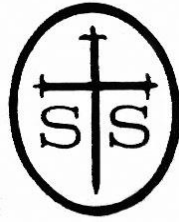


**Oxton St Saviour's  
C of E (Aided) Primary School**



# **Wrap-around Care Policy**

***Little Acorns Before & After  
School Club***

November 2019

## Contents

Mission Statement	Page 3
Introduction	Page 3
Admissions	Page 3
Arrival & Departure	Page 4
Daily Routine	Page 4
Behaviour	Page 5
First Aid	Page 5
Late collection/uncollected children	Page 6
How to book a session	Page 5
Cancelling your child's place	Page 5
Swapping a session	Page 6
Non-attendance without notice	Page 6
Extra-curricular clubs at school	Page 6
Payments	Page 6
Failure to pay for fees	Page 6
Childcare vouchers	Page 6
HMRC Tax Free Childcare Scheme	Page 7
End of term closing times	Page 7
Whole school related policies	Page 7
Policy Declaration Form <i>(for parents to sign and return to school)</i>	Page 8

## **MISSION STATEMENT**

*‘Love the lord your God with all your heart, with all your soul, with all your mind and with all your strength’*

*‘Love your neighbour as yourself’*

*This, the greatest commandment, inspires our community to grow together in Christ our Saviour, to love and serve one another, to reach out in witness to our neighbours, live in peace with one another and promote life in all its fullness.*

The phrase: ‘Live in Peace with Each Other’ is displayed around the school. It encapsulates our belief that St Saviour’s is a family school, guided by the teachings of the Bible, where children are nurtured and supported through their spiritual, academic, social and emotional journey. It also reflects the view that the relationship between our school and the families that we serve is mutually respectful and supportive.

## **INTRODUCTION**

The before and after school club exists to provide high quality out-of-school hours’ childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, within our school ethos of ‘live in peace with each other’. The club will be run by:

Miss Latters – Senior Play Care Worker  
Miss Cowling – Play Care Worker  
Mrs Naylor – Assistant Play Care Worker  
Miss Stevens – Assistant Play Care Worker

Miss Maloney – Assistant Play Care Worker  
Miss Doran – Assistant Play Care Worker  
Miss Smith – Assistant Play Care Worker

The breakfast club operates from 7.45am – 9.00am during term time and costs £4.00 per session.  
The after school club operates from 3.30pm – 5.45pm during term time and costs £8.00 per session.

All parents must complete a registration form which includes a medical, emergency contact and payment declaration form for each child attending the club.

## **ADMISSIONS**

Only children attending Oxton St Saviours CE (Aided) Primary School are eligible to attend.

All places are subject to availability.

The current session capacity is 60.

The registration forms must be completed prior to the child’s commencement at the club.

All parents will receive a paper copy of this policy and this policy is available to view via our school website.

All club staff are made aware of the details of a new child and every session is recorded in a register.

## **ARRIVAL & DEPARTURE**

### ***Before School Club***

Parents/Carers are required to bring their child/ren directly to the club and sign them in. The main entrance to the club is situated through the school playground, opposite the infant playground.

- Juniors are released at 8.45am on the playground when a member of staff is on the gate. Doors are open for class at 8.50am.
- Infants stay in Little Acorns until 8.50am and are then accompanied to their teacher in class.

### ***After School Club***

Children in F2, Year 1 and Year 2 will be collected by a member of the club staff directly from their classrooms.

Children in years 3, 4, 5 and 6 will make their way directly to the Little Acorns room to be greeted by a member of the club staff.

The club staff will take a register off all contracted children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

When a child is collected at the end of or during a session, they must be signed out (with time recorded) by a parent/carer or named collector. The parent/carer or named collector must inform staff that they are collecting and signing out a child.

**We ask that that all parent/carers be punctual in order for the room to be tidied. The building has to be locked up by 6.00 pm.**

## **DAILY ROUTINE**

### ***Morning Session Routine***

Parents bring their child/ren to the morning session of Little Acorns where a range of activities are set out. Weather permitting there will be opportunity for children to play outdoors under supervision.

- 8.00am – children wishing to have breakfast must wash their hands.
- 8.35am – tidy up time encouraging the children to take responsibility for their environment.
- 8.45am – children collect their coats and bags. Juniors are released at 8.45am on the playground when a member of staff is on the gate. Doors are open for class at 8.50am. Infants stay in Little Acorns until 8.50am and are then accompanied to their teacher in class.
- 8.50am – School begins.

### ***After School Session Routine***

- 3.30pm – F2 and all KS1 pupils are collected from their class rooms and taken to Little Acorns. KS2 pupils make their own way to Little Acorns.
- 3.40pm – children will be given a healthy snack and a drink.
- 3.45pm – children can then choose from a range of play and planned activities. Weather permitting there will be opportunity for children to play outdoors under supervision.
- 5.30pm – tidy up time encouraging the children to take responsibility for their environment.

