



# Wrap Around Care Provision Policy

September 2022

## **Mission Statement**

### **Loved**

We love one another as Jesus taught us - our friends, our families and those who we may never meet.

### **Valued**

We value everyone - everyone is important; pupils, staff, parents, governors and members of the community— no matter their race, religion ability or need. We try to live like Jesus taught us.

### **Challenged**

We challenge each other - not only with our learning but challenge each other to be more merciful to others, have a little more understanding of others' needs and challenge each other to be better people

## **Wrap Around Care Provision Statement of Intent**

At Holy Cross Primary CVA, we are committed to providing pupils with opportunities to advance their skills and prepare them for life after school. This intent outlines our ethos, aims and commitment to pupils who attend after-school clubs. We want every child to enjoy their time at school and, as part of this, we also ask to receive commitments from pupils and parents – these can be found at the end of the policy.

***Please note: any financial surplus will be for the sole benefit of our pupils.***

We have a set of values that constitute our ethos. Our values ensure pupils:

- Have healthy lifestyles.
- Are provided with a safe and happy environment.
- Enjoy school and to achieve in everything they do.
- Make a positive contribution to their school and the community.
- Establish skills which will be essential for adult life.

We aim to:

- Provide a happy, safe and stimulating environment for all children to play, learn and develop freely.
- Provide the opportunity for all children to participate but also for them to rest and have quiet time as and when they want it.
- Give all pupils the chance to learn through exciting activities based on the school's broad and balanced curriculum.
- Help pupils to develop responsibility for themselves and their actions, and to become confident, independent and cooperative individuals.
- Encourage pupils to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents and work in partnership with them to provide high-quality play and care for their children.

The school is committed to the following:

- Providing varied care and play opportunities for pupils that cater for a range of interests and abilities.
- Ensuring activities within the Wrap Around Care are inclusive, not discriminatory and accessible for all.
- Ensuring activities promote the social, emotional and mental health of all pupils.
- Providing pupils with access to a variety of facilities and equipment that are safe to use, and ensuring pupils are supervised at all times.
- Ensuring staff running the Wrap Around care put the needs of pupils first at all times.
- Adhering to relevant legislation that keeps pupils safe and free from harm at all times.
- Ensuring staff adhere to their safeguarding duties at all times and report any concerns they may have to the Designated Safeguarding Leads.
- Ensuring staff are qualified, and that any volunteers and staff on duty at the Wrap Around care have undertaken the relevant security checks and these are listed in the Single Central Record.
- Promoting a positive and inclusive environment for pupils, and address any incidents immediately.
- Listening and responding to pupils' views and concerns.
- Keeping parents informed of school policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing pupils' achievements, experiences, progress and friendships, along with any difficulties that may arise.
- Ensuring pupils are provided with food that promotes healthy choices and a balanced diet.

**Our children who attend our Wrap Around Care are expected to show the same expectations of good behaviour as listed in our school Behaviour Policy.**

#### **How we encourage positive behaviour**

Positive behaviour means that everyone in our Wrap Around Care:

- Are careful and kind to each other
- Are polite and friendly to all
- Are helpful to each other
- Enjoys playing and working together
- Follows the agreed rules

Everyone in our Wrap Around Care has agreed to:

- Recognise and highlight positive behaviour as it occurs
- Ensure children are praised for behaving well
- Explain and model behaviour we wish to see
- Encourage children to be responsible for their own behaviour
- Inform parents about their child's good behaviour
- Keep our children safe from harm in accordance with the School's Safeguarding Policy

#### **Respecting the equipment and resources**

To ensure our Wrap Around Care is fun for all in attendance, we ask that both pupils and parents commit to the following:

### **Pupils**

- Act in accordance with the school's Behaviour Policy.
- Treat everyone with respect and kindness.
- Stay where a member of staff can see and hear you.
- Participate where possible.
- Talk to a member of staff if you have been bullied or witnessed any bullying take place.

