

# Wraparound Care Policy

Swanbourne CE School

Mursley CE School

Drayton Parslow Village School

Kingfishers Pre-School (Mursley)

**(In this policy known as the Three Schools)**



This policy was adopted on – **September 2023**

The policy is to be reviewed by – **September 2024**

(Copies of this policy are available for staff, parents, visitors and volunteers on request from the school office).

## Aims and Objectives of the Club

- The Three Schools Wraparound is run by Three Schools and 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
- The aim of the Three Schools Wraparound is to provide the best possible out of school provision for pupils of Swanbourne CE School, Mursley CE School, Drayton Parslow Village School and Kingfishers Pre-School.
- In order to meet the aim, the Governing Body has the following aims:
  - Provide out of school childcare facilities for pupils at The Three Schools in order to enable parents and/or guardians to gain or improve employment.
  - Operate two clubs; a Before School Club (BSC) and an After-School Club (ASC).

The objectives of the Governing Body will be achieved through:

- Providing a safe, caring and stimulating environment.
- Ensuring a wide variety of activities are available.
- Supporting and training staff employed to work in the clubs.
- Raising the profile of the Clubs within the school and externally,

## Organisation

The Three Schools Wraparound Care is overseen by a committee from the Governing Body of the Federation of Drayton Parslow and Mursley CE School. The Supervisor decides upon the day to day activities. Policy and other major decisions affecting the clubs will be reached by agreement between the Headteachers and the Governing Body Committee.

## Operating Hours

The club operates Term Time Only:

**Kingfishers Preschool** wraparound operates from **7:45am – 9:00am** and **3:00pm – 4:30pm Monday to Thursday** (No WRAP for Kingfishers pupils on a Friday).

## EYFS, KS1 and KS2

- **Breakfast:** 7.45am – 8.35am
- **Afterschool: EYFS and KS1** – All Based at Mursley 3.15pm – 6:00pm (Mon to Thu)  
3:15pm – 5:15pm Friday

<b>KS2</b>	<b>Based at Swanbourne</b>	<b>Based at Mursley</b>
Monday - Thursday	3:30pm – 4:30pm	4:30pm – 6:00pm
Friday		3:30pm – 5:15pm

Current costs for each session can be obtained from the School Office. Children will not be admitted outside of these hours without prior arrangement with the Club Supervisor and Headteachers.

Wraparound does not take place at the following times:

- After school on school disco days.
- After school on the last day of the Christmas term.
- After school on the last day of the summer term.

### **Location**

Before School Club - Before School Club is based at Mursley CE School.

- Parents/Carers are required to bring their child directly to wraparound club on or after their booking time but before 8:20am with a rucksack large enough to contain all of their belongings.
- Parents/ Carers are required to buzz at the front door of Mursley School to alert the wrap team that they have arrived before children are asked to make their way to the wrap room to be supervised by our wrap team.
- All children attending breakfast club before will be offered breakfast.

### **After School Club**

- Drayton Parslow and Mursley Children are looked after at our Mursley CE School.
- Swanbourne children. If your child attends Swanbourne then the following arrangements are in place in order to accommodate requests:

	<b><u>4:30pm</u></b>	<b><u>5:15pm</u></b>	<b><u>6:00pm</u></b>
<b><u>Monday</u></b>	<u>Swanbourne</u>	<u>Mursley</u>	<u>Mursley</u>
<b><u>Tuesday</u></b>	<u>Swanbourne</u>	<u>Mursley</u>	<u>Mursley</u>
<b><u>Wednesday</u></b>	<u>Swanbourne</u>	<u>Mursley</u>	<u>Mursley</u>
<b><u>Thursday</u></b>	<u>Swanbourne</u>	<u>Mursley</u>	<u>Mursley</u>
<b><u>Friday</u></b>	<u>Mursley</u>	<u>Mursley</u>	<u>NO WRAP</u>

Your child will be transported by our School Minibus to the correct site.

## **Registration**

- Registration for the up-coming academic year takes place in the Summer term. Registration forms are sent electronically (Parentmail) to all current (excluding leavers) and pre-admission pupils. Parents/carers must complete the form in full to request sessions. The form will include emergency contact details and any particular needs of the child. The form is stored electronically in a secure place to ensure confidentiality.
- Places are allocated on a first come first served basis. Places are only assured when they have been confirmed by the school.
- If a space will be required later in the academic year the parent/ carer can apply as above and if a space is confirmed they are requested to pay the minimum fee for that session to guarantee the space (e.g. £5.50 for an afternoon session). Alternatively a request for wraparound can be made at any time during the academic year but will not be guaranteed due to limited spaces.
- It is the responsibility of the parents /carers to inform the club of any changes in personal circumstances.
- Once a child has a place, it will remain theirs until the parents give notice to withdraw their child in accordance with the cancellation policy.
- During the registration process, parents will have to provide a password which will remain on the child's confidential file. This password is used if the person collecting the child is not the same as the person dropping off the child or if there is any doubt as to the identity of the person collecting the child.

