

**Newbrough CE Primary School**

**Policy Document**

**Wrap Around Care Policy**

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|  |  | **Parents** |
| **Date:** | **1.7.2021** | **Via Website** |

**Date adopted: 1.7.2021**

**Signature: Jo Trotter**

**Newbrough C of E Primary School**

**Breakfast and After School Club Policy**

**(incorporating the Early Years Foundations Stage)**

**Aims**:

* To provide welcoming, safe and affordable childcare provision before and after core school hours during term time for all children from nursery to year 6.
* To provide a nutritious breakfast or tea at the beginning or end of the school day.
* To offer the Early Years Foundation Stage curriculum from 8.00am – 5.30pm in order that working parents can access 30 hours childcare funding.
* To provide targeted families with the support of breakfast club when applicable.

**Procedures:**

1. Staffing

There will be a minimum of 2 members of staff on site and the ratio of children to adults will not exceed 1:8. There is effective continuation of the EYFS curriculum.

1. Contingency arrangements for staff absence

If a member of staff is going to be absent they must inform the headteacher by 7.30am so that cover can be arranged using other members of staff.

1. Opening hours

Breakfast club will be open from 8am. Children should not be dropped off before this time. After school club finishes at 5.30pm and children should be collected promptly.

1. Booking Arrangements

*Bookings can be made*

* *using the booking forms available on our website or from the office*
* *by e-mail to* *admin@newbrough.northumberland.sch.uk*
* *by telephoning the school office*

e) Payment

* All payments for after-school or breakfast club need to separate from any other monies coming into school. An invoice will be sent at the beginning of each month for sessions taken in the previous month.
* Please complete a booking form for each month
* Payment, wherever possible, should be made online via ParentMail. Cash or cheques can be sent directly to the office in a named and sealed envelope.
1. Charges:

**Bookings should be made by Friday of the previous week** (Bookings received after this may be charged at a premium rate of £6 per hour) and are charged accordingly:

 Breakfast club: £4

 After school club: £4 = 3.15pm to 4.15pm

 £8 = 3.15pm to 5.15pm

 £10 for full session (3.15pm to 5.30pm)

There is a 50 % discount for each second sibling where both children are pupils of our school. We also accept childcare vouchers.

 f) Non-payment

If bookings are not paid for, we reserve the right not to accept any future bookings until full payment is received.

1. Late bookings / collections

We recognise that occasionally exceptional circumstances arise and parents are unavoidably late in collecting their child. We will, of course, always continue to look after your child until you are able to collect them or make an alternative arrangement. However, we reserve the right to impose a £10

penalty for lateness, at the discretion of the session manager.

**Menus:**

Food and drinks offered at breakfast and after-school club are consistent with our school food policy.

* Breakfast consists of a choice of cereals and/or toast
* Drinks offered are milk or water
* A snack of fruit is offered at after-school club.
* A light tea (cheese/ham sandwich) is served at 4.30pm for those staying later.

**Curriculum/ activities**

A range of activities are planned on a rolling programme and will reflect the age and interests of those children attending. Nursery children will always be able to access EYFS provision.

**Health and Safety**

All activities are risk- assessed in line with our health and safety policy. Parents are required to complete a registration sheet for Breakfast/ After school club which has details of any medical conditions of their child and also emergency contact information. Staff who are working in breakfast or After School Club have up to date food hygiene certificates and first aid certificates.