

Wraparound Care Policy

Swanbourne CE School

Mursley CE School

Drayton Parslow Village School

(In this policy known as The Three Schools)



This policy was adopted on **1st September 2024**

The policy is to be reviewed by **31st August 2025**

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

Breakfast and After-school Wraparound:

Terms and Conditions for September 2024 - July 2025

Aims and Objectives of the Club

- The Three Schools Wraparound is run by The Three Schools and exists to provide high quality out-of-school hours childcare for our parents/carers. 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 and Drayton Parslow Village 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/carers 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 schools and externally,

Please note that reasonable changes may be made from time to time to these standard terms and conditions and to the level of fees. Any such changes will be notified to you in writing at least six weeks before the change is due to be implemented. Changes related to the safeguarding of children will be effective immediately.

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 Headteacher and the Governing Body Committee.

Operating Hours

The club operates Term Time Only: Whilst Breakfast Club operates every day the school is open, After-school Wraparound does not take place on:

- After school on Disco days
- After school on the last day of the Christmas term.
- After school on the last day of the Summer term.

Wrap Location and Times

Before School Wraparound Club - 7.45am – 8.35am

- All breakfast wrap is based at Mursley CE School
- Please buzz the door at Mursley to notify wraparound staff that your child has arrived.
- Children are required to be at wraparound before 8:20am
- All children attending breakfast club arriving before 8:10am will be offered breakfast.
- Children are asked to bring in large rucksack for all of their belongings
- Children will be transported by our school minibus to the correct site.

After-school Wraparound Club

Drayton Parslow and Mursley Children are looked after at our Mursley CE School.

EYFS and KS1	Based at Mursley
Monday - Thursday	3:15pm – 6:00pm
Friday	3:15pm – 5:15pm

Swanbourne children. If your child attends Swanbourne then the following arrangements are in place in order to accommodate requests:

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

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

Session Costs from September 2024

Costs per child are:

	Session Time	Standard Booking Rate	Ad hoc Booking Rate
AM Wraparound	From 7:45am	£5.50	£7.00
AM Wraparound	From 8:00am	£4.50	£6.00
PM Wraparound	Upto 4:30pm	£5.50	£8.00
PM Wraparound	Upto 5:15pm	£8.50	£11.00
PM Wraparound	Upto 6:00pm (Mon-Thu)	£11.50	£14.00
PM Wraparound	Reserved space when attending Club	£5.50	
PM Wraparound	Upto 5:15pm After Club	£5.50	
PM Wraparound	Upto 6:00pm After Club	£8.50	

Unfortunately, we cannot offer discounts for siblings / multiple children as we still have to cover staffing costs for each child.

If the school closes Wraparound due to unforeseen circumstances (e.g. a power cut, inclement weather), Parent/Carers will not be charged for these sessions. In these circumstances, a credit will be raised against the booking, which Parents/Carers can receive either as a refund (if paying via parentpay) or a reduction on future payments due.

Admissions

- Only children attending The Three Schools (Swanbourne CE School, Mursley CE School and Drayton Parslow Village School) are eligible to attend Club.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents/carers 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. Please refer to the adhoc bookings information.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Making a Booking

- 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.
- In booking a space, you are committing to the sessions and agree to fulfil the financial commitment for this.
- 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/carers give notice to withdraw their child in accordance with the cancellation policy.
- During the registration process, parents/carers 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.

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/>
- Ad hoc bookings can only be made by 8am 2 working days in advance. No bookings will be accepted after this time.
- 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/Carers 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/carers responsibility to inform the child's class teacher that their child is attending Wraparound Club.

Cancellations

- Parents/Carers 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/carers may firstly give notice in person or by ringing the club and speaking to the Supervisor.
- When withdrawing children permanently from the club, parents/carers are to give 20 working days 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.

Charges for Late Pick-up (from After-school Wraparound)

- If you are running late to collect your child, whether by 4:30pm, 5:15pm or 6pm, please contact the Wraparound care team Swanbourne 07541 345319 or Mursley 01296 722835 respectively.
- If you would like to request an occasional extension latest being 6pm please email the School Office by 8am 2 working days in advance and we will check availability. In this instance you will be charged the difference between the earlier and later slot.
- Late collection for your session, with no prior notice, will incur a charge of £5 per family for every 5 minutes you are late collecting your child(ren), capped at a maximum of £30 (30 minutes late) unless we feel there are extenuating circumstances.

Payment Methods

- Payment should be made either via your ParentPay account, or via Childcare vouchers. We do not accept Cash or Cheques for payment.
- If you are paying using childcare vouchers or the Government Tax Free Scheme, please always email the office attaching your payment receipt when each payment has been made.

Please be aware that in some instances childcare voucher providers DO NOT have the option to process a refund, stating that "Childcare Voucher payments are not reversible". This means that if you use childcare vouchers to make any overpayment for Wraparound provisions, you run the risk of this money not being refunded to you in the instance of sessions not being used for any reason. If you have any questions or queries regarding this, our advice is that you contact your own HR / payroll department in the first instance for their guidance on your specific scheme.

Behaviour Policy

Whilst attending Wraparound children are expected to adhere to the School's Behaviour Policy.

If after consultation with parents/carers 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 par

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/Carers 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 or 5:15pm on Friday parents/carers will be contacted in the first instance by telephone.
- The additional contacts parents/carers 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.

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

Policy agreed by governing body – **July 2024** Policy to be reviewed – **July 2025**

Wraparound Leader: **Becky Money**

Executive Headteacher: David May