

Policy and Procedure



Moira Primary School

Wrap Around Provision 2024 -2025

This policy is reviewed every year and was agreed by the Governing Board of Moira Primary School in September 2024 **and will be reviewed again in September 2025.**

Signed: _____

Chair of Governors

Date: _____

Non-Statutory

Aims and Vision

Our Vision

The **adventure** begins as all are welcomed through the doors of Moira Primary School. Here we celebrate and nurture **creativity, kindness, curiosity** and a **healthy** attitude to learning across our whole school community.

Our Motto

'Learning Together'

Our Values

Be kind

Be curious

Be creative

Be healthy

Be adventurous

Introduction

The Moira's Wrap Around Provision is run by Moira Primary School.

Our aims are:

- To provide high quality out-of-school hours childcare for our families.
- To provide a range of stimulating and exciting play activities in a safe, clean and welcoming environment.

To achieve our aims, we will:

- Hold club sessions every day, before and After-School.
- Regularly clean and inspect the premises and equipment used.
- Ensure that there is always a qualified first aider on site.
- Mirror the health and safety arrangements in place during school hours in our wrap around provision. Including implementing regular fire drills and ensure that all staff and children are aware of and familiar with the procedure to follow in the event of a fire / activation of the fire alarm.
- Encourage the children to be independent, to experiment, to be creative and to develop a self-discipline and acceptable behaviour.

Wrap-Around Provision Offer

Our Wrap-around provision will be based in the large 'staffroom' within school and consists of:

- **Breakfast Club - Monday – Friday from 07:30am – 8:35am**
Cost £6 per day including breakfast for those children arriving prior to 8:15am
- **After-School Club – Monday – Thursday 3:15pm – 5:30pm Friday 3:15pm – 4:30pm**
3:15-4:30pm £6 per day to include a piece of fruit and a drink
4:30-5:30pm £6 per day to include a light tea served at 4:30pm
So 3:15- 5:30pm is £12 per day to include fruit, a drink and a light tea.

Admissions

- Only children attending Moira Primary School are eligible to attend the wrap-around provision.
- All places are subject to availability.
- All parents/ carers will receive an electronic copy of this policy and it will be available to view on the school website.
- All club staff are made aware of pertinent information relating to children attending the club.
- Children's attendance is recorded in a register and parents will be asked to record the time and sign upon collection of their child/ren.

How our Club Works

The emphasis for our Wrap-Around provision is on play and leisure rather than education but there is an opportunity to look at homework as well.

Children have the opportunity to enhance their learning through a wide variety of activities and to promote their physical development. Wrap Around Provision will make links with half termly curriculum class plans as well as yearly events and celebrations in the range of activities offered. E.g. Diwali, Christmas, World Environment Day, etc.

Arrival and Departure

Breakfast Club Arrival

- Parents / Carers are required to bring their child/ren to the side door accessed through the green gate at the left side of school (EYFS gate) and ring the doorbell. You will be greeted by the Breakfast Club Leader and your child/ren taken to the club.

After-School Club Departure

- Parents / Carers are required to collect their child/ren from the side door accessed through the green gate at the left side of school (EYFS gate). Please ring the doorbell to let the After-School Club Leader know you are here to collect and they will bring your child out to you.
- Parents/ Carers or the nominated person to collect a child will collect from the green gate and the collection time will be recorded.
- Parents/ Carers must ensure that any person who may collect their child is known to the After-School Club Leader.
- Parents/ Carers must inform club staff (via email to the office) if their child is going to be absent from the club if the session is not cancelled within the notice period – see booking section.

For both Breakfast and After-School Club Parents/ Carers are expected to ensure their child knows when they will be attending Breakfast and After-school Club so that confusion can be avoided at the end of the day.

Daily Routine

Breakfast Club

- 7:30am – 8:35am Parents drop children off, children are based in the school hall where a range of activities are set out.
- Between 7:30am and 8:15am breakfast is served, with children encouraged to wash their hand prior to eating.
- 8:30am tidy up time, encouraging the children to take responsibility for the club area.
- 8:35am the children will be dismissed from the room to join the other children entering school. Breakfast Leader will ensure they arrive at their classrooms.

After-School Club

- 3:15pm – Any child attending After-School Club will be dropped off in the school hall by classroom staff. The After-School Club Leader will greet the children, settle them into After-School Club and complete the register. The After-School Club Leader will liaise with the class teachers / office via the phone next to the school hall to determine any reason why a child is not accounted for.
- 3:20pm Children begin activities, choosing from a range of play and planned activities, both indoor and outdoor.
- 3:30pm Children offered a piece of fruit and a drink.
- 4:30pm – The first After-School club session will end and parents to collect from the EYFS gate following steps detailed above.
- 4:30pm – Any children attending the Late-Stay Club will be offered a light tea, with children encouraged to wash their hand prior to eating. Children who have attended a school club prior to this, will be taken to Late-Stay by the club leader.
- 5:25pm - tidy up time, encouraging the children to take responsibility for the club area.
- 5:30pm – All children to have been collected.

