

Wrap Around Care Provision Policy

Mission Statement

We lead our children to be like: wise, caring, honest and fair, today and every day.

Wrap Around Care Provision Statement of Intent

At St Anne's Catholic Voluntary Academy, we are committed to providing pupils with opportunities to advance their skills and prepare them for life after school. This intent outlines our ethos, aims and commitment to pupils who attend wrap around care provision.

We have a set of values that constitute our ethos. Our values ensure pupils:

- Have healthy lifestyles.
- Are provided with a safe and happy environment.
- Enjoy wrap around care provision and to achieve in everything they do.
- Make a positive contribution to their school and the community.
- Establish skills which will be essential for adult life.

We aim to:

- Provide a happy, safe and stimulating environment for all children to play, learn and develop freely.
- Provide the opportunity for all children to participate but also for them to rest and have quiet time as and when they want it.
- Give all pupils the chance to learn through exciting activities based on the school's broad and balanced curriculum.
- Help pupils to develop responsibility for themselves and their actions, and to become confident, independent and cooperative individuals.
- Encourage pupils to have a positive attitude and respect for both themselves and other people.

- Promote a positive relationship with parents and work in partnership with them to provide high-quality play and care for their children.

The school is committed to the following:

- Providing varied care and play opportunities for pupils that cater for a range of interests and abilities.
- Ensuring activities within wrap around care provision are inclusive, not discriminatory and accessible for all.
- Ensuring activities promote the social, emotional and mental health of all pupils.
- Providing pupils with access to a variety of facilities and equipment that are safe to use, and ensuring pupils are supervised at all times.
- Ensuring staff running wrap around care provision put the needs of pupils first at all times.
- Adhering to relevant legislation that keeps pupils safe and free from harm at all times.
- Ensuring staff adhere to their safeguarding duties at all times and report any concerns they may have to the Designated Safeguarding Leads.
- Ensuring staff are qualified, and that any volunteers and staff on duty have undertaken the relevant security checks and these are listed in the Single Central Record.
- Promoting a positive and inclusive environment for pupils and tackling any incidents of bullying immediately.
- Listening and responding to pupils' views and concerns.
- Keeping parents informed of school policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing pupils' achievements, experiences, progress and friendships, along with any difficulties that may arise.
- Ensuring pupils are provided with food that promotes healthy choices and a balanced diet.

Our children who attend our Wrap Around Care Provision are expected to show the same expectations of good behaviour as listed in our School Behaviour Policy.

How we encourage positive behaviour

Positive behaviour means that everyone in Wrap Around Care Provision:

- Is careful and kind to each other
- Is polite and friendly to all
- Is helpful to each other
- Enjoys playing and working together
- Follows the agreed rules

Everyone in Wrap Around Care Provision has agreed to:

- Recognise and highlight positive behaviour as it occurs
- Ensure children are praised for behaving well
- Explain and model behaviour we wish to see

- Encourage children to be responsible for their own behaviour Inform parents about their child's good behaviour
- Keep our children safe from harm in accordance with the School's Safeguarding Policy

Respecting the equipment and resources

To ensure our Wrap Around Care Provision is fun for all in attendance, we ask that both pupils and parents commit to the following:

Pupils

- Act in accordance with the school's Behaviour Policy.
- Treat everyone with respect and kindness.
- Stay where a member of staff can see and hear you.
- Participate where possible.
- Talk to a member of staff if you have been bullied or witnessed any bullying take place.

It is expected that all children will respect and look after the equipment and resources at all times.

Parents:

- Read all the relevant school policies which have been sent to you by the Head Teacher– if you haven't received any policies, these can be requested from the school office or may be available on the school website.
- Pay for fees requested by the school where applicable.
- Provide the school with up-to-date information about your child, e.g. emergency contacts.
- Be available, or arrange for someone trustworthy to be available, to collect your child at the end of the day, and inform the school office who will be collecting your child should situations change.
- Reiterate to your child the provisions of the Behaviour Policy and the potential consequences should your child break the rules.
- Work with us to achieve the best for your child.

Unacceptable behaviour

Examples of unacceptable behaviour (but not limited to):

- hitting
- slapping
- punching
- poking
- hair pulling
- spitting
- biting
- swearing

- deliberately breaking toys

A child who displays any of these behaviours will be dealt with in the following way:

Stage 1 - A verbal warning from the Wrap Around Care Provision Coordinator, to the child with a Parent /Carer present.

If unacceptable behaviour occurs again:

Stage 2 - A written warning will be issued by the Wrap Around Care Provision Coordinator, agreed and countersigned by the Head Teacher.

If unacceptable behaviour occurs again:

Stage 3 - A one week's exclusion. On return to Wrap Around Care Provision, the child, Parent/Carer, Coordinator and Head Teacher will meet to discuss future acceptable behaviour.

If unacceptable behaviour occurs again:

Stage 4 - A half term exclusion. On return to Wrap Around Care, the child, Parent/Carer, Coordinator and Head Teacher will meet to discuss future acceptable behaviour.

If unacceptable behaviour occurs again:

Stage 5 - Permanent withdrawal from Wrap Around Care for the rest of that academic year.

Payments/Bookings for Wrap Around Care Provision

Bookings for Wrap Around Care Provision are required via the school ParentPay system. Bookings can be made 2 weeks in advance.

Parents that pay via the childcare voucher scheme can also book this way.

Please note that all booking closes the day before so if you have forgotten to book or need emergency childcare then please email the office and they will manually add this to the system.

The current costing:

- Early Birds Club (7.45am – start of school day) - £4.00
- Early Birds Club (8.30 am – start of school) - £2.00
- Night Owls Club until 4.30pm (fruit/snack and drink) - £6.00
- Night Owl Club until 5.30pm (fruit/snack and drink) - £10

Attendance

Early Birds Club: This provision requires booking in advance via our Microsoft Form the day before the provision is required, however, if you missed the slot or unable to book then the school office will book/charge this manually upon the child's arrival.

Night Owls Club: This provision requires booking in advance via our Microsoft Form the day before the provision is required, however, if you missed the slot or unable to book, then the school office will book/charge this manually. Please inform school by 3.30pm if your child requires a place.

If the place is no longer required and the Parent/Carer fails to inform the co-ordinator, then the fee is still applicable.

Children that are over 15mins late being collected from school. Parents will be contacted, placed into After School Club, and the current fee charged.

Parents/Carers are made aware that After School Club currently closes at 5.30pm. If a child is collected later than these times, then a late pick up fee is applied.

This will be charged at £2.50 for every 10 minute late intervals.

This policy will be reviewed annually.

Signed:

Head Teacher

Chair of Governors
