infant school reception. Stocksbridge Nursery Infant school staff will then take the children to class.
- At 8:40am when the school gate opens, Stocksbridge Junior School children will make their way to class as normal.

- Once your child's place has been confirmed, if you wish to make any further amendments to their attendance, please communicate this with the school office and NOT the breakfast club staff.

4.2 After School Care

- Children will ensure they have all their belongings, as they are not allowed back into their classrooms.
- They will head to Cedar Club (bungalow) to be registered.
- At 3:00pm Stocksbridge Nursery Infant School staff will escort the children on foot to Cedar Club (bungalow) Stocksbridge Junior School.
- Stocksbridge Junior School Parents must inform office staff if their child/children are going to be absent. If you decide to collect your child on the day and the office staff have not been informed, your child should still attend After School Care to be signed out. For safeguarding reasons, staff will follow up all unexpected absences.
- Stocksbridge Nursery Infant School Parents must inform the Stocksbridge Nursery Infant School office staff if their child/children are going to be absent.
- If you are going to be late or collection arrangements change after 4:15pm, please contact Cedar Club directly by calling 0114 698 2853.

4.3 Departure

- Parents/carers must ensure that any person who has consent to collect their child is listed on the registration form and it is kept up to date.

4.4 Parking

Please be aware the car park at Stocksbridge Junior School is for the use of school staff only.

5. Breakfast Club Daily Routine

- 7.30am – 8.30am (8.15am for Stocksbridge Nursery Infant School children) parents/carers bring their child/children to Breakfast Club where a range of activities will be available.
- 7.30am children wishing to have breakfast will wash their hands ready to enjoy breakfast including a choice of: toast, cereal, yoghurt, fruit and juice.
- After breakfast there will be an opportunity to play games, read, play outside (weather permitting) and relax with friends.
- 8.15am Stocksbridge Nursery Infant School children to be escorted to school.
- 8.30am tidy up time for Stocksbridge Junior School children, encouraging the children to take responsibility for the environment.
- 8.35am children collect their coats and bags and walk to class for the start of the school day.

6. After School Club Routine

- Stocksbridge Nursery Infant School children will be escorted to Cedar Club (bungalow).
- Stocksbridge Junior School Children will make their way to Cedar Club (bungalow) to be registered. Children are not allowed back into class.

- 3.30pm children will be offered a snack: fruit, yoghurt, biscuits and a drink.
- Children can then choose from a range of planned activities, both indoors and outdoors.
- 4.30pm children will be provided a further healthy light meal and a drink.
- All food provided satisfies Food Standard Agency requirements.
- All staff have food hygiene certificates.
- When collecting your child from Cedar Club, please press the doorbell situated next to the intercom at the main pedestrian gate.

7. Behaviour

Whilst attending wrap around care, children are expected to:

- Show consideration to the staff, their peers, the building and equipment. Aggressive, disruptive or discriminatory behaviour will not be tolerated.
- 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.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- If there is no improvement in behaviour a 'Time Out' will be given
- If inappropriate behaviour continues parents/carers will be contacted to collect their child.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will communicate with parents/carers to formulate clear strategies for dealing with persistent inappropriate behaviour.

If, after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the child may be temporarily or permanently excluded from Wrap Around Care. The reasons and processes involved will be clearly explained to the child and their parent/carer.

8. First Aid

- Staff are fully first aid trained.
- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must include details: time, date and nature of the accident, details of the child involved, type and location of the injury, action taken and by whom.

Parents of any child/children who become unwell during Wrap Around Care will be contacted immediately. If a child is sent home during school hours, the after-school club staff will be informed of their absence. Should your child require emergency treatment, the staff will attempt to contact you immediately. However, they may need to act 'in loco parentis' should they have to respond quickly. If an ambulance is necessary and we are unable to contact you a member of staff will accompany your child, taking their registration details with them.

9. Medical Information

Please complete the attached medical information sheet (appendix 3) if your child has any medical conditions/allergies that we should be aware of.

10. Missing or Uncollected children

10.1 Missing children

In the event that a child goes missing or does not arrive for registration, the following procedure will be undertaken:

- In the first instance, contact is made to parents/carers via the school office.
- Senior school staff will be informed of the missing child.
- A search will be made inside of the building and an outside search of the building. If the child remains missing, the emergency services and parents will be contacted.