Behaviour Expectations in Wrap Around Provision

Whilst attending Wrap Around Provision, children are expected to follow the 'Moira Way' and adhere to the three rules:

- Be kind, considerate and respectful to everyone
- Always try your best, to be the best you can be
- Keep your hands, feet and unkind thoughts and words to yourself

We want the children attending Wrap Around Provision to enjoy their time at the clubs and to do this we expect them to:

- Choose and participate in a variety of activities
- Ask for help if needed
- Follow the Moira Way above

Positive behaviour is encouraged and rewarded through:

- Verbal praise
- Stickers

Dealing with inappropriate behaviour:

- In the first instance, children will be given a gentle reminder of behaviour expectations.
- The child will then be given a verbal warning and reminded that if their behaviour continues they will not be allowed to continue with the activity they are doing. Our policy is followed using 1 and 2 as further warnings and 3 as time out.
- The child is removed from the activity they were doing for a 'time out' and will reflect, supported by the Club Leader on their behaviour.
- If behaviour persists, a further time out will be given.
- Parents will be informed of any time outs given to their child/ren during Wrap Around Provision.
- Club Leaders will consult with parents and the class teacher to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If after consultation with parents and the implementation of strategies, a child continues to display inappropriate behaviour, in discussion with the Headteacher, the club may decide to exclude the child from the provision. The reasons and processes involved will be clearly explained to the child and the Parent/Carer. This decision will only be taken as a last resort.

Bookings, Cancellations and Payment of Fees

- Bookings for both Breakfast and After-School Club close the day before. If any bookings are required on the day a call to the school office should be made. The school office can make bookings if there is space available and send a link to pay.
- All bookings should be made via SchoolMoney and you can add multiple sessions to your basket before making payment.
- Payment is taken at time of booking which confirms the place. For parents who pay by voucher, the place is reserved with payment paid upon receipt of voucher/bank statement.
- Cancellations can be made up to 1 full day before the day of the session. This can be done on line or by contacting the office.
- No refunds/ credits will be given for unused sessions that have not been cancelled.
- On the rare occasion that wrap around care is required with less notice than

specified above the following applies:

- Breakfast Club – Children may arrive on the day and we ask parents/carers to notify the Breakfast Club Leader that they have not booked. Mrs Marriott will then add a payment to your account for the session. * Parents will be notified by email and the newsletter if this option, due to numbers and ratios is no longer possible.
- After-School Club – Parents must email Mrs Marriott requesting a late request for After-School Club and where this can be accommodated a charge will be added to your child's SchoolMoney account. PLEASE NOTE - persistent late requests will not be accommodated and your child will be unable to attend After-School Club unless sessions booked in advance.

Your child must not turn up to After-School Club on the day without having made a paid booking. Should this happen, the parents will be contacted immediately to make the necessary plans to collect their child.

Childcare Vouchers and Government Tax Free Childcare Scheme

You will still need to book via SchoolMoney if using childcare vouchers or the Government Tax Free Childcare Scheme.

We accept payment by childcare vouchers inc. the [Government Tax free scheme](#), if a childcare provider is not registered with Moira Primary School, we may request further information from you to enable us to set this up. This is required before your child attends as we will need to set this up in advance of any session attended.

Please notify Mrs Marriott in the Office if you intend to pay for Wrap Around Provision using Vouchers or Tax-Free Childcare as the booking system is slightly different.

Please ensure you make arrangements for voucher payments in plenty of time. Payments by vouchers are reconciled against the parents' account upon receipt of the monthly bank statement. A text confirmation is sent to parents informing them of the amount reconciled against their account.

Pupil Premium Funded places

If your child is eligible for Pupil Premium your child may be able to access some funded / discounted Wrap Around Provision sessions. Please speak to Mrs Marriott in the Office in the first instance.

Late collections

Late collection at After-School Club will be recorded on the day. Any collections after 5:30pm will be charged at £3 per 5 minutes per child. A payment text will be sent in such instances.

Safeguarding Children

- The nominated person for safeguarding in school is Mrs Vicky Santy, as the school's

Designated Safeguarding Lead.

- Our setting will work with children, parents and the community to ensure the rights and safety of children. Use of cameras is guided by individual permissions that parents give to the school on admission.

Maintaining children's safety and security on premises

- We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. Entry and exit is through a pedestrian gate. Parents then wait at the door to be given access to the setting by the relevant Club Leader.

Uncollected child/ren at the end of the school day

- In the event that a child is not collected by an authorised adult at the end of the school day within five minutes of the children being dismissed we put into practice the following agreed procedures. These ensure that any child is cared for safely by an experienced and qualified practitioner who is known to them. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for. A payment text will be sent in such instances.

