



RATIONALE

The Queenswell Federation believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence.

In order to help and support parents, the school aims to provide an affordable and convenient wraparound service. Breakfast, and after school clubs are made available to children aged 5 to 11 (Years reception to 6), allowing parents more flexibility with their working hours.

The number of children present ensures that there is a staff to child ratio of 1:10 at all times.

EQUALITIES

At The Queenswell Federation, we believe that every child, regardless of their gender, race, religion, culture or ability should have the opportunity to participate in the wraparound provision. At The Queenswell Federation, we believe it is the right of all pupils, regardless of their gender, ethnicity, physical ability or linguistic, cultural or home background to have access to a wide range of high-quality extended provision.

We are strongly committed to positive action to remove and challenge discrimination in all aspects of the Federation and its work. The importance of staff awareness regarding the dangers of preconceived expectations based on stereotypes is essential and we bear this in mind when providing our wraparound provision.

IMPLEMENTATION

Wraparound childcare

- Wraparound childcare is defined as childcare provided before (from 7:45am) and after school which runs until 6pm (or 5.30pm on Fridays and not including the last day of each term).
- Parents/carers have the right to request that the school considers the provision of wraparound and holiday childcare for children in Reception (aged 5 only) up to Year 6.
- The charges for wraparound and holiday childcare will be broadly cost neutral. Any profit that the school makes from providing these services will be reinvested in the service or in the school.
- The process for handling requests from parents are as follows:
 1. Parents are informed of their right to request wraparound childcare, the timetable for the process and the correct process they are expected to follow when making a request
 2. The demand for a childcare service is calculated
 3. Spaces for 'vulnerable' children will always be given priority
 4. Within eight weeks from the count of the number of requests, parents are informed of the school's decision, including the number of requests received and the reasons behind the decision.
- Parents/carers may exercise their right to request that the school considers the provision of childcare during the last two weeks of every term for the following term; requests made outside of this time period will only be considered if space available.
- Parents/carers are advised to submit emailed or hand delivered booking forms (electronically through teacher2parents) describing the type of service they require, the times of day when the provision is required and the age of their children.
- A range of activities will be available and will vary from day to day and may be outside or inside depending on the weather.

- All requests from parents are recorded and dated, and stored in the main office in accordance with the school's Data Protection Policy.
- The school is permitted to terminate the provision at any time. In addition, it can refuse to provide the service under the following circumstances:
 1. There is a lack of a suitable space
 2. There is a lack of demand from parents
 3. The school is unable to make arrangements with partner organisations
 4. A similar service is already available and can be used without difficulty
 5. The school has been placed in special measures
 6. Where the school opts to provide the service, parents are informed of the allocation of places before the end of the term prior to the extended service starting.

Admissions and fees

The school has a first come, first served policy for admissions to wraparound services. When all the places have been filled, new applications are placed on a waiting list.

The staff to child ratio for our school's wraparound services is 1:10. Activities will always be on the school site.

Parents are required to complete and return a booking form before children attend the clubs.

The standard daily fees for attendance (from June 2021) are:

Breakfast Club	£6
After School Club – all	£14
After School Club – first session (up till 4:15pm)	£7
After School Club – second session (from 4:15 onwards)	£8

For last minute booking, daily fees for attendance (from June 2021) are:

Breakfast Club	£7
After School Club – all	£15
After School Club – first session (up till 4:15pm)	£8
After School Club – second session (from 4:15 onwards)	£10

All fees must be paid a half term in advance

- Fees are to be paid by electronic transfer (school money)
- No place will be given without prior payment
- Fees are charged if attendance is booked and the child does not attend (carried over)
- There is a fee of £10 per hour for the late collection of children
- No fee = no admission (except in emergency situations, see below).

Discounts

- Staff working on the extended services are allowed to bring their own children free of charge for the sessions they work in. These children will count towards ratios.
- Staff working for the Federation are entitled to a 50% discount for any session booked.

