



Hill View Primary School
The best in everyone™
Part of United Learning



Wraparound Care Policy Breakfast and Tea Club May 25

Hill View Primary School is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and Tea Club. These clubs may be attended on a full-time or a part-time basis. The sessions can be booked in blocks over extended periods of time or, as and when required. However, places are subject to availability and need to be booked at least a day in advance.

This childcare provision is an extension of Hill View Primary School and, therefore, operates in line with the school's ethos and values and high expectations of pupil behaviour. The wraparound care staff members have been appointed for their expertise in childcare and have the necessary qualifications for safeguarding, behaviour management, first aid and food hygiene.

It is the wish of everyone involved at Hill View Primary School's Wraparound Care Provision to provide a happy, stimulating environment in which children are supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded development.

THE SCHOOL - We will endeavour to:

- provide a safe, stimulating and happy environment
- provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child
- provide breakfast and/or afternoon snacks and drinks
- inform you of any concerns which may affect your child's progress or behaviour
- ensure equality of opportunity in all activities
- be open, welcoming, and available to discuss your child's individual needs
- contact you if there is a problem with your child's health, wellbeing or behaviour
- encourage children to take care of their surroundings and others around them
- always ensure confidentiality
- keep you informed about the school events and activities through email and Class Dojo

THE PARENTS – We will endeavour to:

- ensure that our child only attends sessions that are booked in advance online
- ensure that our child is dropped off and/or collected on time by an adult
- contact the school if your child is going to be absent from a session
- contact the school promptly if there is a change in adult arrangements or collection times
- support and demonstrate the school's Core Values and Behaviour Policy
- support and adhere to the Wraparound Care Policy
- inform the school of any concerns or problems that might affect your child's wellbeing or behaviour

THE CHILD - I will do my best to:

- be polite, friendly, kind and helpful to others
- demonstrate the school's Core Values
- respect the feelings and beliefs of others
- be responsible for all resources and help to keep my school tidy and safe
- ensure a happy environment for all and HAVE FUN!

Admissions Policy for Wraparound Care

Hill View Primary School's Wraparound Care is only available to children of school age who attend our school. Once a pupil leaves our school, whether still in primary education or moving onto secondary education, this childcare service will no longer be available to them. The Wraparound Care provision is not available to children who attend Little Acorns Nursery, unless the parent is a member of Hill View staff.

Maximum Numbers and Waiting Lists

Due to staffing to pupil ratios, places are limited. However, provided bookings are made at least 48 hours in advance, additional staffing will be considered if demand requires it. Wraparound Care will operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available. We need to ensure the welfare and safety of those attending for safeguarding reasons and cannot exceed staff / pupil ratios. Spaces for siblings are also subject to a space being available and take no priority over children already on the waiting list.

Provisions are organised for the maximum number of children having regard to the age and needs of the children and the types of activities.

Specific Individual Needs

Where a child has a specific need, including a disability, admission will be based on:

- all parties agreeing that the environment is appropriate for the child
- liaison will be arranged with relevant professional support networks if applicable
- the staffing levels can support the needs of the child

Behaviour

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

Opening Hours and Fee Structure**Breakfast Club**

- is open term-time only with sessions running from 8.00am to start of the school day
- will be closed during the holidays including bank holidays and INSET days
- the fee for the full session includes breakfast (see flyer for latest pricing)
- sessions must be booked in advance via the Arbor App and can only be booked if your account is in credit

Tea Club

- is open term-time only with sessions running from 3.05pm to 4.30pm or 5.30pm
- will be closed during the holidays including bank holidays and INSET days and on the last day of every long term
- the fee for each session is dependent on collection time and includes a snack
- sessions must be booked in advance via the Arbor App and can only be booked if your account is in credit

Payments and Refunds

Fees cover sessions booked in advance online using the Arbor App. Fees cannot be paid in cash or by cheque. Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs. Fees are refundable for non-attendance such as illness or if the school initiates an activity such as a school trip, sporting event after you have already made a booking. In this instance a credit will be applied to your account. The school will endeavour to give parents and carers as much notice as possible regarding these potential activities.

If you no longer require the use of Breakfast Club or After School Club e.g. you are moving away, your child changes school, etc. a four-week notice period will be required to qualify for a refund of any credit on your account.

Monies will not be refunded for a child's absence unless they are ill, in which case, parents must advise the school via email or by leaving a message on the absence answerphone. To obtain a refund for Breakfast Club this must be before 8.00am on the day of absence.

Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward. An appointment can be made to discuss this with a member of the Senior Leadership Team.

Childcare Vouchers

Childcare vouchers can be used for our Wraparound Care. Please contact the School Office for further information, either by phone on 01295 251205 or by email on office@hillview-school.co.uk. Please note that, even if paying by Childcare Vouchers, your Arbor account needs to be in credit to book a session. It is the parent's responsibility to ensure that the Childcare Voucher payment has been received in Hill View's bank account prior to a session being required. This can take up to 2 weeks.