Procedures for Uncollected Child/ren at the end of After-School Club

- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child (not on the collection from school arrangements) parents must notify the office via email (during school hours 8:35-3:15pm) to inform them who is collecting their child/ren.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.
- We inform parents that we apply our child protection procedures in the event that their children are not collected from the setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the session, we follow the following procedures:
 - If no information is available, parents/carers are contacted on the telephone numbers held by school.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded – are contacted.
 - All reasonable attempts are made to contact the parents/carers.
 - The child does not leave the premises with anyone other than those named on their 'Collection from School Arrangements' or that the After-School Leader has been notified of.

- If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
- We contact our local authority children's social care team: 0116 3050005.
- The child stays at the setting in the care of two members of staff until the child is safely collected either by the parents/carers or by a social care worker.
- Social Care will aim to find the parent or relative; if they are unable to do so, the child will become looked after by the local authority.
- Under no circumstances do staff go to look for the parent, nor do they take the child home with them.

A full written report of the incident is recorded in the child's file.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

Missing child whilst attending Wrap-Around Provision

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures for a child going missing on the premises:

- As soon as it is noticed that a child is missing the Wrap Around Leader (Breakfast or After-School) alerts other staff on site.
- The Wrap Around leader and other school staff will carry out a thorough search of the premises and outdoor area.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Wrap Around Leader will call the police and report the child as missing.
- The Wrap Around Leader will then call the parent.
- The register is checked to make sure no other child has also gone astray.
- The setting leader will talk find out when and where the child was last seen and records this.
- The setting leader will contact the Head of School or Executive Headteacher and report the incident. The Headteacher will carry out an immediate investigation.

Supporting children with Special Educational Needs and Disabilities

Moira Primary School provides an environment in which all children including those with special educational needs, are supported to reach their full potential. The nominated person for inclusion is the SENCO. This provision fully supports our SEND policy. We will work in partnership with parents to meet each child's individual needs whilst attending our Wrap Around Provision. However, we are unable to provide 1:1 support for any child whilst attending our Wrap Around Provision and as such if the safety of the child or other children would be compromised due to this, school would work with parents to put in place measures as far as practically and reasonably possible for them to attend.

Toileting and Intimate Care

Our expectation is that young children should have achieved continence when they are admitted to Moira; however, we recognise that young children vary widely in their levels of maturity and in achieving continence. No child of any age is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We also recognise that children of any age may have a lapse in their continence because of trauma, onset of sudden disability, emotional upset or health problems. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained or who may need special provision.

Health and Safety

First aid

In our Wrap Around Provision staff are able to take action to apply first aid treatment in the event of an accident involving a child or adult. At least one member of staff with current and appropriate first aid training is on the premises at any time. Additional training where practically possible, will be undertaken to allow access for children with particular conditions. First Aid provision complies with guidelines within school.

Fire Safety

All in school arrangements are mirrored in our Wrap-Around Provision. Including, implementing regular fire drills and ensure that all staff and children are aware of and familiar with the procedure to follow in the event of a fire / activation of the fire alarm.

Food and drink

Breakfast Club

The children can choose from a tasty selection of cereal or toast with butter and jam or marmalade. On some days children may also be offered brioche rolls or crumpets etc. for variety. Fresh fruit is also available. To drink the children have the choice of water, milk or fruit juice.

After-School Club

At 3:30pm the children are offered a piece of fresh fruit and a drink.

At 4:30pm, the children are offered a light tea and a drink. The light tea offer will change daily but may take the form of the following but not limited to: ham or cheese sandwich, roll or wrap, a hotdog in a bun, beans on toast, toasted teacake, rice cakes and cheese. Crudities or fruit will also be offered.

Moira endeavours to be a nut-free school.

Food Hygiene

- Food provided at Breakfast Club and After-School Club complies with all relevant guidelines, as outlined in Requirements for School Food Legislation (2014) and all Wrap Around staff have completed Food Hygiene and safety training and this is renewed at regular intervals.
- Tables used for food and drink should be cleaned before and after use. Floors to be hoovered/mopped if any debris is on the floor.
- Children should be encouraged to wash their hands on a regular basis and before and after eating food.
- Children should not be allowed in food preparation areas.
- The kitchen area should be free of contamination, dust, flies, rodents etc. and all surfaces should be in good repair.
- All utensils should be kept clean and stored correctly.
- The school dishwasher should be used or the double sink procedure should be used for washing.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a morning and afternoon after session.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff preparing food will always adhere to personal hygiene recommendations.

Employment and staffing

Our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service in accordance with statutory requirements and records are maintained on the Single Central Record. Staff recruitment follows guidelines laid out in the school policy. Staff have regular performance management reviews.

Complaints Procedure

Complaints about any aspect of our Wrap Around Provision should be made verbally in the first instance to the Headteacher. If not resolved, in writing to the Governing Board. This follows the school's complaints policy which is available on the website.

If a complaint or concern is made by a child or parent against a member of staff, then the issues will be dealt with by the Headteacher and the Governing Board in line with school's complaints policy.

All complaints and comments will be recorded, and a written response of actions will be kept on file and provided to the complainant.