Wraparound Club Policy

Hanborough Manor CE Primary School

Policy agreed by	Sarah Nickelson
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1. Introduction

Hanborough Manor CE Primary School's Wraparound Club provides childcare for pupils before and after the normal school day. The provision is delivered by school staff in a safe, welcoming environment and offers children opportunities to take part in a range of stimulating activities.

The Wraparound Club comprises Breakfast Club and After School Club:

- Breakfast Club operates Monday to Friday. 8:00–8:40am
- After School Club operates Monday to Thursday. 3:10–5:45pm

The provision is led and managed by Hanborough Manor staff. Places are subject to availability and the published capacity of each session.

The current charges are £4 per Breakfast Club session and £14 per After School Club session. The latest fees and any changes will be published by the school and can be confirmed through the school office.

2. Eligibility, booking and attendance

Only children who attend Hanborough Manor CE Primary School may attend the Wraparound Club. Places are limited and allocated subject to availability.

All sessions must be booked in advance through the parent/carer's Arbor account. Bookings are allocated on a first-come, first-served basis. Parents/carers should contact the school office as soon as possible if they need to request a last-minute session; this must not be assumed to be available until confirmed by the school.

Children's attendance is recorded by Wraparound Club staff on a register. Parents/carers must sign children in and out using the tablet in the lobby at the start/end of their session.

Parents/carers must notify the school office by telephone or email if their child is booked into a session but will not be attending.

The school holds the information needed to support each child's attendance on Arbor. Parents/carers are responsible for ensuring that their child's contact details, medical information, allergies, dietary requirements and other relevant information are accurate and kept up to date. No separate Wraparound Club registration or medical information form is required.

3. Arrival and collection arrangements

Breakfast Club

Parents/carers must bring their child to the main school entrance, where a member of staff will meet them at the start of the session. At the end of Breakfast Club, children will be taken or directed to their classroom in time for the start of the school day.

After School Club

At the end of the school day, children booked into After School Club will be collected from their classrooms by Wraparound Club staff and taken to the designated club room. Staff will take a register and liaise with the class teacher and/or school office if a child who is expected has not arrived.

Collecting children

Parents/carers should report to the school office and ring the doorbell when collecting a child from After School Club. They must tell a member of staff which child they are collecting.

A child will only be released to a parent/carer or another adult who is recorded as authorised to collect that child on Arbor. Parents/carers must ensure that the authorised collector information on Arbor is accurate and up to date. If collection arrangements need to change, parents/carers must update Arbor and contact the school office where the change is urgent or cannot be made in advance. Staff may make checks before releasing a child if they are unsure about a collection arrangement.

The school's usual safeguarding procedures will be followed if an adult who is not recorded as authorised attempts to collect a child.

4. Fees and payment

Wraparound Club sessions are booked and paid for through Arbor. Parents/carers must ensure that their Arbor account has sufficient funds to make a booking.

Parents/carers who use Childcare Vouchers or Tax-Free Childcare should continue to use the relevant payment provider. They must email the school office with confirmation of the payment, including the amount paid and the child's account to which the funds should be allocated. The office will arrange for the payment to be credited to the appropriate Arbor account. The parent will then be responsible for booking in the sessions they require.

The school will publish the current fee schedule. Fees may be reviewed and amended; parents/carers will be advised of changes through the school's usual communication channels.

5. Opening times, sessions and activities

Breakfast Club

Breakfast Club provides a supervised start to the school day, with activities available for children when they arrive. Breakfast is not provided, so children should have eaten before attending or bring along their own supplied breakfast which they can eat within the session.

After School Club

After School Club offers a range of activities, including a planned focus activity, an art or themed activity, free-choice options and, where appropriate, opportunities to play outside. Children should bring a coat when outdoor play is planned or weather conditions require one.

A snack and drink are provided during After School Club. Any child-specific dietary or allergy requirements must be recorded on Arbor and will be taken into account by staff.

Staff will supervise, monitor and interact with children throughout the session. At the end of the session, the room and equipment will be tidied and surfaces left clear for cleaning.

