



## Wraparound Care Policy

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<b>Approved by:</b>	<b>LGB</b>	<b>TBC</b>
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**For Office Use Only:**

Policy Version: 1.0

To make changes to this policy, please  
email [admin@lincolnshiregateway.co.uk](mailto:admin@lincolnshiregateway.co.uk).



**Lincolnshire Gateway  
Academies Trust**

Pilgrim Academy is pleased to be able to provide the children of our school the opportunity to attend Breakfast Club and After School Club, known as The Pod. 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.

This childcare provision is an extension of Pilgrim Academy 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 Pilgrim Academy'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 newsletters, email and social media

#### **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!

#### **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 our 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 our child's wellbeing or behaviour

#### **Admissions Policy for Wraparound Care**

Pilgrim Academy Wraparound Care is only available to children of statutory school age who attend our school – Reception up to year 6. 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.

#### **Online Accounts**

Parents will be required to use their My Child at School account. (Please speak to the school office for more information about this system.) Bookings can be made session by session or as block bookings once your account has been credited. Sessions can be booked up until the night before online and places are

subject to availability. It is therefore recommended that parents do not rely on 'same day' bookings unless in an emergency.

## **Maximum Numbers and Waiting Lists**

Currently our staff/pupil ratios allow for **25** children to attend Breakfast Club and **25** children to attend After School Club. Additional staffing will be considered if demand requires it. 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 booked. Provisions are organised for the maximum number of children in accordance with the risk assessment carried out by Pilgrim Academy having regard to the age and needs of the children and the types of activities, referring to the relevant guidance.

## **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**

### **Pilgrim Academy Breakfast Club:**

- Is open term-time only with sessions running from 7:30am
- Will be closed during the holidays including bank holidays and INSET days
- The fee for the full session (7:30am - 8:45am) is £3.50 and is inclusive of breakfast and a cold drink
- Sibling discount is available for the sessions at a cost of £2.50
- Sessions must be booked in advance via our online service

### **Pilgrim Academy After School Club:**

- Is open term-time only with sessions running from 3:30pm to 5:30pm
- Will be closed during the holidays including bank holidays and INSET days
- The fee for each session is dependent on the hours needed:
  - First child: 1 hour - £5. 2 hours - £8.
  - Siblings: 1 hour - £4. 2 hours - £6.
- Sessions must be booked in advance via our online service and can only be booked if your account is in credit.

## **Payments and Refunds**

Fees are to cover sessions booked in advance online using a My Child at School account. Fees cannot be paid in cash or by cheque at any time. Please contact the school office if you require more information. Please note that the Wraparound Care staff are not permitted to receive cash or cheque payments for these clubs. Fees are non-refundable for non-attendance such as illness, holidays, ad hoc events, etc. Refunds will be given if the school initiates an activity such as a school trip, sporting event, etc after you

have already made a booking with either After School Club or Breakfast Club. 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, please give 24 hours' notice and the Admin staff can cancel these sessions. Any sessions cancelled on the day are still payable. Refunds will also be considered if your personal circumstances change significantly and you no longer require the service going forward.

## **Tax Free Childcare**

Tax Free Childcare can be used for our Wraparound Care. Please contact our Admin team either by phone on 01469 572368 or by email on [enquiries@pilgrimacademy.co.uk](mailto:enquiries@pilgrimacademy.co.uk) to inform us when a payment has been made to your Childcare account, when this has been received, we will credit your account with the funds.

Where possible, we ask for this to be done a week in advance to give the government system and our finance team the time to transfer these balances and bookings to be made in advance.

## **Arrival and Departure Policy and Procedure**

Pilgrim Academy Breakfast Club and After School Club will 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.

### **Breakfast Club**

#### Arrival to the Breakfast Club

- Children of all ages must be dropped off by an adult or person over 14 years of age.
- Children will be handed over to the Breakfast Club staff from 7:30am. Arrival can take place up to 8:30am but please note that 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 further attendance not allowed until the debt has been paid.

#### Non-Arrival for Breakfast Club

- Monies will not be refunded for absence that has not given 24 hours' notice.

#### Departure from the Breakfast Club into the school day

- Children will be released from the Breakfast Club staff at 8:45am. One member of staff will then stay with the children and escort them to their classes where their teacher is waiting in the classroom for them.

