



GREENLEAS PRIMARY SCHOOL WRAP AROUND CARE POLICY

Greenleas Wrap-Around Care Club is part of the school's extended provision. Club staff are subject to the same policies, procedures and management applicable to all staff employed in school.

The ethos and delivery is consistent with the provision within the main school day. We want our children to be confident, motivated, independent learners with a healthy self-image and respect for others. We are an inclusive school where every member of the Greenleas 'family' is valued and cared for.

Our Mission

We aim to provide an environment:

- which is stimulating and welcoming.
- where every child feels safe, secure and equally valued.
- where parents are welcomed as valued partners in their child's education.
- where all members of our school community are respected and appreciated.

We aim to provide a rich and balanced curriculum which:

- enables children to achieve the highest standards of which they are capable.
- is suited to the differing needs and abilities of all of our children.
- fosters the development of positive attitudes to learning and self-motivation.
- develops spiritual, moral, social and cultural awareness and understanding.
- provides opportunities for children to learn to work effectively both in collaboration with others and independently.
- prepares children for the opportunities, responsibilities and experiences of life.

We want our children to be able to:

- communicate clearly and confidently in speech and in writing in ways appropriate to different occasions and purposes.
- read fluently and accurately with understanding and enjoyment.
- apply sound mathematical knowledge, skills and understanding to problems.
- know how to access information from various sources and record findings in a variety of ways.
- show a first hand understanding of the application of technology in appropriate settings.
- know and understand basic scientific concepts and to observe, question, predict and interpret information with curiosity, perseverance and open-mindedness.
- express themselves creatively through art, music, movement and dance and to appreciate creativity in others.
- be confident participants in a range of physical activities and to value exercise as an essential part of a healthy lifestyle.
- know about geographical, historical and social aspects of the local environment and national heritage and have an awareness of other times and place.
- be morally and spiritually aware, having an understanding of the ways that faith, beliefs and experience can shape life and conduct.

Our Core Values

Promoting and teaching a set of school core values to our children will educate them to become confident, responsible and caring citizens.

These values are embedded into the curriculum and Teaching and Learning in order to develop social and emotional skills and encourage the children to follow our 3 school rules-

Be Nice, Work Hard, Never Give Up!

We value respect

We treat everyone as we would like to be treated. We work together in tolerance, understanding and respect to create a happy school. We celebrate differences and similarities and embrace the diversity of our community.

We value responsibility

We are responsible for our words, actions and attitude. We can be trusted to do what is right and make good choices. We all have a responsibility to make our world a better place. By working together, as a team, we achieve this.

We value cooperation

We work happily together as a team, encouraging everyone's skills, abilities and interests. We know we can achieve much more when we cooperate with others

We value perseverance

We work hard to achieve the best we can in everything we do, even when it is difficult. We are not afraid to ask for help when we need it.

We value friendship

From the oldest to the youngest, we work hard to be a good friend. We try our best to make our school a happy place to be. We work and play together well, encouraging and celebrating everyone's skills, abilities and interests.

We value honesty

We try to be honest in all that we say and do. We know it is important to be truthful and accept responsibility if we have done something wrong.

These principles form the basis of our wraparound care provision too. Children attending our Breakfast Club and After School Club are expected to behave and conduct themselves in accordance with school policies.

The club will be run by:

Mrs L Catterall Senior Play Care Worker

Miss H Weir Play Care Worker

Miss M Hesketh Play Care Worker

The breakfast club operates from 07:30am -8:45am during term time and costs £5.00 per session. The after school club operates from 15:15pm-17:45pm during term time and costs £8:00 per session. 10% discount is given for siblings.

Medical and emergency contact information is taken from Arbor. Please ensure you keep this up to date.

ADMISSIONS

Only children attending Greenleas Primary School are eligible to attend.

All places are subject to availability.

The current session capacity is 20.

The registration forms must be completed prior to the child's commencement at the club.

All parents will receive a paper copy of this policy and this policy is available to view via our school website.

All club staff are made aware of the details of a new child and every session is recorded in a register.

ARRIVAL & DEPARTURE

All clubs are based in the school hall and are accessible via the main reception at drop off in the morning and collection at the end of the day. There is a black bell by the Intercom to gain attention of the staff in the provision. The Club also has access to a quiet area for downtime and outdoor play areas within the school playground. All areas and activities are supervised by adults.

Breakfast Club

Parents/Carers are required to bring their children directly to the main school entrance. At 8:45am, children will be escorted to their classrooms

After School Club

Children in F2, Year 1 and Year 2 will be collected by a member of the club staff directly from their classrooms.

