

SANDHURST PRIMARY SCHOOL

WRAPAROUND CARE POLICY 2022-23

Sandhurst Wraparound Care is run by Sandhurst Primary School and exists to provide high quality out-of-school hours' childcare for our parents/carers.

We aim to provide a welcoming, safe and affordable childcare facility for Sandhurst pupils from Reception to Year 6 before and after school core hours.

The Wraparound Care operates from 7.30 am to 8.55 am in the morning and from 3.15 pm to 6.00 pm in the afternoon, daily and term-time only.

Current costs for each session can be obtained from the School Office (tel: 020 8698 5810 or email: clubs@sandhurstprimary.lewisham.sch.uk). **For September 2022, the cost is £6.00 per session for Breakfast Club and £17.00 per session for After-School Club.**

Admissions

All parents must complete a Wraparound Care Parental Agreement Form for their child/ren wishing to attend the session, which is available by contacting the School Office.

Only children attending Sandhurst Primary School are eligible to attend the sessions.

When a child's place is confirmed, parents/carers will receive a copy of this policy and will need to sign and return the Parental Agreement form to adhere to the terms of this policy.

Parents requiring ad-hoc places are welcome to use the Wraparound Care service, provided there are spaces and parents/carers have previously completed a Parental Agreement Form.

All places are subject to availability.

Children's attendance is recorded in a register stored electronically.

Booking Places

The booking process via Parentmail must be completed at least 48 hours prior to the child's commencement of the sessions.

Late bookings may be facilitated but parents/carers must contact the School Office ((tel: 020 8698 5810 or email: clubs@sandhurstprimary.lewisham.sch.uk). There will be an additional fee of £5.00 for any such bookings.

Four weeks' written notice must be given to resign your child's place.

Cancellation of Booked Places

Sessions can be cancelled in advance (more than 48 hours' notice) by the parent/carer using the Parentmail app and there will be no charge. The cost of the booked session(s) will automatically be reimbursed back to your account.

Sessions which are cancelled with less than 48 hours' notice will still be charged.

Pricing

The Wraparound Care fees cover the cost of staffing, a healthy breakfast or afternoon snack, equipment and day-to-day running costs.

Payments should be made via the Parentmail app or via childcare vouchers only.

Sandhurst Primary School currently has childcare voucher accounts with Busybees, Care4, Computershare, Edenred, Fideliti, Kiddivouchers, Sodexo, and HMRC. When a payment is made via childcare vouchers, a reference of the child's name and purpose should be added. Parents/carers should send a confirmation email of the payment to the school office clubs@sandhurstprimary.lewisham.sch.uk. Please allow 3 working days for the school to manually adjust your Parentmail account. Parents/carers should contact the School Office regarding other childcare voucher organisations.

It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month's notice of this.

All fees are to be paid at the end of the month prior to the next month of attendance.

If fees have not been received by THE LAST DAY of the previous month, places from the 1st of the following month will not be available and may result in the loss of the childcare place.

The Parentmail system will email parents/carers a receipt of the sessions for which payments have been made. Payments made via a childcare voucher supplier will provide an emailed receipt.

Staffing

The Wraparound Care Leader will have a full and relevant Level 3 qualification. Members of staff on duty will be qualified in paediatric first aid and food hygiene.

The club will be staffed according to statutory staffing ratios to meet all requirements regarding care for children as set out in statutory guidelines.

The Wraparound Care Leader or a nominated member of the Senior Leadership Team will be present at all times and will oversee planning and supervision.

Arrival and Departure at Wraparound Care

Breakfast Club : The club will run from 7:30 am until 8.55 am. Breakfast will be available until 8:15 am, which is the latest admittance time. Access to the club will only be through the gate on Ardgowan Road.

After-School Club : KS1 children will be collected from the class teacher at 3.15 pm. KS2 will be directed to go immediately to the Dining Hall at 3.15 pm.

All children must be collected **PROMPTLY BY 6.00 pm** by the nominated parent/carer. Access to the club will only be through the gate on Ardgowan Road which leads directly to the Dining Hall. If there is a change to the nominated collection person, the school office should be notified before 3.15 pm on 020 8698 5810, or the After-School Club **after 3.15 pm directly on 07803 415583**.

After School Club late collection charges

Children must be collected **promptly by 6.00 pm**.

If, due to unforeseen circumstances, a parent/carer will be late, the Club staff must be contacted as soon as possible **on 07803 415583** (number available from 3.15 pm onwards) and, if unable to arrive before 6.30pm, it is expected that arrangements will be made for another authorised person to collect the child.

A late charge of £10.00 for each additional 5-minute period will apply in the event that a child is not collected by 6.00pm.

In the event of a child not being collected by 6.30pm, and if the Club has been unable to reach the parent/carer or any of the emergency contacts, we will have no option but to call the Local Authority.

We reserve the right to withdraw the After-School Club offer to parents who repeatedly arrive late.

Policies

Sandhurst Primary School's policies and procedures for Safeguarding, Behaviour Management and Complaints apply to Sandhurst Wraparound Care. Inappropriate behaviour may lead to fixed term or permanent exclusion from the club(s). In keeping with the school's Child Protection Policy, information regarding children in Wraparound Care is confidential. If there are child protection concerns, the club staff have a legal duty to share information with the school's Designated Safeguarding Lead and, if appropriate, with agencies such as the Police, Social Care and healthcare professionals.

Aggressive or abusive behaviour towards staff will not be tolerated.

Monitoring and Evaluation

This policy will be reviewed annually by the Head teacher, staff and governors.

Signed : ... *R A Dove* ...

Signature Position Headteacher

June 22