



BATH & WELLS  
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

## **Kingshill Church School Wrap Around Care Policy.**

### **Introduction**

Kingshill Church School is committed to offering quality out of hours school care, and supervision for children both before and after school. Our service runs between the hours 7:45am – 8:45am, Monday – Friday 3:15pm 5:30pm Monday – Thursday, providing a range of stimulating and creative activities in a safe environment.

The school's wrap around care is run by employees of the school with appropriate experience and expertise. A minimum of 2 members of staff will remain onsite at all times.

### **Admissions**

- Only children attending Kingshill Church School are eligible to attend the clubs.
- All places are subject to availability.
- Places need to be booked in advance.
- The registration process must be completed prior to the child's commencement at the club.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

### **Arrival and Departure**

#### **Breakfast Club**

- Parents/Carers are required to bring their child/children directly to the Breakfast Club door where they will be signed in by a member of staff.
- Children in KS2 will be allowed to make their own way to their classrooms at 8:40, KS1 will be escorted to their classrooms by Breakfast Club staff.

#### **After School Club**

- A list of children attending will be given to the classes daily.
- Children will be escorted to the club at the end of school by their teacher or a member of school staff.
- The club staff will take a register and will liaise with the class/school; office to determine any reason why a child is not accounted for.
- Staff will be informed if children are not attending due to early collection or any other reason.

## Departure

- When a child is collected at the end of or during a session, they will be signed out by a staff member recording the named collector and time.
- Parents/carers must ensure that any person who may collect their child is listed on the 'permission to be collected by' list and that it is kept fully up to date.

## Morning session – 7:45 am to 8:45 am

- 8:00am Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8:35am tidy up time encouraging the children to take responsibility for the environment.
- 8.40am children collect their coats and bags, KS2 children make their own way to their classrooms, KS1 are escorted to their classrooms ready for the start of the school.

## Afternoon session – 3:15 pm to 5:30 pm

- 3.15pm-3.30pm Children will be offered fruit, drink and a small healthy snack.
- Children can then choose from a range of play and planned activities, both indoors and outdoors. (Weather permitting).
- Children have an opportunity to complete homework.
- 4.15pm tidy up time encouraging the children to take responsibility for the environment.
- Children wishing to eat wash their hands ready to enjoy a freshly prepared light snack.
- Children can use the ICT equipment, colour, and take part in calm activities until they are collected.

## Behaviour

Whilst attending clubs children are expected to:

- Use socially acceptable behaviour according to the **school behaviour policy**
- Respect one another, accepting differences of race, gender, ability, age and religion.
- choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the club.

Positive behaviour is encouraged by:

- Staff acting as positive role model.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner. according to the **school's behaviour policy**
- If necessary, a child will be temporarily removed from an activity.

- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with SLT and parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the school may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

### **First Aid**

- All accidents will be recorded in the school accident book accurately and a copy given to the parent/carer upon collection.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during clubs will be contacted immediately. If a child is sent home during school hours, the club will be informed of their absence.

### **Missing or Uncollected Children**

#### Missing children

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

- Senior school staff will be informed of the missing child.
- Club staff will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

#### **Uncollected children**

If a child has not been collected by 5:45 pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance and SLT will be informed.

If these contacts are unavailable after approximately one hour, the police and Social Services will be informed by SLT.

A charge will be levied for late collection. A fee will be applied for late collection from 5.30pm onwards at £5 per 15 mins per child. This charge will be added to the following month's invoice.

### **Payment of Fees**

It is a requirement of the club that parents pay their fees promptly in accordance with the payment schedule. Fees are to be paid in advance, and payment is due for all contracted sessions **even if a child is unable to attend their booked session.**

If a parent/carer 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.

All Payments are made on ParentPay.

- A receipt will be issued on Parent Pay
- If payment is not received by the due date this may result in a parent losing their childcare place.

**Related School policies**

Staff are covered by the school policies, including but not exhaustively:

Child protection  
Equal opportunities  
Health and Safety policy  
Behaviour Policy,  
Safeguarding policy

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