### **After School Club**

#### Arrival to After School Club

- Pupils will be escorted from their classroom to The Pod by a member of staff where they will be registered.
- Children attending extra-curricular clubs (either run by school or external staff) will be escorted to the After-School Club by a member of staff after the club finishes.

- If a child has been booked into After School 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 After School 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 further attendance not allowed until the debt has been paid.

### Non-Arrival for After School Club

In the event of a child not arriving during this time 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 class teacher to confirm the child left the premises with a named adult on the contact list.
- If this cannot be confirmed, the named Parent will be called to ascertain the whereabouts of the child.

### Departure from the After-School Club

- The After School 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 After School Club session by either the parent or a person named on your collection list. We will not release children to any siblings or children under the age of 14 years.
- When collecting your child from the building please use the doorbell to gain the attention of a member of staff, your child will then be brought out to you, please wait by the entrance for your child unless invited in by a member of staff.
- 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 list unless we have had verbal permission via a senior member of staff or the school office or in written form e.g. a signed note or email to the school office on [enquiries@pilgrimacademy.co.uk](mailto:enquiries@pilgrimacademy.co.uk).

In the event that it is not possible for any of the authorised persons to collect a child and someone else is sent, the following procedure must be followed:

- The After School Club must be contacted on 01469 572368 and a full description of the person including their name must be provided.
- When the person arrives, identification will be checked.
- The last pick-up and hand over times for after-school care is 5.30pm.

### Non-Collection of a Child from After School Club

In the event that a child is not collected from the After-School Club by the end of the session, the staff should:

- Establish if a message has been left by the parent/carer
- Try to contact the parent/carer. Appropriate messages must be left asking for them to contact the club immediately.
- A member of staff must remain near the telephone in order to receive the call after 5:30pm.

If the child has not been collected by the end of the Club's registered session and contact with the named parent has not been established the staff must contact other authorised collectors from the registration form.

**The staff must inform the Principal or one of the other designated safeguarding leads.**

After all avenues of contact have been exhausted and the Club has not received any contact from the parent or authorised collectors, the Head Teacher (or other designated safeguarding leads) will make the decision to contact the Local Authority's Designated Child Protection Officer. At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Local Authority Child Protection Officer or Head Teacher or a Designated Safeguarding Lead.

### **Late Collection from After School Club and Associated Fines**

If your child is not collected at the end of their booked session, you will be charged for the additional time. If you are late picking up after 5:30pm you will incur a £5:00 charge per child for each 15 mins you are overdue.

The school shall apply the following procedures for late collections and reserves the right to apply an additional charge where a child/children are picked up late from the After School Club.

### **Contacting the Breakfast Club or After School Club**

By Phone:

During normal school office hours (8:30am – 4:30pm) the school office staff will take your message and share it with the staff in our wraparound care team.

By Email:

If you wish to contact via email , please email the school office on: [enquiries@pilgrimacademy.co.uk](mailto:enquiries@pilgrimacademy.co.uk) the email will be shared with the staff.

### **Food Provision**

Both Breakfast and After School care 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 have received the required training in Food Hygiene. Both the Breakfast and After School care team will provide food that meets the School Food Standards.

### **Allergies, Intolerances and other food requirements**

The team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand.

Breakfast Club is likely to provide options such as:

- Bread/toast with assorted spreads
- Low-sugar cereal and semi-skimmed milk
- Blackcurrant/orange juice

The After School team will provide food options which may include cheese and biscuits,sandwiches/wraps, pasta. Water will be available along with squash.

### **Sickness & Medication Policy**

Sickness

All wraparound care staff members have first aid training. 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.
- Children with head lice are not 'excluded' but must be treated to remedy the condition.
- Parents are asked not to bring their child to the After School 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 the wraparound care. Every attempt will be made to keep the child calm and comfortable.
- Good hygiene practice concerning the clearing of bodily fluids is always carried out.
- The Breakfast and After School care staff follow the school's First Aid policy. A copy can be provided upon request.

## **Medication**

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

### Prescribed Medication

The Wraparound Care provision is unable to administer any medication during sessions. Any medication administered by the school during the school day will be passed to the club supervisor to be handed back to the parent/carer.

Current Individual Health Care Plan details e.g. for asthma, etc will be shared by the school with the club supervisor and will be provided as and when needed using the inhaler stored in school.