## **BEHAVIOUR**

The after school club is an extension of our school and encompasses all of our school policies and expectations. Poor behaviour during club hours will not be tolerated and in the instance of repeated unacceptable conduct, school may serve 2 weeks' notice to parents. Notice will only be served following consultation between school and parents. While attending Little Acorns the children are expected to follow the schools code of conduct, ethos and rules.

## **FIRST AID**

The school first aid and administration of medication policy applies at all times. Parents of any child who becomes unwell during a session will be contacted immediately.

## **LATE COLLECTION / UN-COLLECTED CHILDREN**

If a child has not been collected by 5.45pm, parents will be contacted in the first instance by telephone. If the club staff are unable to contact parents, they will then telephone the contacts provided by parents on the 'additional contacts' list.

Three late pick up's within each half term **will** result in a child's place being reviewed and possibly cancelled. Late collection is any time after 5.45pm.

## **HOW TO BOOK A SESSION**

All booking must be arranged directly with the Senior Play Care Worker (Miss Latters) and not the school office. The contact number for Little Acorns is **07415894484**. Little Acorns can be contacted between 7.00am and 6.00pm Monday to Friday during term time. If your call is diverted to voicemail, please leave your details and the team will get back to you as soon as possible. Text messages can be sent and will be acknowledged, however they may not be replied to immediately as the phone is only managed/checked at certain times during the school day.

### ***Regular Set Bookings***

Parents wishing to secure regular set days must inform Miss Latters. If you book set days, these days are reserved for you and therefore they must be paid for irrespective of whether your child attends or not.

### ***Shift Workers***

If you work shifts and do not have a regular working week you can book each month. Please let Miss Latters have your dates as early as possible.

### ***Ad-hoc Bookings***

For those occasions when parents need to book their children into the club at short notice, we may be able to accommodate this providing there is space available.

## **CANCELLING YOUR CHILDS PLACE**

We request 2 weeks' notice if you need to cancel your child's place.

## **SWAPPING A SESSION**

Swaps within the same month can be accommodated providing there is space available and the swap is made within the same month. Please inform Miss Latters if you need to make a swap.

## **NON ATTENDANCE WITHOUT NOTICE**

Non-attendance without notice i.e. going to a friend's house after school or absence due to illness will incur the full session charge. These measures are in place to ensure we can plan and staff the club accordingly in-line with Ofsted regulations.

## **EXTRA CURRICULAR CLUBS AT SCHOOL**

If you wish your child to attend one of the school's extra-curricular clubs, you will need to let Miss Latters know as soon as possible. Parents have two options

- 1. Cancel their child's regular booked session whilst recognising that this place may not be available for future bookings*
- 2. Secure and keep their child's regular booked session with Little Acorns (normal charges apply)*

## **PAYMENTS**

Your child's attendance is logged on our ParentPay portal daily, automatically updating ParentPay accounts with a charge for that session (AM, PM or both). Parents must ensure their ParentPay account remains in credit. Failure to pay may result in your child's place being withdrawn.

## **FAILURE TO PAY FOR FEES**

The following process will apply for those accounts that remain in debit for longer than a month;

- |         |   |   |
|---------|---|---|
| Stage 1 | - | School will contact parents via the <b>text</b> messaging system with a reminder  |
| Stage 2 | - | School will issue a '2 <sup>nd</sup> reminder' <b>letter</b> to parents requesting payment  |
| Stage 3 | - | School will <b>ring</b> parents to arrange meeting to discuss owed amount   |
| Stage 4 | - | If at this stage, payment has still not been made school will instruct the Local Authority to commence <b>debt recovery proceedings</b> |
| Stage 5 | - | If payment has still not been made, the school will <b>issue notice to parents</b> terminating the child's place from the club          |

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.

## **CHILDCARE VOUCHERS**

Parents who use childcare vouchers will need to inform their provider of our school setting details (Ofsted and DFE number). When electronic payments are made by parents, the school office will receive a remittance advice email confirming this payment. Upon receiving this, school will then ensure ParentPay accounts are adjusted/credited accordingly.

### **HMRC TAX FREE CHILDCARE SCHEME**

If you subscribe to this scheme, please inform the school office via email when you make this payment. The school office requires; payment date, amount and child TFC reference code. Once received, school will be able to match this payment transfer and deduct your account accordingly.

### **END OF TERM CLOSING TIMES**

On the last day, at the end of each full term (Christmas, Easter and Summer) school closes for the pupils at 2.00pm. The Little Acorns after-school session will commence at 2.00pm and finish at 4.15pm.

### **WHOLE RELATED SCHOOL POLICIES**

Little Acorns Before & After School Club is an extension of the school, so all school policies apply to the running of this provision. All school policies are available on the school website.

# ***Little Acorns Before & After School Club***

## **Parental Declaration**

I ..... parent/carer of .....  
have read and accept a copy of the Little Acorns Before & After School Club policy and  
agree to abide by the terms therein.

Parent Signature .....

Print name .....

Date .....