## **Admissions**

- Only children attending The Three Schools (Swanbourne CE School, Mursley CE School, Drayton Parslow Village School and Kingfishers Pre-School) are eligible to attend Club. The club is not available for children aged 2 years.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will be directed to the school website to view the wraparound policy.
- Non-contracted pupils are welcomed to use the club provided there are spaces and parents/carers have previously completed the registration process.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

## **AD HOC Bookings**

- Ad hoc bookings should be made via the Adhoc Wraparound Request Form found on The Three Schools website <https://www.threeschools.org/forms/>
- Places can be booked on any of the 5 school days according to the needs of the parent and child, if spaces are available.
- Parents must obtain confirmation that a place is available before their child can attend wraparound club.
- The Supervisor will liaise with The Three Schools staff to ensure necessary arrangements are made to collect the children from their schools at the end of the day if the child is attending the After-School Club. However, it is the parents' responsibility to inform the child's class teacher that their child is attending Wraparound Club.

## **Cancellations**

- Parents are required to give notice for an individual session cancellation. Refunds for cancelled sessions will only be made for absences which are due to children attending formal school trips/visits. All session cancellations must be confirmed in writing but parents may firstly give notice in person or by ringing the club and speaking to the Supervisor.
- When withdrawing children permanently from the club, parents are to give 4 week's notice in writing.

## **Procedures for Payment of Fees**

- All invoices will be sent half termly in advance.
- It is a requirement of wraparound club that fees are paid promptly in accordance with the payment schedule detailed on the invoice.
- Fees are to be paid in advance, and Invoices should be paid by the due date stated in the covering letter which is provided with your statement. Please ensure you check your statement half termly and notify school as soon as possible should you have any queries.
- Payment is due for all contracted sessions even if your child is unable to attend their booked session.
- If a space is required in future but not being used fees are due to reserve those sessions and charged at the minimum charge for the half term.
- The parent signing the club's registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- 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.
- If payment is not received by the due date this may result in a parent losing their childcare place.
- It is possible to pay fees via Parentpay or childcare vouchers. If you pay via Childcare vouchers, please contact the office to check the school reference code.

## **Arrival - Breakfast wraparound**

- All breakfast wrap is based at Mursley CE School
- Children are required to be at wraparound before 8:20am
- Children are asked to bring in large rucksack for all of their belongings
- Please buzz the door at Mursley to notify wraparound staff that your child has arrived.

## **Departure - After School Wraparound**

- All children are to be collected from their wraparound location on or before the agreed wraparound session time.
- Please buzz the door to notify the wrap team that you are there to collect your child.
- If another adult is collecting your child on your behalf please notify the school offices prior to the end of the school day and ensure the adult is made aware of your collection password.

## **Behaviour**

Whilst attending Wraparound children are expected to:

- Use socially acceptable behaviour.
- 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.
- Enjoy their time at the Club.

Staff will Encourage Positive Behaviour

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

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner following The Three Schools Behaviour Policy.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents 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 Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## **First Aid**

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of Wraparound staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom
- All incidents are dealt with by a qualified first aider.
- Parents of any child who become unwell during Club will be contacted immediately.
- If a child is sent home during school hours, Club will be informed of their absence.

## **Missing or Uncollected children**

### Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff.
- If the child remains missing, the emergency services will be contacted.

#### Uncollected children

- If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone.
- The additional contacts parents 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 of £8.50 per 15 minutes will be levied after the agreed collection time.

### **Parental Involvement**

- Parents will be a key part of the clubs. The facility is provided for their children and within all practical bounds, their requirements will be met. Parents will be given the opportunity to comment through a variety of means including questionnaires, meetings, open days and daily contact with staff.

### **Related Whole School Policies**

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

### **Contact Details**

Wraparound Supervisor - Becky Money **01296 722835 (During wraparound hours)**

Wraparound Team - Swanbourne **Wraparound Team - 07541 345319 (During wraparound hours)**

Drayton Parslow Village School **01296 720306** or [office@draytonparslow.bucks.sch.uk](mailto:office@draytonparslow.bucks.sch.uk)

Kingfishers Preschool **01296 720305** or [office@mursley.bucks.sch.uk](mailto:office@mursley.bucks.sch.uk)

Policy agreed by governing body – **September 2023** Policy to be reviewed – **September 2024**

Wraparound Leader: **Becky Money**

Executive Headteacher: David May