



Wrap-Around Care Policy

The Woodlands at John Blow Primary School

Introduction

The Woodlands Wrap-Around Care Provision is run by John Blow Primary School and exists to provide high-quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

Breakfast Club operates from 7.30am-8.50am with After-School Club from 3.30pm-6pm daily. Terms and Conditions along with a registration form are available from the school office.

All parents must complete a registration form and return a signed copy of the Terms and Conditions before their child attends the provision.

Admission

- Only children attending John Blow Primary School are eligible to attend The Woodlands.
- All places are subject to availability.
- The registration process must be completed prior to commencement at The Woodlands.
- All parents will receive a paper copy of this policy as part of the registration process.
- Non-contracted pupils are welcomed to use the provision provided there are spaces and registration forms have been completed (this will allow for sporadic bookings into the provision).
- All staff will be made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Breakfast Club

- Children will arrive via the side gate (EYFS and KS1 playground), place their items in their classrooms before making their way to the Breakfast Club room for food/activities.
- Children will be sent to their classes at 8.50am in preparation for the start of the day.

After-School Club

- Children will make their way to the school hall to be registered by The Woodlands at the end of the school day.
- Children will be sent to their classes at 8.50am in preparation for the start of the day.

Departure

- Children will be collected from the main school office at the end of their session: this will enable staff to sign children out as they leave.
- A list of adults with permission to collect children must be provided – staff must be notified of any changes to this list.

Daily Routine

- Children will engage in a range of fun and exciting activities whilst at the club; these will be planned by The Woodlands staff.
- A healthy snack and drink will be provided upon arrival at the club at 3.30pm.
- A light meal will be provided at 4.45pm (menus will be provided for your information).

Behaviour

- John Blow Primary Schools' Behaviour and Relationships Policy will be adhered to at all times at The

Woodlands: this will ensure a consistent and positive approach to behaviour managements whilst the children are in school.

First Aid

- Staff will be First Aid trained and the schools' first aid policy and procedures will be adhered to at all times.
- Any children requiring first aid during their time at The Woodland will be sent home with a first-aid slip to notify parents.
- If a child becomes ill during their time at The Woodlands, parents/carers will be notified and they will be required to be collected.

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Mr Ben Carver (headteacher) will be informed of the missing child.
- The Woodlands staff will search within and around the school facilities and notify emergency services if required.

Uncollected children

If a child is not collected by 6pm, parents will be contacted by telephone. If there is no contact by 7pm, the police and Social Services will be contacted. To cover the cost of staffing, any collections after 6pm will incur a £10 fee.

Payment of fees

Booking into The Woodlands must be completed via School Money, this will require payment in advance. Booking must be made at least 7 days in advance to secure a place within the provision.

Childcare Vouchers will be accepted and this must be pre-arranged with the school prior to registration (bookings will still be required through School Money).

If a parent is experiencing difficulty with payment of their fees, they should contact the school office as soon as possible and appropriate plans will be put in place. All matters will be dealt with in a confidential and sensitive manner.

The parent signing the registration form is known as the 'contracting parent' and is responsible for payment of all fees.



The Woodlands @ John Blow Primary School Wrap-Around Care Terms and Conditions.

Below are John Blow Primary Schools' wrap-around care (The Woodlands) Terms & Conditions. You will be bound by these throughout your time with The Woodlands out of school clubs. These are subject to change and we reserve the right to amend these at any time. Please ensure you have read all points listed:

Opening Hours

- **Breakfast Club** is open 7.30am to 8.50am.
- Children wanting breakfast should be in Breakfast Club by **8.15am**.
- **After School Club** is open 3.30pm to 6.00pm Monday to Friday

After School Club closes at 6.00pm and collection after these times will occur an additional charge (see below). We understand there may be circumstances outside of your control but please ensure you have contacted us and where possible, made alternative arrangements to avoid the late collection.

Codes of Practice

- It is important that The Woodlands wrap-around care are notified if your child is to be absent. All absence is charged at full price.
- If your child is ill, please call the school office by 8.30am on the day or notify us in advance where possible.
- Any parent wishing to talk to a member of staff regarding their child should arrive at 5.45pm.
- Please ensure you are collecting your child/children by 6.00pm. Collection after this time means two members of staff and the Site Manager must remain on the premises and therefore costs are incurred, and you will be charged.
- The Woodland staff must be informed of any person collecting your child who differs from those named on the Registration Form.
- A password must be held on file for each child which can be asked for from anyone collecting the children, but especially someone who either does not usually collect or is not named on the registration form.
- If you do not inform us of someone else collecting your child, you will be contacted before we allow this person to collect your child. If we are unable to contact you, we will not allow your child to leave with this person.
- We would ask for a notice period of half a term when reducing days or terminating your place with ourselves. Thereafter half a term's notice must be given **in writing** to terminate a place or reduce days at The Woodland. For example, place ending 31st December, notice to be given by October half term. Place ending Easter, notice to be given by February half term. Your notice period

remains chargeable.