10.2 Uncollected children

If you are going to be late and have not contacted the after-school care staff and your child has not been collected by 5.30pm (5.00pm on Friday), you will be contacted in the first instance by telephone. The additional contacts you have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. If you arrive to collect your child 10 minutes or more later than the agreed pick-up time, you will be charged the full cost of an additional session.

This charge will be added to the following month's invoice.

11. Health and Safety

Whilst on our premises children will be expected to follow wrap around care school rules. Please be assured that these rules are in place to protect the children and staff and ensure their health and safety while attending wrap around care. A copy of the Health and Safety policy is available on the school website.

12. Payment of Fees

12.1 Stocksbridge Junior School

To book your child a place in Wrap Around Care you will be required to make payment at the point of booking a slot for your child. Your child will not be able to attend without a booking being made prior to the date and payment having been made via the Arbor app.

Payment is due for all contracted sessions even if your child is unable to attend their booked session.

Places can be booked in Wrap Around Care up to 8 weeks in advance.

Sessions booked are non-refundable unless it is due to school closure.

If a parent/carer 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.

Please pay fees via the Arbor app. We also accept childcare vouchers.

12.2 Stocksbridge Nursery Infant School

To book your child a place in Wrap Around Care with Stocksbridge Junior School you will be required to make your booking/payment through Stocksbridge Nursery Infant School using their preferred platform.

Payment is due for all contracted sessions even if your child is unable to attend their booked session.

Places can be booked in Wrap Around Care up to 8 weeks in advance.

Sessions booked are non-refundable unless it is due to school closure.

If a parent/carer 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.

We also accept childcare vouchers.

13. Complaints procedure

We hope that you don't have cause to complain, however, a copy of the complaint's policy/procedure is available on our website.

Related Whole School Policies:

- Child protection policy
- Equal opportunities policy
- Health and Safety policy

Appendix 1: Stocksbridge Junior School and Stocksbridge Nursery Infant School Wrap Around Care Agreement

Iparent/carer of.....

have seen and read the attached policy and confirm that I will adhere to the conditions stipulated.

Parent/Carer Signature

Print name

Date

Appendix 2: Pupil Registration Form

Personal Information (Child)

Surname:		Forename:	
DOB:			
Home Address:			
Post Code:		Telephone:	

Mother/Carer Information

Surname:		Forename:	
Home Address:			
Home Phone:		Mobile:	

Father/Carer Information

Surname:		Forename:	
Home Address:			
Home Phone:		Mobile:	

Other Contact Information (Please provide at least two)

Contact 1

Relationship to the child:

Surname:		Forename:	
Home Address:			
Home Phone:		Mobile:	

Contact 2

Relationship to the child:

Surname:		Forename:	
Home Address:			
Home Phone:		Mobile:	

Appendix 3: Pupil Medical Information

Doctor's Practice		Medical Conditions:	
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Is there a current Health Care Plan in school? Yes / No

Dietary Information

☐ Allergies

☐ Vegetarian/Halal

Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:

.....

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Appendix 4: Nominated Individuals Authorised to Collect Your Child

CHILD'S NAME.....

Please provide on the list below the full names of all individuals authorised to collect your child from After School Club, including parents and carers.

Contact	Authorised Individual	Relationship to the child
1		
2		
3		
4		
5		
6		
7		

Appendix 5: Consents

Photographs and videos

During Wrap Around Care, we sometimes take photographs and videos of the children to celebrate their achievements and to display the activities they have been taking part in.

☐ I consent for photos/videos of my child/ren to be used as part of in-school displays

☐ I consent for photos/videos of my child/ren to be used in school-generated material such as the school website (including newsletter), school social media, school prospectus and externally generated media such as newspaper articles.

Local Visits

Whilst attending Wrap Around Care there may be the opportunity for your child to take part in local walks, visits to the local shop, park etc

☐ I give permission for my child to participate in local visits as details above.

Or

☐ I do not give permission for my child to participate in local visits as detailed above

Food Tasting

During Wrap Around Care your child will be able to participate in a range of activities that may include preparing food and tasting food.

☐ I give permission for my child to take part in food tasting activities, and I shall ensure that I inform Wrap Around/School in writing of any medically diagnosed food allergies

Or

☐ I do not give permission for my child to participate in food tasting activities.

Film Consent

During Wrap Around Care your child will be able to participate in a range of activities that may include watching movies. Movies will be carefully selected but from time to time may include movies that are rated PG (Parental guidance).

☐ I give permission for my child to watch PG rated movies.

Or

☐ I do not give permission for my child to watch PG rated movies.