Middleforth Church of England Primary School

Wrap Around Care Policy	
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Let Your Light Shine – Matthew 5:16

Through the Wrap Around Care Policy, the school will promote and teach the values we learn based on the example of the Christian faith:

- Forgiveness
- Respect for self and others
- Reconciliation and redemption
- Truth and honesty
- Trust and fairness
- Tolerance and compassion
- Self-discipline
- Respect for property and the environment
- Politeness

Such values, in turn, promote not only the Christian ethos and aims of Middleforth Church of England Primary School, but assist in the preparation of the children for the responsibilities and duties of adult life.

Vision

As a caring, Christian community, we aspire to 'let our light shine'. We will open up the world to celebrate God's wonderful creation and foster a sense of awe and wonder.
We will nurture our God given talents to ensure that everyone reaches their full potential academically, socially and spiritually.
'Let your light shine Matthew 5.16'

Policies

As our after-school club is run by our school staff, all of our school related policies apply to the children and staff whilst in wrap around care.

Timings and Cost

Our Breakfast Club and After School Club are run by the school.

The school gates open at 8.40am and school starts at 8.50am. The school day finishes at 3.20pm.

We offer the following wraparound care:

Breakfast Club

Times
Breakfast Club is open from 7.30am until school starts.
Children are offered a selection of breakfast options including toast and cereals when they arrive before 8.15am.

Cost
£4.50 when pre-booked via Scopay
Same day bookings will incur an additional £1 charge, totalling £5.50

How to book

Breakfast club should be booked in advance online via **Scopay**. When your child starts at Middleforth, you will be given a code to enable you to set up Scopay up on your phone/mobile device. Scopay is our main school booking system, for lunches, trips and clubs. Bookings cannot be made on Scopay on the day, as we try to plan staffing and resources required in advance. For both clubs, priority will be given to pre-booked sessions and emergency (same day) sessions will only be bookable should space be available as this cannot be guaranteed.

Early Birds

We also offer an Early Bird Breakfast Club drop off from 8.30am for £1.00.
You do not need to book this, and can just arrive on the morning. This can be paid for via Scopay.

After School Club
We offer two sessions for After School Club.
Children are offered a drink and snack, and depending on the weather, can take part in a variety of indoor and outdoor activities.

Times
• 3.20-4.30pm (Nursery to Year 6)
• 3.20-5.30pm (Reception to Year 6)

Cost
• £4.00 for 4.30pm finish when pre-booked via Scopay, (£5.00 for same day bookings)
• £8.00 for 5.30pm finish when pre-booked via Scopay, (£10 for same day bookings)

If After School Club is required following a school club such as netball or Young Voices, the session fee will be pro-rated for the time needed, for example 15 minutes would be £1 if booked in advance.

How to Book

- Wraparound care must be booked in advance online via Scopay as above.
- Bookings cannot me made on Scopay on the day, as we need to plan staffing to meet the required ratios in advance. We also need to ensure we have the necessary food for breakfast and snacks.
- If you need to make an emergency booking on the day, please call the school office directly to check if there are any places available.
- Any cancellation made within 24 hours of the booking slot will not be refunded as the staffing and resources have already been planned.

After school club out of school hours mobile number

If your child is booked into after school club and you need to contact a member of staff when the office is closed, the number is: **07922 422461 – please save the number.**

Wraparound Care Club – Procedures

Supervision and Movement

- Children will remain in the school hall under the supervision of staff on duty at all times.
- Children must **ask a member of staff for permission** before leaving the hall to go to the toilets or their classroom.
- Movement around the school is restricted to ensure safety and appropriate supervision at all times.

Transition from Class to After School Club

- At the end of the school day, children attending After School Club will **remain in their classroom** with their teacher until a staff member is free to take them to the hall. This adult will remain with the children until there is adequate supervision in the hall.
- Children should have **all belongings with them** when leaving the classroom.
- Where there is no other adult in the classroom, **classes may join together** to ensure safe supervision.
- It is the **class teacher's responsibility** to ensure that children transition safely and calmly into After School Club up until 3:30pm.

Activities and Environment

- A variety of activities will be available to support children's development and interests. These may include:
    - Learning-linked tasks
    - Quiet reading or reflection areas
    - Board games and group play with friends
- Activities are designed to be inclusive and age-appropriate, promoting both social interaction and individual engagement.

Behaviour and Expectations

- Wraparound care operates under the same expectations and standards as during the normal school day. **All school policies, including the Behaviour Policy and Safeguarding Policy, apply.**
- In the event of a behaviour concern:
    - The staff member will speak to the child's class teacher in the first instance to ensure that consistent support and procedures are being followed.
    - If concerns persist, a member of the Senior Leadership Team (SLT) will be informed.
    - A meeting may be arranged with parents/carers and relevant staff to discuss whether Wraparound Care continues to be an appropriate provision for the child.
- If a staff member needs **additional behaviour support**, they may:
    - Use the phone in the hall to call for class teachers or a member of SLT.
    - If outdoors, use a walkie-talkie to request assistance from other adults in school.
    - All staff should continue to follow the school's agreed behaviour scripts and procedures prior to escalating.

Safeguarding

- Any safeguarding concerns must be reported in line with the school's **Safeguarding and Child Protection Policy**.
- If **immediate support is required**, a **Designated Safeguarding Lead (DSL)** should be contacted **in person**, via the **school phone in the hall**, or via the **school mobile**.
- All concerns must be recorded appropriately and passed on without delay to ensure pupil safety and well-being.

Nursery Children

- Nursery-aged children may only attend Wraparound Care **on days when qualified Early Years staff are present**.
- These staff members will remain with the nursery children **throughout the entire session** to ensure their specific developmental and care needs are met in line with statutory EYFS requirements.

Other information

Tax Free Childcare Vouchers

Before and After School Clubs may also be paid for with tax free childcare vouchers. For every £8 you pay into this account, the government will pay in £2 to use to pay your provider. When you make payments into this account and release your vouchers to school we top up your Scopay balance for you to use to make bookings.

Check eligibility here: https://www.gov.uk/tax-free-childcare

Terms and Conditions

Care is provided subject to parents observing the following **conditions**:

1. The Club is for the children of Middleforth C of E Primary School only.
2. All booked sessions are chargeable unless cancelled more than 24 hours in advance.
3. The club reserves the right to withdraw the service from parents who persistently pay late or do not book in advance.
4. If your child is being picked up by someone different to a 'normal' nominated adult, please inform school via email or by telephoning and provide a password.
5. Parents must collect their child(ren) **no later than 17:30**. The Club reserves the right to withdraw the service from parents who are persistently late. On the occasion where children are collected after 5.30pm an additional £4 will be charged.