

WRAP AROUND CARE POLICY

St. Mary's CE Primary School



Approved by:	Elizabeth Green	Date: 6 th September 2024
Last reviewed on:	September 2024	
Next review due by:	September 2025	



Instilling a life-long love for learning in an inclusive, supportive Christian community.



Vision and Values

OUR VISION:

At St Mary's we aim to nurture the whole child, with the opportunity to develop their full potential through an inspiring and creative curriculum, instilling a life-long love for learning in an inclusive, supportive Christian community. Providing them with the strength to enable them to flourish.

Isaiah 40:31

But those who trust in the Lord for help, will find their strength renewed.

They will rise on wings like eagles;

They will run and not grow weary;

They will walk and not grow weak.

PURPOSE OF OUR WRAP AROUND CARE:

This school recognises the importance of providing safe, nurturing and stimulating wrap around care to support our families with their child care needs. We therefore provide a Breakfast & After School Club for working parents with children aged between 4 to 11 years.

AIMS AND OBJECTIVES

Our aims are:

- To provide 'Before and After School Care' in a safe and secure environment for the children of working parents.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.
- To offer children a 'home from home' where they have the opportunity to relax and reflect on their day at school with nurturing and responsive adults.

To achieve our aims:

- We will hold club sessions every day.
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is a qualified first aider on the premises at all times.
- We will implement regular fire drills and ensure that all staff and children are aware and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.
- We will ensure Wrap Around Care staff are up to date with whole school safeguarding training.



STAFFING

All staff who run the before and after school clubs are employees of the school. School policies and procedures will apply throughout the duration of the breakfast and after school clubs. This includes the school behaviour and safeguarding policy. A named DSL/DDSL will either be on-site or contactable for the duration of the club.

If you have a concern about before or after school club provision, please speak to a member of staff on the door. Alternatively, please contact the school via the school office or email info@st-mary-ki.dudley.sch.uk and we will do what we can to help.

ADMISSIONS

If you require a place for your child/ren in our wrap around club please speak to Miss Martin in the office. If our wrap around clubs are becoming full we will alert parents/carers via our school Newsletter to ensure families have a chance to sign up. Priority will be given to working families.

We aim to allow and cater for children of all abilities to have access to our planned play activities. At St Mary's we believe in working in a close partnership with parents therefore if you need to utilize our wrap around care but feel your child may need more support to access the provision, please arrange a meeting with SLT.

WRAP AROUND LOGISTICS

Opening hours:

Breakfast club is open every school morning from 7:30am.

The After School Club is open every school day:

- Monday – Thursday 3.15pm – 5.30pm
- Friday 3.15pm - 4.30pm

Fees:

All fees must be paid in advance on a weekly/monthly basis. Whilst the school will do its best to maintain the current fees these are subject to change. If fees are set to change we will give you at least one months advance notice of this.

-Breakfast Club:

- £4.50 per session per child
- £3.50 if the child arrives 8am

-After school club:

- £8.00 Mon – Thurs
- £5.00 on a Friday
- £4.00 if the child is collected before 4pm

Miss Martin in our office deals with the administration and collects fees, which are payable at the beginning of each week/month. Please clearly indicate on your booking form whether you will be picking up before or after 4pm and whether you will be dropping off before or after 8am.

Please let us know of any changes to your requirements, such as extra sessions, absences as soon as possible.

*Please note: All absences will be charged at full price, including illness.

Breakfast club drop off point and after school club pick up point:



Please bring/ collect your children to/ from the external hall door.

After school club collection procedure:

Each child MUST be collected from the club by a parent, or a person authorised by the parent/carer on the registration form. If someone else comes to collect the child, parents MUST send in written permission in advance otherwise the child will not be allowed to leave with them. We must have a password for all children. The signing out register must be signed when a child is collected from the club and the time will be noted. If a child is booked into a session and fails to arrive, checks WILL be made with the parents/carers to locate where the child is.

All children must be collected by 5.30pm, 4.30pm on Fridays. Failure to do so will incur a charge of £20.00.

Admissions

Timings:

All timings will be according to the school clock in the hall.

HOW THE CLUB WORKS

The emphasis is on play and leisure rather than education but there is an opportunity to look at reading/homework as well.

Club Routine:

Breakfast Club:

- 7:30am~ club opens
- 7.30am-8:15am~ breakfast is served
- 8:45am~ children are taken to their classroom

Breakfast

We offer a choice of cereals, toast and fresh fruit. Sugar free squash, milk and water is also available.

After School Club:

- 3.15pm – 3.30pm welcome children, register, offer snack and drinks
- 3.30pm – 4.45pm free choice of activities
- 4.45pm tidy up time
- 5.00pm – 5.10pm offer drinks and snacks
- 5.10pm-5.30pm free choice of activities

Snacks and drinks:

We offer a choice of biscuits, fresh fruit and toast. Sugar free squash, milk and water is also available.

Parents are responsible for making the wraparound club staff aware if their child has any allergies.

Activities:

There are a wide range of activities for your child to access at the before and after school of school clubs. There are a selection of puzzles and board games and different craft activities. We also provide a variety of sports equipment to promote physical development.



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