It is expected that all children will respect and look after the equipment and resources at all times.

### **Parents:**

- Read all the relevant school policies which can be requested from the school office or may be available on the school website.
- Ensure fees are paid on time where applicable.
- Provide the school with up-to-date information about your child, e.g. emergency contacts.
- Be available, or arrange for someone trustworthy to be available, to collect your child at the end of the day, and inform the school office who will be collecting your child should situations change. Please note, any person collecting a child, MUST be a minimum of 16 years old.
- Reiterate to your child the provisions of the Behaviour Policy and the potential consequences should your child break the rules.
- Work with us to achieve the best for your child.

### **Unacceptable behaviour**

Examples of unacceptable behaviour (but not limited to):

- hitting
- slapping
- punching
- poking
- hair pulling
- spitting
- biting
- swearing
- deliberately breaking toys

***A child who displays any of these behaviours will be dealt with in the following way:***

**Stage 1** - A verbal warning from the Wrap Around Care Provision Coordinator, to the child with a Parent /Carer present. A verbal warning will remain on the child's record for 6 months.

*If unacceptable behaviour occurs again:*

**Stage 2** - A written warning will be issued by the Wrap Around Care Provision Coordinator, agreed and countersigned by the Headteacher. A written warning will remain on a child's record for 6 months.

*If unacceptable behaviour occurs again:*

**Stage 3** - A one week exclusion. On return to Wrap Around Care Provision, the child, Parent/Carer, Coordinator and Headteacher will meet to discuss future acceptable behaviour.

*If unacceptable behaviour occurs again:*

**Stage 4** - A half term exclusion. On return to Wrap Around Care, the child, Parent/Carer, Coordinator and Headteacher will meet to discuss future acceptable behaviour.

*If unacceptable behaviour occurs again:*

**Stage 5** - Permanent withdrawal from Wrap Around Care for the rest of that academic year.

**If an incident is deemed serious, we reserve the right to disregard any of the above stages, and to deal with the situation individually; this will be decided by the Headteacher.**

## **Payments**

Payment is required at the time of booking the Wrap Around Care sessions, with exception to payments made via Childcare Voucher, HMRC Tax Free Portal and Childcare Grant Payment Service.

If a Parent/Carer experiences financial difficulty, please speak confidentially with the Wrap Around Care Coordinator.

If payment is not forth coming, Wrap Around Care provision could be temporarily withdrawn, with immediate effect until payment is received in full.

The current costing from September 2022 will be:

- Breakfast Club (7.15am – 8.45am): £3.50
- Breakfast Club (08.10am – 8.45am): £2.00
- After School Club until 4.30pm: £4.00
- After School Club until 5.45pm with food: £8.00

## **Attendance**

**Breakfast Club:** This provision requires booking in advance via our school payment App the day before the provision is required, however, if you missed the slot or are unable to book, then the school office will charge the session manually upon the child's arrival. If any child is brought into school and left by Parents/Carers before the gates are opened, this will be taken as an indication to be attending Breakfast Club and the applicable fee charged.

**After School Club:** This provision requires booking in advance via our school payment App the day before the provision is required, however, if you miss the booking slot or are unable to book, then the school office will charge this manually. Please inform the school office by 3.00pm if your child requires a place.

If the place is no longer required and the Parent/Carer collects the child from school at 3.30pm without informing the co-ordinator, then the fee is still applicable.

Any child not collected from school by 3.45pm, will be placed into After School Club and the appropriate fee applied.

Parents/Carers are made aware that After School Club closes at 5.45pm prompt. If a child is collected later than these times, then a late pick up fee is applied. **This will be charged at £2.50 for every 5 minute late intervals.**

**This policy will be reviewed annually.**

**Wrap Around Care Co-ordinator:** Ms C. Bales

**Headteacher:** Mrs T. McNamara

**Chair of Governors:** Mrs M. Williams