6. Behaviour

Children attending the Wraparound Club are expected to follow the school's ethos, expectations and rules. The school Behaviour Policy, including its approach to rewards and sanctions, applies during all Wraparound Club sessions.

7. First aid, illness and medical needs

The school's First Aid and Administration of Medication Policy and Supporting Children with Medical Needs Policy apply throughout the Wraparound Club. Staff will use the information recorded on Arbor to help meet children's medical, allergy and dietary needs.

If a child becomes unwell or is injured during a session, staff will follow the school's first aid procedures and contact parents/carers as appropriate. Where urgent medical assistance is required, the school's emergency procedures will be followed.

8. Allergies

The safety and wellbeing of all children attending Wraparound Care is a priority. Parents/carers must ensure that all medical information recorded on Arbor, including details of any allergies, medical conditions and prescribed medication, is accurate and kept up to date. Any changes must be communicated to the school office as soon as possible.

Staff will check Arbor for pupils' current medical notes and allergy information to ensure they are aware of any relevant medical needs.

All staff and parents/carers must follow the school's Allergy Policy, which outlines the procedures for managing allergies, reducing the risk of allergen exposure and responding to allergic reactions, including anaphylaxis.

Parents/carers should familiarise themselves with the school's Allergy Policy and ensure that any required medication is provided to the school and kept in accordance with the school's medical procedures.

9. Uncollected children

Uncollected child

If a child has not been collected by the end of the After School Club session, staff will contact the parent/carer by telephone using the contact details held on Arbor. If the parent/carer cannot be reached, the school will contact the other authorised/emergency contacts recorded on Arbor.

If no authorised contact can be reached and the child remains uncollected, staff will follow the school's safeguarding and uncollected-child procedures. The Designated Safeguarding Lead or a member of the Senior Leadership Team will be informed, and the police and/or relevant safeguarding services will be contacted where required.

A five-minute grace period is allowed after the end of the session. A charge of £1 per minute, per child, will apply from 5:50pm.. The charge will be added to the parent/carer's account and invoiced through Arbor.

10. Safeguarding

The Wraparound Club is part of the school and the school's Safeguarding and Child Protection Policy and procedures apply at all times. Staff will follow the school's safeguarding arrangements and report any concerns to the Designated Safeguarding Lead (DSL) or deputy DSL in accordance with the policy. The current Safeguarding and Child Protection Policy is available on the school website.

11. Confidentiality and information sharing

All staff must handle personal and confidential information appropriately and share information only where there is a lawful and legitimate reason to do so. Information may be shared with relevant staff or external agencies where necessary to safeguard a child, protect an individual from harm or meet the school's legal responsibilities. Staff must follow the school's Confidentiality, Data Protection and Safeguarding policies.

12. Health and Safety

Risk assessments are in place for the overall Wraparound Care provision and are reviewed regularly. Additional risk assessments are completed for specific activities where necessary to identify potential hazards and ensure appropriate control measures are in place.

Staff are responsible for following all relevant risk assessments, school health and safety procedures and guidance to ensure the safety and wellbeing of children throughout each session.

Any accidents, incidents or concerns relating to health and safety will be recorded and reported in line with the school's policy and procedures.

13. Communication with Wraparound Club

For urgent matters during a Wraparound Club session, parents/carers should telephone the school's main number, 01993881446 and select option 5 to speak to the Wraparound Club team. For routine enquiries, booking queries or changes to a child's information, parents/carers should contact the school office.

14. Related school policies

The Wraparound Club operates as part of Hanborough Manor CE Primary School. Relevant school policies apply, including:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- First Aid and Administration of Medication Policy
- Supporting Children with Medical Needs Policy
- Health and Safety Policy
- Equality and Inclusion / Equal Opportunities Policy
- Online Safety Policy
- Staff Code of Conduct
- Confidentiality and Data Protection policies
- Allergy policy and Allergy management plan

The latest versions of school policies are available on the school website or from the school office.