Wrap Around Care Provision Policy

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Reviewer	Teresa Horden

Part of OUR LADY OF LOURDES CATHOLIC MULTI-ACADEMY TRUST

Nottingham Diocese Multi Academy Trusts CATHOLIC SCHOOLS Moving Forward Together

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Our Mission Statement

At Holy Cross, we are very proud of our school motto and our Catholic ethos; **Loved, Valued, Challenged**.

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.

Our Vision

At Holy Cross, we aim to develop a caring Catholic community based upon the life and example of Jesus Christ, which envelopes the life and lives of everyone and everything in our school. It is through Christ's message of love and forgiveness that the children, staff, both teachers and ancillary, parents and governors, preserve the essential Catholic ethos of the school.

The school aims to provide a challenging curriculum that reflects our philosophy, broadly balanced and relevant, and to support the development of the whole child to his/her full potential. At Holy Cross, everybody matters, therefore we encourage all to show respect for each other and the environment.

Statement of Intent

At Holy Cross Primary, 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 wrap around care provision. 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 wrap around care provision 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 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 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 wrap around care provision 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 always supervised.
- Ensuring staff running wrap around care provision always put the needs of pupils first.
- Adhering to relevant legislation that always keeps pupils safe and free from harm.
- Ensuring staff always adhere to their safeguarding duties and report any concerns they may have to the Designated Safeguarding Leads.
- Ensuring staff are qualified, and that any volunteers and staff on duty have undertaken the relevant security checks and these are listed in the Single Central Record.
- Promoting a positive and inclusive environment for pupils and tackling any incidents of bullying 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.

Behaviour Expectations

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

We encourage positive behaviour in Wrap Around Care Provision and ensure:

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

Everyone in Wrap Around Care Provision 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

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.

Stage 2: 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.

Stage 3: Possible 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.

Pupils and Parents Agreement

To ensure our Wrap Around Care Provision is efficient and effective, 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.
- Participate where possible.
- Talk to a member of staff if you require any help or support.
- Will always respect and look after the equipment and resources.

Parents:

- Read all the relevant school policies which are available on the school website.
- Pay for fees within the specified timeframe.
- Inform us or the school office if anyone else is to collect your child.
- Work with us to achieve the best for your child.

Payments and Bookings

Bookings for Wrap Around Care Provision are required via your child's Arbor account.

You are required to top up your wrap around care provision prior to booking/attending the clubs, even if you pay fees via childcare vouchers. You will be unable to book without credit on your child's account, the school office staff are unable to book sessions for parents/carers.

If you do pay for your wrap around care provision using childcare vouchers, then please send proof (screenshot of payment) to the wrap around care email not the school office.
wrapac@holycross.notts.sch.uk

Costs for Sessions

- Breakfast Club: 07.15am to 08.45am (includes breakfast), £4.00 per session.
- Breakfast Club: 08.10am to 08.45am, £2.50 per session.
- After School Club: 3.20pm until 4.30pm, £4.50 per session.
- After School Club: 3.20pm to 5.45pm, £9.00 per session (including buffet style meal).

Late Pick Up Fees

After School Club closes at 5.45pm. If a child is collected later than this time, then a late pick- up fee is

applied. This will be charged at £1 per minute per child.

If children attend other clubs/events after school, ending at 4.30pm and are not collected on time, they will be placed into after school club and charged at the normal rate.

If you know you will be late picking up, please call school to let staff know via email or phone, we can also get in touch with your emergency contact to collect in the event you are not able to if permitted. If your child is not collected on time at the end of the school day, we will give 10 minutes grace and after this, your child is placed into our after-school club and charged accordingly.

If children arrive at school prior to the gates opening, they will be placed into breakfast club and charged.

Opening Times

Breakfast Club is open Monday to Friday during term-time only, (excluding Bank Holidays and INSET Days).

After School Club is open Monday to Friday during term-time only, (excluding Bank Holidays and INSET Days).

Contact Information

Email: wrapac@holycross.notts.sch.uk

Main School Office/Wrap Around Care Provision: 01159 534577