Cancellations

- Fees are non-refundable except in exceptional circumstances
- Children who leave the school will be entitled to a 50% refund of unspent fees

Arrivals and Departures

The school is fully committed to the safety and security of all the children in its wraparound provision; therefore, several procedures are in place for when children arrive at a breakfast or after-school club:

Breakfast club

- Parents drop their child off at the breakfast club.
- Attendance is recorded in the breakfast club's register; the parents of any pupil who was booked to attend, and is not present when the register is called, are contacted immediately.
- A member of the breakfast club staff will and escort them to their respective classes.
- The staff member collecting the pupils will be informed of any pupils that did not attend the breakfast club as expected; the school will follow its Attendance Policy if the whereabouts of those pupils remain unknown after registration is called.
- Juniors go up at 8.30

After-school club

- The collection point is: Juniors – lower school resource area; Infants – the dining hall.
- A member of staff from the after-school club will wait at the collection point until 10 minutes after the school day ends.
- Reception, Year 1 and Year 2 pupils will be escorted to the collection point by the staff in that year group and recorded in the after-school club's register upon arrival, whilst older pupils will find their own way to the collection point. If a pupil arrives at the collection point, but is not on the register, a staff member will check with the school and the parent before turning the pupil away.
- Where there are children booked to attend the club, but they have not arrived, the club will call the children's parents immediately.
- Where parents cannot be contacted, and the whereabouts of any children remains unknown, the club will follow the procedures outlined in section 9 of this policy.
- The school has the following procedures in place for when children leave an after-school club:
 1. At the end of the after-school club, staff will sign the child out before they leave the premises (with name of the person and time of collection)
 2. If someone other than the person registered is collecting the child, staff must be notified by the registered person half an hour in advance. The registered person must also provide a description of the individual and confirm the password.
 3. If the registered person is running late, staff must be notified before the end of the collection period by the registered person. If no notification is received, the club will follow the procedures outlined in section 10 of this policy.
 4. Children in Years 5 & 6 can leave the premises unaccompanied if written permission is given by the parent.

Other children

Children not registered for the after-school club may attend if their parent/carer is running late or in an emergency (if notified to the office in advance). One off latecomers will be allowed free of charge, but will be charged if continued. All rates charged under these circumstances will be paid at the last minute rate.

Food

Children in breakfast club will be provided with a light breakfast. Children in the after school club will receive fruit or vegetables on arrival with a snack midway through the session. Staff preparing food are in receipt of or in the process of having a Food Hygiene Certificate Level 2.

Missing Child Procedure

The school has procedures in place to ensure the safety and wellbeing of all the children in the school's care. The school ensures it holds at least two emergency contacts for each pupil registered at the club. All staff are informed of the missing child procedure as part of their induction.

If at any time a child cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least one member(s) of staff stays with the other children involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the child is not located within 10 minutes, the police and the parents of the child are informed.
- The search for the child continues until the police arrive.
- The Safeguarding Officer On Duty liaises with the police and the parents of the child.

Uncollected children

Staff members do their best to ensure effective communication between clubs and parents. If a parent is up to 15 minutes late, the following procedures are followed:

- The parent is reminded that they must notify a member of staff if they are running late.
- The parent is warned that repeated late arrival will result in penalty fees.

If the parent is over 15 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent using the details provided on the registration documents.
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form.
- For the duration of the wait, the child is supervised by two members of staff.
- When the parent arrives, they are issued with a penalty notice of £10 per hour that they were late collecting their child.

If the parent is more than 30 minutes late, the following procedures are followed:

- If a member of staff has not reached the parent or an emergency contact, they contact the Safeguarding Officer On Duty for advice.
- The child remains on the premises with two members of staff until a member of the SLT arrives.
- If the child has left the premises with the local social care team, a note is left on the door to the club informing the parent of the child's location. A contact number and address is displayed.

SAFEGUARDING

The Federation's 'Safeguarding & Child Protection Policy' is relevant to the Wraparound Provision and policies and procedures should be followed as usual.

There is a member of the SLT on call should an urgent safeguarding issue occur.

RELEVANT POLICIES

The Wraparound Provision will follow the following Federation policies:

- Health & Safety (and Emergency Procedures)
- Attendance Management Policy
- Behaviour Management etc. Policy
- First Aid Policy
- Administration of Medication Policy
- Supporting Pupils With Medical Conditions
- Inclusion Policy
- Equalities Policy
- Food Policy