Arrival and Departure Policy and Procedure

At Breakfast Club and After School Club we operate a rigorous procedure regarding the security and safety of all children within our care. There is a clear procedure in place for both arrival and departure of all children attending these clubs. To ensure the safety of the children it is not possible to make allowances, which do not adhere to the policy and procedure outlined in this document.

Arrival to the Breakfast Club

- Children of all ages must be dropped off by an adult or person over 16 years of age.
- Children in Year 5 or 6 may arrive unaccompanied provided signed written permission is given and agreed with the school prior to their arrival.
- Children will be handed over to the Breakfast Club staff at the School Office. Arrival can take place from 8.00am to 8.15am. Breakfast will not be served after 8:15am.
- At the beginning of each Breakfast Club session there will be a formal register taken. This will subsequently be handed to the admin team who will cross-reference pupils in attendance at that session against the online bookings made.
- Pupils who have not booked into this session in advance will be billed and will be charged a late booking fee as outlined in our current flyer.

Non-Arrival for Breakfast Club

- Non-arrival at Breakfast Club will result in a call being placed to a parent or carer to ascertain the whereabouts of a child. The Breakfast Club is an extension of the school day and the child's absence could be considered a safeguarding concern.

Departure from the Breakfast Club into the school day

- Children will be released from by the Breakfast Club staff at 8:30am and taken to their classroom. Y 5 & 6 children may go to their class on their own.

Arrival to Tea Club

- Children will be escorted from their classroom to Tea Club by a member of staff.
- Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the Tea Club by the extra-curricular club leader.
- If a child has been booked into Tea Club, parents/carers must inform the school by no later than 2:30pm if their child will not be attending that day. This is to ensure the safeguarding of your child. At the beginning of each Tea Club session there will be a formal register taken. This will subsequently be handed to the administration team who will cross-reference pupils in attendance at that session against the online bookings made.
- Pupils who have not booked into a session in advance will be billed and will be charged a late booking fee as outlined in our current flyer.

Non-Arrival at Tea Club

In the event of a child not arriving at Tea Club, the following procedures will be put into place:

- The designated member of staff will contact staff from the relevant class, clubs and the school office to ascertain attendance at school that day.
- The office staff will contact the named parent ascertain the whereabouts of the child.

Departure from the After-School Club

- Tea Club has a procedure for collecting children that is agreed and known to the parents, children, staff and school staff.
- Children must be collected promptly at the end of your booked Tea Club session by either the parent or a person named on your collection permission form. We will not release children to any siblings or children under the age of 16 years.
- When collecting your child, if you are earlier than expected, the parent can phone the Tea Club phone number which is detailed on the front door. Staff will then bring your child to you.
- For the safeguarding of your child the school reserves the right to refuse to release a child to someone who is not on the collection permission form unless we have had verbal permission via a senior member of staff or the school office or in written form.
- In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, if the person is not on the "Named List", the agreed password must be given.
- The last pick-up and hand over times for Tea Club is 5:30pm.

Late Collection from Tea Club and Associated Fines

- If you are late picking up from your booked session (either 4.30pm or 5:30pm) you will incur a fee for each 15 mins you are overdue.
- Children who are late to be picked up after the end of the school day at 3:05pm or late picking up from extra-curricular clubs, will be put into Tea Club and charge will be made for the session and the non-booked fee. See our flyer for current pricing.

Food Provision

Both Breakfast and Tea Club provide food for your child unless directed otherwise by the parent in writing. Our Wraparound Care staff are aware of the School Food Standards and has received the required training in Food Hygiene.

Allergies, Intolerances and other food requirements

- The team will provide food for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand in writing.
- We are a 'nut-free' school site and cannot serve or allow children to bring nuts or products containing nuts into the school.

- If you wish to provide your child with their own breakfast food or packed snack, then there will not be any deduction in fees for any sessions that your child attends.

Sickness & Medication Policy

The priority is to provide an environment where children and adults are protected from the spread of illness and infection. This is achieved in the following ways:

- We do not provide care for children who are unwell, have a high temperature, or sickness and diarrhoea, or who have an infectious disease.
- Parents are asked to telephone the main school line on the first day of their child being absent with illness and give the reason.
- Parents are asked not to bring their child to Breakfast or Tea Club who has been vomiting or had diarrhoea, until at least 48 hours has elapsed since the last attack.
- Parent will be notified immediately to collect their child if they become unwell or they develop an illness whilst at Breakfast or Tea Club. Every attempt will be made to keep the child calm and comfortable.
- The Breakfast and Tea Club staff follow the school's First Aid policy which includes the management of medical conditions and intimate care.

Medication

The Wraparound Care provision is not permitted to possess, store or dispense medication such as Calpol or other such general medications.

The Wraparound Care provision is unable to administer any medication during sessions, even prescribed medication. The exception to this rule is inhalers or Epi-Pens.

Any medication administered by the School Office during the school day will be passed to the Tea Club staff to be handed back to the parent/carer.

Current Individual Health Care Plan details eg: for asthma, etc will be shared by the school with the Breakfast or Tea Club staff.

By booking your child into Breakfast and/or Tea Club, parents agree to the Terms and Conditions detailed above.