Children in years 3, 4, 5 and 6 will make their way directly to the Hall to be greeted by a member of the club staff.

The club staff will take a register of all contracted children and will liaise with the class school office to determine any reason why a child is not accounted for.

Collection is from the main entrance by 17:45pm We ask that that all parent/carers be punctual in order for the room to be tidied and prepared for the next session. The building has to be locked up by 6.00 pm.

DAILY ROUTINE

Morning Session Routine

A range of activities are set out for the children. Weather permitting there will be opportunity for children to play outdoors under supervision.

Open from 7:30am

8.00am - Breakfast available, children wishing to have breakfast must wash their hands.

8:40am - Tidy up time encouraging the children to take responsibility for their environment.

8:45am - Children collect their coats and bags and are escorted to their classrooms.

After School Session Routine

3.15pm - F2 and all KS1 pupils are collected from their class rooms and taken to the Hall. KS2 pupils make their own way to the hall.

3:30pm - Children will be given a healthy snack and a drink.

3:45pm - Children can then choose from a range of play and planned activities. Weather permitting there will be opportunity for children to play outdoors under supervision.

5:35pm onwards - Tidy up time encouraging the children to take responsibility for their environment. Children who leave before this time should tidy up their activities before they go.

BEHAVIOUR

The after-school club is an extension of our school and encompasses all of our school policies and expectations. Poor behaviour during club hours will not be tolerated and in the instance of repeated unacceptable conduct, school may notice to parents. Notice will only be served following consultation between school and parents. While attending Club the children are expected to follow the schools code of conduct, ethos and rules.

FIRST AID

The school first aid and administration of medication policy applies at all times. Parents of any child who becomes unwell during a session will be contacted immediately.

LATE COLLECTION / UN-COLLECTED CHILDREN

If a child has not been collected by 5:45pm, parents will be contacted in the first instance by telephone. If the club staff are unable to contact parents, they will then telephone the contacts provided by parents on the 'additional contacts' list.

Three late pick up's within each half term will result in a child's place being reviewed and possibly cancelled. Late collection will incur a charge of £5.00

HOW TO BOOK A SESSION

All booking must be arranged directly through ParentPay or the School Office during the day for late bookings and the Senior Play Care Worker during Club times. The booking system on ParentPay closes 5 working days before the date. Payment must be made during booking.

Regular Set Bookings

Parents wishing to secure regular set days must do so in advance. If you book set days, these days are reserved for you and therefore they must be paid for irrespective of whether your child attends or not.

Shift Workers

If you work shifts and do not have a regular working week you can book each month. Please complete ParentPay as early as possible.

Ad-hoc Bookings

For those occasions when parents need to book their children into the club at short notice, we may be able to accommodate this providing there is space available.

CANCELLING YOUR CHILDS PLACE

We request 2 weeks' notice if you need to cancel your child's place.

NON-ATTENDANCE WITHOUT NOTICE

Non-attendance without notice i.e. going to a friend's house after school or absence due to illness will incur the full session charge. These measures are in place to ensure we can plan and staff the club accordingly in-line with Ofsted regulations.

Your child's attendance is logged on our ParentPay portal daily, automatically updating ParentPay accounts with a charge for that session (AM, PM or both). Parents must ensure their ParentPay account remains in credit. Failure to pay may result in your child's place being withdrawn.

FAILURE TO PAY FOR FEES

The following process will apply for those accounts that remain in debit for longer than a month;

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| Stage 1 | School will contact parents via the ParentPay system with a reminder |
| Stage 2 | School will issue a 2nd reminder' letter to parents requesting payment |
| Stage 3 | School will ring parents to arrange meeting to discuss owed amount |
| Stage 4 | If at this stage, payment has still not been made school will instruct the Local Authority to commence debt recovery proceedings |
| Stage 5 | If payment has still not been made, the school will issue notice to parents terminating the child's place from the club |

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

CHILDCARE VOUCHERS

Parents who use childcare vouchers will need to inform their provider of our school setting details (Ofsted 105004 and DFE 344/2117). When electronic payments are made by parents, the school office will receive a remittance advice email confirming this payment. Upon receiving this, school will then ensure ParentPay accounts are adjusted/credited accordingly.

HMRC TAX FREE CHILDCARE SCHEME

If you subscribe to this scheme, please inform the school office via email when you make this payment. The school office requires; payment date, amount and child TFC reference code. Once received, school will be able to match this payment transfer and deduct your account accordingly.

WHOLE RELATED SCHOOL POLICIES

Greenleas Breakfast & After School Club is an extension of the school, so all school policies apply to the running of this provision. All school policies are available on the school website.