Fees

- The cost for Breakfast Club is £4.50 per session.
- The cost for The Woodlands after-school club is £8 per session. This will include a healthy snack/light meal (more information will be provided following registration).
- Bookings are required a minimum of 7 days in advance to the session via School Money.
- If Childcare Vouchers are being used for payment, this information must be provided prior to attending the provision.
- Fees are payable **in advance**.
- A £25.00 late payment fee will be applied if payment is not made in full in advance.
- Late collection of your child/children will incur a £10.00 charge. This will be to cover staff costs and will be added to that week's payment and must be paid within 7 days of the late collection.
- Your child will be signed in and out every day and the time will be noted.
- All absences are charged at full price.

Arrears and Debt Recovery

- If you are struggling to make payment, please contact us to discuss in the first instance.
- We will work with you to agree a repayment plan.
- If no payment is made and we are unable to contact you, further action will be taken which will include the following:
 - Additional administration fees
 - Transfer of your account to our debt collection agency Sundry Debtors Team.
 - Ask you to reduce the days your child attends
 - Ask you to remove your child/children from The Woodland. This could incur a one month 'notice period' charge.

Sickness

- Children suspected of suffering from infectious conditions will be excluded from The Woodlands in line with the NCC sickness guidance information.
- In an emergency, we need to contact you quickly. It is therefore VITAL that you update any changes of contact details with us.
- Unwell children cannot be left at The Woodlands and although this may not be convenient, parents must leave work or nominate somebody to collect the child if we request this.
- If your child is on medication you must complete a 'Medicines in school' form before the medicine can be administered.
- Management reserve the right to refuse a child into The Woodlands if they feel the child is not well enough to attend.

Personal Property

- We cannot accept responsibility for lost or broken items and staff may not always have time to look for these items.
- No toys should be brought into The Woodlands.
- Everything you bring into clubs must be clearly labelled with your child's full name.
- When weather permits, children will be taken outside and therefore you should supply suitable clothing i.e. coat and sunhat.

Polices

Access to The Woodlands polices can be found on the school website. The Whole School policies are

available on request.

- Admissions Policy (Wrap-around Care Policy)
- Wrap-around Care Aims and Objectives (Wrap-around Care Policy)
- Health and Safety Policy (Whole School Policy)
- Complaints Policy (Whole School Policy)
- Equal Opportunities Policy (Whole School Policy)
- Child Protection (Safeguarding) children Policy and Addendums (Whole School Policy)
- Behaviour and Relationships Policy (Whole School Policy)
- Special Educational Needs Policy (Whole School Policy)
- Emergency Fire Procedure Policy (Whole School Policy)
- Anti-Bullying Policy (Whole School Policy)
- Medication Policy (Whole School Policy)
- Whistle Blowing Policy and Addendum (Whole School Policy)

I agree to adhere to all John Blow Primary Schools' out of school club policies and procedures and agree to work in partnership with The Woodlands. I agree with all points in this document.

Signed

Date.....

Print Name

Child/ Children's Name(s).....

Awaiting Governor Approval



The Woodlands @ John Blow Primary School Pupil Registration Form

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME	
HOME ADDRESS:			
POST CODE:		TELEPHONE:	

PARENT/CARER 1 INFORMATION

TITLE:		FORENAME:		SURNAME:	
Contact information	Mobile number:				
	Home phone:				
	Work phone:				
	Email address:				

PARENT/CARER 2 INFORMATION

TITLE:		FORENAME:		SURNAME:	
Contact information	Mobile number:				
	Home phone:				
	Work phone:				
	Email address:				

OTHER CONTACT INFORMATION – Please provide at least one

TITLE:		FORENAME:		SURNAME:	
Contact information	Mobile number:				
	Home phone:				
	Work phone:				
	Email address:				
RELATIONSHIP TO CHILD					

TITLE:		FORENAME:		SURNAME:	
Contact information	Mobile number:				
	Home phone:				
	Work phone:				
	Email address:				
RELATIONSHIP TO CHILD					

PUPIL – MEDICAL INFORMATION

DOCTOR'S PRACTICE:		MEDICAL CONDITIONS:	
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DIETARY AND ADDITIONAL INFORMATION

Allergies	
Is your child vegetarian or vegan?	
Please specify any further information which may be relevant to your child when attending The Woodlands	
I will be using the following Childcare Voucher scheme to pay for wrap-around care	

I have received, signed and returned a copy of The Woodland's Terms and Conditions

Signed _____

Date _____

For office use:

Form received by _____

Date _____

Place allocated – Yes/No

Payment updated on School Money – Yes/No



The Woodlands @ John Blow Primary School Pupil Collection information

NAME OF CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers.

Relationship to the child

1		
2		
3		
4		
5		
6		
7		

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