

# Bunbury Aldersey C of E Primary School



## Wraparound Care Policy

(Breakfast & Afterschool Club)

## Introduction

Here at Bunbury Aldersey Primary School are very proud to be able to offer 'Wraparound Care' to our pupils from 'Nursery up to Year 6'. We provide an early morning breakfast club from 7.30am-8:45am and an Afterschool Club from 3:15pm-6:00pm. These are both available to all pupils attending the school.

## Aims

- To provide a welcoming, safe, secure environment for pupils before the beginning of the school day and after the school day ends at 3.15pm
- To provide an affordable service to parents/carers
- To enable pupils to eat breakfast before the start of the school day/have a healthy after school snack in a pleasant, relaxed environment
- To provide a calm play environment for pupils.
- To encourage physical activities to promote healthy living.

## Staffing

Both the breakfast club and after school club are run by our experienced, Manager/Deputy Manager & Playworker Assistants. All members of staff have both a full Paediatric first aid & safeguarding certificate.

All staff will have current Barring Disclosure checks in place and are registered on the single central register

## Organisation

**Breakfast Club** - Children are to be dropped into breakfast club by their parent/carer and are welcomed by a member of Bunbury Badgers staff.

The wraparound care staff will escort key stage two children over to school ready to start their school day. Key stage one children are escorted to their class drop off point and handed over to their class teachers.

Children dropped off between 7.30am and 8.10am will be given a breakfast. (choice of cereal, toast or fresh fruit and a drink of milk).

Children dropped off from 8.30am onwards will not be entitled to breakfast.

(due to time restrictions).

**After School Club** – At the end of the school day members of Badgers team will collect children from both key stage one and key stage two. Children wait at the designated meeting points. When all children have been marked in/accounted for on the register they will be escorted to the club classroom. Any child that has been sent to us but is not on our register will be escorted to Mrs Badger or Mrs Smith/Mrs Haydock who will contact the child's parent/carer.

All children are marked in/out of after school clubs (including parties) by a Badgers team member using the daily register (paper copy for quick reference). Extra activity clubs such as crafts, sports and music are run by school staff or specialist coaches. These usually take place in another classroom or the school hall. This allows the wraparound care staff members on duty to prepare the children's snack and...

supervise any children in regular wraparound care that do not wish to take part in the planned activity. A sample menu can be viewed on the school website.

### **Collection**

Parents should collect their children from the wraparound care facility or name an alternative person to collect their child/children, this person must be aged 16 years or over. If there is any change to this arrangement the wraparound care staff must be notified beforehand via email or telephone.

In the event that a child is not collected by 6pm and no call has been made by the parent to inform us they are going to be late, this procedure will be followed.

The staff member on duty will endeavour to contact all persons listed on the school registration form as collectors/emergency contacts. This information is kept in the school office. **If none of these persons on all of the numbers given to us can be contacted, we will then contact the local police station (after 30 minutes) to find out if there have been any accidents involving any of these people. Two members of staff will need to be present with the child/children until they are collected.**

### **Times and Pricing**

	<b>Start</b>	<b>Finish</b>	<b>Price</b>
<b>Breakfast Club</b>	<b>7.30am</b>	<b>8.45am</b>	<b>£6 (breakfast provided)</b>
			<b>Served up to 8.10am</b>
<b>After School Club</b>	<b>3.15pm</b>	<b>4.15pm</b>	<b>£7</b>
	<b>3.15pm</b>	<b>6.00pm</b>	<b>£13 (with a 'light nutritious' snack)</b>

Both Breakfast/After School Clubs are self-sufficient. The attendance fees are designed to cover all costs.

This includes:

- Staffing
- Food
- Equipment
- Day-to-day running costs.

It may be necessary to change fees from time to time however; parents/carers will be informed as to the reasons why such an increase is needed. Bunbury Badgers club fees will be reviewed annually.

### **Booking**

Children can be booked into our before/ afterschool wraparound care in advance, using the online system 'school money'. Payment is required at the time booking. Bunbury Badgers has a limited number of places available (30) ensuring staff to child ratios are correct at all times. This is for both safety and to ensure that sufficient food can be provided.

## **Fire procedures**

Fire drills will be carried out monthly (or when a new child attends for the 1<sup>st</sup> time) and 'Badgers' club follows the same evacuation procedures in place within the school.

## **First aid**

There are qualified 'Paediatric First Aid' trained staff available at all times. Any accident/incident will be recorded in the Club's accident book, located in the first aid cupboard at Badgers. This will need to be signed by the parent/carer on pick up.

## **Insurance**

Insurance cover is provided by Schools Insurance Policy.

## **Policies**

The Breakfast/After School Clubs will follow the policies of Bunbury C of E Primary School. Please refer to the following policies on the school website:

- Administering Medicines Policy
- Behaviour Policy
- Safeguarding Policy
- Anti-Bullying

## **Homework**

Children may wish to complete homework in the wraparound care facility as tables are available for them to work at. The 'wraparound care' staff are not to be responsible for helping children with their homework, though we are always happy to help if needed!

## **Health and Hygiene**

It is the responsibility of the wraparound care staff to clean work surfaces at the beginning/end of each club session. Staff members should also sweep any obvious debris from the floor and mop up any spillages as they occur. 'Crystal Clean Cleaning Agency' will mop and vacuum thoroughly at the end of each day and clean the toilet facilities. 'Bunbury Badgers' classroom will also be given a regular 'deep clean' by the school's cleaning services (Crystal Clean).

## **Outdoor Area**

Infant children have use of their own climbing area. All children who are outside will be supervised at all times by a wraparound care staff member. If some children wish to play inside the group will be divided and a staff member will remain in the classroom so that both areas are safely supervised.

## **Equipment**

Where children can safely tidy up, they are encouraged to do so. All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed immediately. New resources will be purchased to replace any broken/damaged items. Children are taught to care and respect the equipment and their surroundings and encouraged to play constructively.

## **Behaviour**

The wraparound care follows the same behaviour policy as the school and children are expected to behave as they would in school. In circumstances where a child's behaviour is a continuous problem, they may be temporarily or permanently asked not to attend club. This will depend on the severity of the child's behaviour.

## **Complaints**

In the event of a parent wishing to make a complaint, this should be made in the first instance to the Wraparound Care Manager: Gillian Corbett-Mills

[ASCmanager@rcsat.cheshire.sch.uk](mailto:ASCmanager@rcsat.cheshire.sch.uk)

This policy was adopted by: Gillian Corbett-Mills: 'Bunbury Badgers'	Date: September 2024 Signed: <i>Gillian Corbett-Mills</i>
Reviewed: September 2025	Date: September 7th 2025 Signed: <i>Gillian Corbett-Mills</i>
To be reviewed: September 2027	Date: September 2027 Signed: